



## PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

This form should be used by programs seeking to establish a new graduate certificate. All sections should be completed.

The graduate certificate is a programmatic or linked series of courses in a single field or in one that crosses disciplinary boundaries. The graduate certificate facilitates professional growth for people who already hold the baccalaureate degree. The graduate certificate enables the university to respond to societal needs while promoting university cooperation with corporate, industrial, and professional communities.

This proposal template should be completed in full and submitted to the University Provost's Office [mail to: [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)]. It must undergo all internal university review and approval steps including those at the unit, college, and university levels. A program **may not** be implemented until the Provost's Office notifies the academic unit that the program may be offered.

### GRADUATE CERTIFICATE

**College/School:** School of Sustainability

*Note: Program ownership is coded at the College/School level first and may not be a center, department or division apart from it.*

**Department/Division/School:** Sustainability

**Proposing faculty group** (if applicable):

**Name of proposed graduate certificate:** Food Policy and Sustainability Leadership

**Is a program fee required?** Yes, a program fee is required.

*Note: for more information about program fee requests, visit <https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees>*

Is the unit willing and able to implement the program if the fee is denied? Yes, we are able to implement the program.

**Requested effective term and year:** Fall 2019

(The first semester and year for which students may begin applying to the certificate)

**Delivery method and campus or location options:** *select all locations that apply*

Downtown Phoenix  Polytechnic  Tempe  Thunderbird  West  Other: \_\_\_\_\_

**Both on-campus and**  ASU Online\* - (check applicable campus(es) from options listed above)

ASU Online only (all courses online and managed by ASU Online)

*Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at [asuonline@asu.edu](mailto:asuonline@asu.edu) who can provide you with additional information regarding the online request process.*

**Do Not Fill in this information: Office Use Only**

**Plan Code:**

**CIP Code:**



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### PROPOSAL CONTACT

<b>Name:</b>	Caroline J. Harrison	<b>Title:</b>	Curriculum and Academic Programs
<b>Phone number:</b>	480-965-8645	<b>Email:</b>	Caroline J. Harrison

### DEAN APPROVAL(S)

This proposal has been approved by all necessary unit and college/school levels of review, and the college/school(s) has the resources to offer this degree program. I recommend implementation of the proposed certificate program.

*Note: An electronic signature, an email from the dean or dean's designee, or a PDF of the signed signature page is acceptable.*

College/School/Division Dean name: Christopher G. Boone

Signature: 

Date: 2/21/19

**Please note:** Proposals for new certificates also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (two readings), and the Office of the Provost before they can be put into operation.

**The final approval notification will come from the Office of the Provost.**

## 1. OVERVIEW

This 15-credit graduate certificate is comprised of six classes. There are three courses which include, among other things, weekly discussion boards and class calls with a professor. Two immersion classes require students to join together in person and engage in various learning experiences led by a professor. The first immersion takes place in various locations in Arizona, where students visit a variety of food production operations (e.g., farms, ranches, processing, distribution facilities) to learn directly from producers and hear their ideas about policy. The second immersion takes place in Washington DC, where students engage with policymakers and advocates (e.g., USDA leaders, members of Congress, NGO staff, lobbyists). The final course is a culminating experience in which students conduct original research and produce a professional policy publication to be widely shared with sustainable food system advocates.

The certificate is designed for working professionals and graduate students seeking in-depth knowledge of food policy as it relates to sustainable food systems. There is growing interest in food among young people, many of whom are passionate about learning how to advocate for more sustainable food systems. Organizations like [Food Tank](#), books like [A Taste of Generation Yum](#), and a growing number of student organizations such as the [Graduate Association for Food Studies](#) speak to this interest. Furthermore, schools beyond land grant universities are offering food-related coursework and degrees that differ from traditional food production and food science offerings. The USDA National Agricultural Library maintains a [Sustainable Agriculture Education and Training Directory](#) that lists degrees and certificates identified by library staff as related to sustainable, alternative, and organic agriculture. Yet across this landscape of various food-related educational offerings, there is little devoted coursework focused on food policy. For example, the [Association for the Study of Food and Society](#) lists dozens of food studies degree programs, but few provide a solid background in food policy.

This presents an opportunity for ASU. Recently, several universities have sought to fill this gap, but we expect that we are positioned to compete well, particularly because some of these certificate options are available exclusively to students enrolled at these particular universities (e.g., Berkeley). Our market research has identified five certificate programs with significant food policy content: [UC Berkeley Graduate Certificate in Food Systems](#); [Portland State University Graduate Certificate in Sustainable Food Systems](#); [Tufts Sustainable Agriculture and Food Systems Graduate Certificate](#); [University of Michigan Graduate Certificate in Sustainable Food Systems](#); [Johns Hopkins Food Systems, the Environment and Public Health Graduate Certificate](#); and the perhaps the most analogous - [University of Minnesota Integrated Food Systems Leadership Program](#). Of note, ASU certificate program director, Kathleen



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Merrigan, designed the MS/PhD program in Agriculture, Food and Environment at Tufts University where the Tufts certificate resides, was an advisor on the design of the Berkeley Food Institute, which houses the Berkeley certificate, and, in the 2017-18 academic year, she piloted much of the proposed curriculum for the ASU certificate while a faculty member at George Washington University.

In addition to the School of Sustainability, which will offer this certificate program, the [Swette Center for Sustainable Food Systems](#) will be actively engaged in support of the program. The Center will utilize its network of food policy leaders to help recruit an annual cohort of certificate students. We anticipate a small cohort, ranging from 20-30 students, which will allow the kind of personalized instruction well suited for the next generation of food policy leaders. We anticipate about half of the cohort will be professionals in progressive food companies, many of which have already indicated interest (e.g., Organic Valley, Mars, Driscoll's). We anticipate support from philanthropic organizations, such as Grace Communications Foundation, which has already dedicated \$50,000 in scholarship support for the certificate to ensure that a diversity of students have the resources to participate.

Certificate graduates will possess the necessary in-depth knowledge and network of contacts that enable career advancement in areas related to food policy, whether in government itself (note: more than half of USDA career employees are retirement eligible, creating a demand for food-policy informed applicants), in NGOs (note: [comfoodjobs@elist.tufts.edu](mailto:comfoodjobs@elist.tufts.edu) with nearly 12,000 participants is one good source for NGO food policy job opportunities), or in the private sector (note: emergence of new entities such as the [Sustainable Food Policy Alliance](#) demonstrate a new and urgent desire for greater private sector engagement in sustainable food policy work).

## 2. ADMINISTRATION AND RESOURCES

### A. Administration

How will the proposed certificate be administered (including recommendations for admissions, student advisement, retention etc.)? Describe the administering body in detail, especially if the proposed certificate is part of a larger interdisciplinary agenda. How will the graduate support staffing needs for this proposed certificate program be met?

The admission process, recruitment and retention will all be done through the processes already established for the handling of students in the School of Sustainability. There is adequate support to launch and maintain the certificate within SOS, including support from the Swette Center for Sustainable Food Systems. The Program Director for the certificate will be responsible for the review of the applicants and recommendations for admission to the program. Course content will be delivered by existing faculty with the possibility of transferring some of the credit hours into a graduate program with Graduate College approval.

### B. Resource requirements needed to launch and sustain the program

Describe any new resources required for this program's success such as new staff, new facilities, new library resources, new technology resources, etc. If multiple units/programs will collaborate in offering this certificate, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate program.

The director for the certificate, Kathleen Merrigan, has developed much of the content for the certificate during the 2017-18 academic year when she piloted it at George Washington University, so start-up costs are minimal. Kathleen Merrigan holds the copyright for all material developed while she was employed by George Washington University. Further, Dr. Merrigan provided the GW Library \$10,000 in recognition of their efforts to assist with videography, which was not required, more than covered their costs, and provided new resources to build out the library's sustainability collection. We do not anticipate any conflict with GW, or any other person or entity, in deploying these materials in service of the ASU Food Policy and Sustainability Leadership Certificate. As well, new materials will be developed for the Certificate prior to its launch, and while efforts are always made to design evergreen course materials, food policy is constantly evolving and we anticipate that this will require significant annual updates of Certificate course contents.



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No new space, materials, or equipment is needed. A proposed fee includes funding for videography and guest lecturers in addition to covering the costs of the immersion classes.

The School of Sustainability has several professors with expertise in food and agriculture who can contribute to this certificate. In addition to Kathleen Merrigan, and the Swette Center staff, the following professors have been identified as able to provide program content and student mentoring:

Josh Abbott: fisheries, true cost accounting  
 Rimjhim Aggarwal: small farmers, irrigation  
 Hallie Eakin: rural development, food sovereignty, farming generally  
 Chuan Liao: statistics, property rights and land tenure  
 Arnim Wiek: problem-based learning, climate  
 Peter Byck: livestock, corporate engagement

Also, as noted in the impact statement from WP Carey, faculty from the Morrison School of Agribusiness have offered their support in the delivery of this program.

### C. Projected Enrollment:

How many new students do you anticipate enrolling in this program each year for the next three years?

3-YEAR PROJECTED ANNUAL ENROLLMENT			
Please utilize the following tabular format	1 <sup>st</sup> Year	2 <sup>nd</sup> Year (Yr. 1 continuing + new entering)	3 <sup>rd</sup> Year (Yr. 1 & 2 continuing + new entering)
Number of students in certificate (Headcount)	20	25	30

### 3. STUDENT LEARNING OUTCOMES AND ASSESSMENT

- A. List the knowledge, competencies and skills** students should have attained by graduation from the proposed degree program. (Examples of program Learning Outcomes can be found at <https://uoeee.asu.edu/>. Go to the Assessment accordion dropdown and select Assessment Plan to view sample outcomes.)

Outcome 1: Graduates of this certificate will be able to access and explain how U.S. federal and state policymaking processes and global institutions affect food systems.

Outcome 2: Students demonstrate high-level knowledge of legislative, rulemaking, budgetary, and legal processes as well as history and operational knowledge of food-related government agencies and global institutions.

Outcome 3: Graduates of this certificate will be able to apply robust systems analysis to the interconnected social, political, economic, and ecological factors that influence food systems.

Outcome 4: Students have integrated knowledge of sustainability, policy and science issues, and major food and agricultural actors that results in a panoramic, interconnected understanding of food systems.

Outcome 5: Graduates of this certificate will be able to activate food systems knowledge by identification, evaluation, and creation of strategies to achieve food system policy transformation. Students are expert and engaged in a contemporary food policy issue of their choosing.



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- B. Describe the plans and methods to assess** whether students have achieved the knowledge, competencies and skills identified in the Learning Outcomes listed above. Please list measures and scales for each outcome. (You can find examples of assessment methods at <https://uoeee.asu.edu/>. Go to the Assessment accordion dropdown and select Assessment Plan to view sample measures.)

Outcome 1: Graduates of this certificate are able to access and explain how U.S. federal and state policymaking processes and global institutions affect food systems.

Measure 1.1: Success in the final exam for SFS 564 American Agriculture in the Global Context.

Performance Criteria 1.1: At least 75% of the students will achieve a grade of 80% or higher on the final exam.

Measure 1.2: Success in the final paper for SFS 562 Managing Natural Resources for Food Production.

Performance Criteria 1.2: At least 75% of the students will achieve a grade of 80% or higher on the final paper.

Outcome 2: Students demonstrate high-level knowledge of legislative, rulemaking, budgetary, and legal processes as well as history and operational knowledge of food-related government agencies and global institutions.

Measure 2.1: Success in the three written policy paper assignments in SFS 560 Tools and Tactics for Food Policy Change, which require students to analyze a policy issue from different perspectives.

Performance Criteria 2.1: At least 75% of students will receive a B or better by satisfactorily completing the rubric requirements.

Measure 2.2: Success in the oral report given to a faculty member for evaluation at the completion of SFS 563 Applied Food Policy Immersion Experience.

Performance Criteria 2.2: At least 75% of students will be rated at "meets expectations" or "exceeds expectations" based on rubric requirements.

Outcome 3: Graduates of this certificate are able to apply robust systems analysis to the interconnected social, political, economic, and ecological factors that influence food systems.

Measure 3.1: Success in the oral report given to a faculty member for evaluation upon completion of SFS 561 Food and Farm Immersion Experience.

Performance Criteria 3.1: At least 75% of students will be rated at "meets expectations" or "exceeds expectations" based on rubric requirements.

Measure 3.2: Successful completion of three weekly written responses to discussion prompts in SFS 562 Managing Natural Resources for Food Production.

Performance Criteria 3.2: At least 75% of students will achieve a grade of 80% or higher on their discussion and participation based on rubric requirements.



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Outcome 4: Students have integrated knowledge of sustainability, policy and science issues, and major food and agricultural actors that results in a panoramic, interconnected understanding of food systems.

Measure 4.1: Successful completion of reflection essays written about site visits in SFS 561 Food and Farm Immersion Experience.

Performance Criteria 4.1: At least 75% of students will achieve 80% or higher in the participation grade for the course, based on rubric requirements.

Measure 4.2: Successful completion of three weekly written responses to discussion prompts in SFS 564 American Agriculture in the Global Context.

Performance Criteria 4.2: At least 75% of students will achieve a grade of 80% or higher on their discussion and participation based on rubric requirements.

Outcome 5: Graduates of this certificate will be able to activate food systems knowledge by identification, evaluation, and creation of strategies to achieve food system policy transformation. Students are expert and engaged in a contemporary food policy issue of their choosing.

Measure 5.1: Success in team experiential learning that requires each team member to research, contribute to creation of a policy solution, and write components of a professional report that shares knowledge gained with food system reform advocates as required in SFS 565 Organizational Leadership.

Performance Criteria 5.1: At least 75% of students will achieve a B grade or higher by completing the rubric requirements.

Measure 5.2: Successful completion of three weekly written responses to three discussion prompts in SFS 560 Tools and Tactics for Food Policy Change.

Performance Criteria 5.2: At least 75% of students will achieve a grade of 80% or higher on their discussion and participation based on rubric requirements.

#### 4. ACADEMIC REQUIREMENTS

##### A. Minimum credit hours required for certificate (15 credit hour minimum)

15

##### B. As applicable, please describe culminating experience if required (e.g., applied project, portfolio, capstone course, etc.)

SFS 565 Organizational Leadership

The culminating experience is a research-based class. Students organize into small teams and choose a topic from a list of contemporary policy controversies provided by the professor. Class work requires original research, creation of policy solutions, and development of strategies to achieve proposed solutions. Each team produces a professional report to be shared broadly with sustainable food system advocates. The professional report is expected to advance food policy knowledge generally and provide certificate graduates visibility to highlight their accumulated skills. Throughout the course, assignments are organized so that students have individual assignments that must be completed and submitted for individual grades. Teamwork is also a highly valued skill for leaders and for this reason, a component of a student's grade is based on the final team report and presentation.





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- C. Please state the satisfactory student academic progress standards and** guidelines (including any time limits for completion). All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit, maintaining continuous enrollment.

The certificate may be completed in 18-24 months. Students must abide by all policies set forth by Graduate College and the School of Sustainability. In addition, they must maintain 3.0 cumulative, graduate and iPOS GPAs to remain in good standing. Students must complete the certificate program within six years, maintaining continuous enrollment. Students who are deemed unsatisfactory may be recommended to Graduate College for dismissal from the certificate program.

- D. Will this proposed certificate program allow sharing of credit hours from another ASU degree program to be used as part of this certificate program?** (Please note that a maximum of 12 graduate-level credit hours taken as a non-degree student at ASU, including as a part of a certificate program, may be used towards a future graduate degree at ASU. No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program.)

Course work from existing ASU degree programs may not be used as part of this certificate. Sharing may be allowed with future ASU degree programs.

- E. Below, please list all required and elective courses in the appropriate boxes** (you may attach additional pages if necessary).

Please ensure that all *new* core course proposals have been submitted to the Provost's office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas.

*Note: a minimum of 2/3 of the courses required for a graduate certificate must be at the 500-level or above.*

Required Core Courses for the Certificate			
Prefix and Number	Course Title	New Course?	Credit Hours
SFS 560	Tools and Tactics for Food Policy Change	Yes	3
SFS 561	Food and Farm Immersion Experience	Yes	2
SFS 562	Managing Natural Resources for Food Production	Yes	3
SFS 563	Applied Food Policy Immersion Experience	Yes	2
SFS 564	American Agriculture in the Global Context	Yes	2
		(Select Yes/No)	
<i>Section sub-total:</i>			12
<b>Culminating Experience (if applicable)</b>			<b>Credit Hours</b>
<i>E.g. – Capstone course, portfolio, written comprehensive exam or applied project</i>			
SFS 565 Organizational Leadership			3
<i>Section sub-total:</i>			3
<b>Total required credit hours</b>			<b>15</b>

- List all required core courses and total credit hours for the core (required courses other than internships, capstone course, etc.).
- Omnibus numbered courses cannot be used as core courses.
- Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval.

- F. Current Faculty:** Complete the table below for all current faculty members who will teach in the program.



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Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Kathleen Merrigan	Professor of Practice	PhD	Sustainable Food Systems	Program Director, Primary Instructor
Joshua Abbott	Associate Professor	PhD	fisheries, true cost accounting	Instructor
Rimjhim Aggarwal	Associate Professor	PhD	small farmers, irrigation	Instructor
Hallie Eakin	Professor	PhD	rural development, food sovereignty, farming generally	Instructor
Chuan Liao	Assistant Professor	PhD	statistics, property rights and land tenure	Instructor
Arnim Wiek	Associate Professor	PhD	problem-based learning, climate	Instructor
Peter Byck	Professor of Practice	BFA	livestock, corporate engagement extensive contacts with Arizona and Southwest food system entities employing sustainable practices such as ranchers, farmers, etc. through work with documentary filmmaking	Instructor

### 5. COURSES

- A. New Courses Required for Proposed Certificate:** Provide course prefix, number, title, credit hours and brief description for any new courses required for this certificate program.

**SFS 560 Tools and Tactics for Food Policy Change (3 credits)**

This course reviews competing theories, models, and analytical frameworks for understanding the policymaking process. It provides advanced knowledge of the tools and strategies necessary to achieve food policy reform.

**SFS 561 Food and Farm Immersion Experience (2 credits)**

This course exposes students to farmers, ranchers, and supply chain businesses that are the focus of, or are otherwise directly impacted by, food and agriculture policies and programs.

**SFS 562 Managing Natural Resources for Food Production (3 credits)**

This course highlights the relevance of natural resource conservation for ensuring healthy agricultural, food and environmental systems, as well as the various approaches to achieving sustainable systems.

**SFS 563 Applied Food Policy Immersion Experience (2 credits)**

In this intensive seminar on leadership students will review leadership theories, build their own leadership skills, and engage in question and answer sessions with food policy leaders from a variety of sectors on the ASU campus and across Metro DC.

**SFS 564 American Agriculture in the Global Context (2 credits)**

American agriculture both impacts, and is impacted by, the production and demands of other countries. This course considers global food trends, global food policy governance regimes and institutions, and explores current controversies.





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### **SFS 565 Organizational Leadership (3 credits, capstone course)**

The culminating experience is a research-based class. Students organize into small teams and choose a topic from a list of contemporary policy controversies provided by the professor. Class work requires original research, creation of policy solutions, and development of strategies to achieve proposed solutions. Each team produces a professional report to be shared broadly with sustainable food system advocates. The professional report is expected to advance food policy knowledge generally and provide certificate graduates visibility to highlight their accumulated skills. Throughout the course, assignments are organized so that students have individual assignments that must be completed and submitted for individual grades. Teamwork is also a highly valued skill for leaders and for this reason, a component of a student's grade is based on the final team report and presentation.

### **6. REQUIRED SUPPORTING DOCUMENTS**

*(Please label accordingly, i.e., Appendix or Attachment A, B, etc.)*

Please include the following with your proposal:

- A.** Statements of support from all deans
- B.** Impact statements of heads of impacted academic units (programs with similar names/content, utilizing courses, faculty, etc.)



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### APPENDIX I

#### OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES

(This information is used to populate the [Graduate Programs Search](#) website.)

**1. Proposed name of certificate:** Food Policy and Sustainability Leadership

**2. Marketing description** *(Optional - 50 words maximum. The marketing description should not repeat content found in the program description.)*

Demand for healthy, sustainably produced food has heightened the need for new public policies that support food systems aligned with the global Sustainable Development Goals. A new generation of leaders with policy knowledge, skills, and networks is sought to create and champion such innovative food policy.

**3. Provide a brief program description** *(Catalog type (i.e. will appear in Degree Search) – no more than 150 words. Do not include any admission or curriculum information)*

The certificate program trains students in food policy, from understanding policymaking broadly to developing specific, master-level skills that allow them to effectively navigate legislative, budgetary, and administrative governmental processes. This empowers students to grapple with real-life complexities and become effective agents of change. Students are exposed to contemporary food policy issues and are required to choose a food policy issue in which, with faculty assistance, they become an expert. This certificate program allows students to self-schedule work with the exception of weekly calls with their Professor and also requires students to spend a week meeting with food producers in Arizona and a week meeting with policymakers in Washington DC. Students will participate in research projects and professional presentations that contribute to food policy knowledge among sustainable food system advocates.

**4. Delivery/Campus Information Options:** On-campus only (ground courses and iCourses)

**5. Campus(es) where program will be offered:**

ASU Online curriculum consists of courses that have no face-to-face content. iCourses are online courses for students in on-campus programs. iCourses may be included in a program, but may not comprise the entirety of a program. On-campus programs must have some face-to-face content

*Note: Office of the Provost approval is needed for ASU Online campus options.*

ASU Online only (all courses online and managed by ASU Online)

**All other campus or location options (please select all that apply):**

Downtown Phoenix  Polytechnic  Tempe  West  Other: \_\_\_\_\_

**Both on-campus and**  ASU Online\* - (check applicable campus(es) from options listed above)

*\*Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and [Philip Regier](#) (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at [asuonline@asu.edu](mailto:asuonline@asu.edu) who can provide you with additional information regarding the online request process*

*If the certificate program is ground only, it will only be open to international students who are already enrolled in a degree program at ASU and they must complete the certificate before the degree is awarded. If this certificate is ground only, please indicate this in the additional application information below.*

**6. Admission Requirements**

An applicant must fulfill the requirements of both the Graduate College and the School of Sustainability.



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Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in a related field, from a regionally accredited institution.

Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

### Applicants are required to submit:

1. graduate admission application and application fee
2. official transcripts
3. proof of English proficiency
4. two letters of recommendation
5. professional resume
6. personal statement
7. two years professional experience in food and agriculture
8. Interview (in person or virtual)

### Additional Application Information

Applicants whose native language is not English (regardless of current residency) must provide proof of English proficiency.

The personal statement should not exceed 1,500 words and it should describe a food policy issue of interest to the applicant and why the applicant thinks that engaging in policy is important as it relates to this issue.

### 7. Application Review Terms (if applicable session):

Indicate the first term and year in which applications will be opened for admission. Applications will be accepted on a rolling basis after that time.

*Note: It is the academic unit's responsibility to display program deadline dates on their website.*

Terms	Years	University Late Fee Deadline
<input checked="" type="checkbox"/> Fall (regular) <input type="checkbox"/> Session B	(year): 2019 (year):	July 1st October 1st
<input type="checkbox"/> Spring (regular) <input type="checkbox"/> Session B	(year): (year):	December 1st February 8th
<input type="checkbox"/> Summer (regular) <input type="checkbox"/> Summer B	(year): (year):	May 14th May 14th
<p><i>Note: Session B is only available for approved online programs.</i></p>		

**Program admission deadlines website address:** <https://schoolofsustainability.asu.edu/>



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### 8. Curricular Requirements:

#### Curricular Structure Breakdown for the Academic Catalog:

(To be completed by the Graduate College)

15 credit hours including the required capstone course (SFS 565)

#### Required Core (12 credit hours)

- SFS 560 Tools and Tactics for Food Policy Change (3)
- SFS 561 Food and Farm Immersion Experience (2)
- SFS 562 Managing Natural Resources for Food Production (3)
- SFS 563 Applied Food Policy Immersion Experience (2)
- SFS 564 American Agriculture in the Global Context (2)

#### Culminating Experience (3 credit hours)

- SFS 565 Organizational Leadership (3)

9. **Keywords:** List all keywords that could be used to search for this certificate. Keywords should be specific to the proposed certificate – limit 10 keywords.

Food Policy, Food Systems, Agriculture, Advocacy, Nutrition, Governance, Environment, Sustainability, Leadership

### 10. Area(s) of Interest

- A. Select **one (1)** primary area of interest from the list below that applies to this program.

- |  |   |
|--|---|
| <input type="checkbox"/> <a href="#">Architecture &amp; Construction</a> | <input type="checkbox"/> <a href="#">Interdisciplinary Studies</a>      |
| <input type="checkbox"/> <a href="#">Arts</a>                            | <input type="checkbox"/> <a href="#">Law &amp; Justice</a>              |
| <input type="checkbox"/> <a href="#">Business</a>                        | <input type="checkbox"/> <a href="#">Mathematics</a>                    |
| <input type="checkbox"/> <a href="#">Communication &amp; Media</a>       | <input type="checkbox"/> <a href="#">Psychology</a>                     |
| <input type="checkbox"/> <a href="#">Education &amp; Teaching</a>        | <input type="checkbox"/> <a href="#">STEM</a>                           |
| <input type="checkbox"/> <a href="#">Engineering &amp; Technology</a>    | <input type="checkbox"/> <a href="#">Science</a>                        |
| <input type="checkbox"/> <a href="#">Entrepreneurship</a>                | <input type="checkbox"/> <a href="#">Social and Behavioral Sciences</a> |
| <input type="checkbox"/> <a href="#">Health &amp; Wellness</a>           | <input checked="" type="checkbox"/> <a href="#">Sustainability</a>      |
| <input type="checkbox"/> <a href="#">Humanities</a>                      |   |

- B. Select **one (1)** secondary area of interest from the list below that applies to this program.

- |  |  |
|--|--|
| <input type="checkbox"/> <a href="#">Architecture &amp; Construction</a> | <input type="checkbox"/> <a href="#">Interdisciplinary Studies</a>                 |
| <input type="checkbox"/> <a href="#">Arts</a>                            | <input type="checkbox"/> <a href="#">Law &amp; Justice</a>                         |
| <input type="checkbox"/> <a href="#">Business</a>                        | <input type="checkbox"/> <a href="#">Mathematics</a>                               |
| <input type="checkbox"/> <a href="#">Communications &amp; Media</a>      | <input type="checkbox"/> <a href="#">Psychology</a>                                |
| <input type="checkbox"/> <a href="#">Education &amp; Teaching</a>        | <input type="checkbox"/> <a href="#">STEM</a>                                      |
| <input type="checkbox"/> <a href="#">Engineering &amp; Technology</a>    | <input type="checkbox"/> <a href="#">Science</a>                                   |
| <input type="checkbox"/> <a href="#">Entrepreneurship</a>                | <input checked="" type="checkbox"/> <a href="#">Social and Behavioral Sciences</a> |
| <input type="checkbox"/> <a href="#">Health &amp; Wellness</a>           | <input type="checkbox"/> <a href="#">Sustainability</a>                            |
| <input type="checkbox"/> <a href="#">Humanities</a>                      |  |

### 11. Contact and Support Information:

<b>Office Location</b> - Building Code & Room:	Wrigley Hall, 108
--	-------------------



## PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

<a href="#">(Search ASU map)</a>	
<b>Campus Telephone Number:</b> (may not be an individual's number)	480-727-6963
<b>Program Email Address:</b> (may not be an individual's email)	SOSGradSunDevil@asu.edu
<b>Program Website Address:</b> (if one is not yet created, use unit website until one can be established)	<a href="https://schoolofsustainability.asu.edu/degrees/graduate/">https://schoolofsustainability.asu.edu/degrees/graduate/</a>
<b>Program Director (Name):</b>	Kathleen Merrigan
<b>Program Director (ASURITE):</b>	kmerriga
<b>Program Support Staff (Name):</b>	Melissa Dengler
<b>Program Support Staff (ASURITE):</b>	mdengle1
<b>Admissions Contact (Name):</b>	Melissa Dengler
<b>Admissions Contact (ASURITE):</b>	mdengle1

**12. Application and iPOS Recommendations:** List the Faculty and Staff that will input admission/POS recommendations to Gportal **and** indicate their approval for Admissions and/or POS:

NAME	ASURITE	ADMSN	POS
Melissa Dengler	mdengle1	Yes	Yes
Ivy Gerbis	bohnlein	Yes	Yes
Lisa Murphy	leesed	Yes	Yes

## APPENDIX II

### Letters of Support/Impact Statements

#### School of Sustainability – Official Submission

**From:** Caroline Harrison <[Caroline.Harrison@asu.edu](mailto:Caroline.Harrison@asu.edu)>  
**Sent:** Thursday, February 21, 2019 10:56 AM  
**To:** 'curriculumplanning@asu.edu' <[curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)>  
**Cc:** Katie Jensen Ord <[Katherine.Jensen@asu.edu](mailto:Katherine.Jensen@asu.edu)>; Amanda Morales-Calderon <[AMANDA.MORALES-CALDERON@asu.edu](mailto:AMANDA.MORALES-CALDERON@asu.edu)>  
**Subject:** Proposal for new Graduate Certificate in Food Policy and Sustainability Leadership

Attached is the proposal for the new Graduate Certificate in Food Policy and Sustainability Leadership.

Any assistance in getting this through the process would be appreciated. Please give me a call if you have any questions.

**Caroline J. Harrison, PhD**

Curricular and Academic Programs

Senior Sustainability Scholar

#### **Arizona State University**

P.O. Box 875502 | Tempe, Arizona | 85287-5502

PH: 480-965-8645 | Main: 480-965-2975

**[SchoolOfSustainability.asu.edu](http://SchoolOfSustainability.asu.edu)**



College of Health Solutions – Impact Statement #1

**Date:** Thursday, February 28, 2019 at 7:07 AM

**To:** Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)>

**Subject:** Re: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi Chris - the College of Health Solutions sees no conflict between your proposed certificate and our offerings in Nutrition.

Best of luck with your proposal.

Regards

Deborah

Deborah Helitzer, ScD  
Dean and Professor  
College of Health Solutions  
Arizona State University  
550 N 3rd Street  
Phoenix, AZ 85004  
[602.496.1943](tel:602.496.1943)  
[deborah.helitzer@asu.edu](mailto:deborah.helitzer@asu.edu)  
Web: [chs.asu.edu](http://chs.asu.edu)

For appointments and information, please contact Malissa Todd ([malissa.endsley@asu.edu](mailto:malissa.endsley@asu.edu))

Sent from my iPhone

On Feb 27, 2019, at 9:24 PM, Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)> wrote:

Thanks very much Deborah.

Sent from my mobile  
Christopher Boone  
Dean and Professor  
School of Sustainability  
Arizona State University

---

**From:** Deborah Helitzer

**Sent:** Wednesday, February 27, 2019 2:31:17 PM

**To:** Christopher Boone

**Subject:** Re: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi. I asked Julie Liss to send it, I'll check with her now. Sorry

Deborah Helitzer, ScD  
Dean and Professor  
College of Health Solutions  
Arizona State University  
550 N 3rd Street  
Phoenix, AZ 85004  
[602.496.1943](tel:602.496.1943)  
[deborah.helitzer@asu.edu](mailto:deborah.helitzer@asu.edu)  
Web: [chs.asu.edu](http://chs.asu.edu)

For appointments and information, please contact Malissa Todd ([malissa.endsley@asu.edu](mailto:malissa.endsley@asu.edu))

Sent from my iPhone

On Feb 27, 2019, at 12:26 PM, Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)> wrote:

Hi Deborah,

I am sorry to bother you, but I was hoping to get an impact statement from CHS regarding the Food Policy and Sustainability Leadership grad certificate. We are working hard to launch it this fall, which means we need to get impact statements completed by today. My apologies if I somehow missed your response.

Great panel today, by the way.

Chris

**Christopher Boone**

Dean and Professor

<image001.jpg>

P.O. Box 875502 | Tempe, Arizona | 85287-5502

PH: 480-965-2236 | Main: 480-965-2975

[SchoolOfSustainability.asu.edu](http://SchoolOfSustainability.asu.edu)

Executive Assistant: [Lorraine.Protocollo@asu.edu](mailto:Lorraine.Protocollo@asu.edu)

480.965.2236

**From:** Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)>

**Date:** Friday, February 22, 2019 at 4:00 PM

**To:** Deborah Helitzer <[Deborah.Helitzer@asu.edu](mailto:Deborah.Helitzer@asu.edu)>

**Cc:** Caroline Harrison <[Caroline.Harrison@asu.edu](mailto:Caroline.Harrison@asu.edu)>

**Subject:** Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi Deborah,

When Kathleen Merrigan was at GW, she started developing a graduate certificate in Food Policy and Sustainability Leadership. We have finished the proposal (see attached) and now need impact statements from the appropriate deans. I apologize for the tight deadline. We need to receive impacts statements by this **Wednesday, February 27**.

Please let me know if you have any questions, and thanks in advance for your support.

Chris

**Christopher Boone**

Dean and Professor

<image002.jpg>

P.O. Box 875502 | Tempe, Arizona | 85287-5502

PH: 480-965-2236 | Main: 480-965-2975

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Executive Assistant: [Lorraine.Protocollo@asu.edu](mailto:Lorraine.Protocollo@asu.edu)  
480.965.2236

## College of Health Solutions – Impact Statement #2

**From:** Julie Liss  
**Sent:** Thursday, February 28, 2019 7:39:32 PM  
**To:** Christopher Boone  
**Cc:** Deborah Helitzer; Kate Lehman  
**Subject:** Graduate Certificate in Food Policy and Sustainability Leadership

Dear Dean Boone,

CHS has reviewed your proposal for the new graduate certificate in Food Policy and Sustainability Leadership. We fully support your endeavor and wish you all the best.

Kind Regards,

Julie

Julie Liss, Ph.D.

Associate Dean of Academic Success, College of Health Solutions

Professor, Speech and Hearing Science

Faculty, Barrett, The Honors College

Outgoing Editor-in-Chief, Journal of Speech, Language and Hearing Research (Speech)

Fellow, American Speech Language Hearing Association

Arizona State University

[julie.liss@asu.edu](mailto:julie.liss@asu.edu)

## Watts College of Public Service and Community Solutions – Impact Statement

**From:** Sian Mooney  
**Sent:** Wednesday, February 27, 2019 1:52:34 PM  
**To:** Christopher Boone  
**Subject:** Watts College - Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Dear Chris,

The Watts College of Public Service and Community Solutions is supportive of the proposed Grad Certificate in Food Policy and Sustainability Leadership.

Sian

**Siân Mooney, Ph.D.**

Associate Dean & College Professor  
Professor | [School of Public Affairs](#)  
Senior Sustainability Scientist | [Wrigley Global Institute of Sustainability](#)  
Faculty Affiliate | [Center for Biodiversity Outcomes & Global Security Initiative](#)  
Phone: +1 (602) 496-1752

*Administrative Assistant: Linda Garcia*  
*[Linda.Garcia@asu.edu]*



Did someone at ASU provide you with exceptional service? Send a [SUN Award](#).

**From:** Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)>  
**Date:** Friday, February 22, 2019 at 4:03 PM  
**To:** Jonathan Koppell <[koppell@asu.edu](mailto:koppell@asu.edu)>  
**Subject:** Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi Jonathan,

When our Director of the Swette Center for Sustainable Food Systems, Kathleen Merrigan, was at George Washington University, she started developing a graduate certificate in Food Policy and Sustainability Leadership. We have finished the proposal (see attached) and now need impact statements from the appropriate deans. I apologize for the tight deadline. We need to receive impact statements by this **Wednesday, February 27**.

Please let me know if you have any questions, and thanks in advance for your support.

Chris

**Christopher Boone**

Dean and Professor



P.O. Box 875502 | Tempe, Arizona | 85287-5502

PH: 480-965-2236 | Main: 480-965-2975

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Executive Assistant: [Lorraine.Protocollo@asu.edu](mailto:Lorraine.Protocollo@asu.edu)  
480.965.2236



College of Liberal Arts and Sciences – Impact Statement

**From:** Patrick Kenney <[pkenney@asu.edu](mailto:pkenney@asu.edu)>  
**Sent:** Friday, February 22, 2019 5:23 PM  
**To:** Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)>  
**Subject:** RE: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi Chris, this looks fine to me. Good luck, Pat

**Patrick J. Kenney**  
**Dean, College of Liberal Arts and Sciences**  
**Foundation Professor, School of Politics and Global Studies**  
**Arizona State University**

**From:** Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)>  
**Sent:** Friday, February 22, 2019 4:04 PM  
**To:** Patrick Kenney <[pkenney@asu.edu](mailto:pkenney@asu.edu)>  
**Subject:** Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi Pat,

When our Director of the Swette Center for Sustainable Food Systems, Kathleen Merrigan, was at George Washington University, she started developing a graduate certificate in Food Policy and Sustainability Leadership. We have finished the proposal (see attached) and now need impact statements from the appropriate deans. I apologize for the tight deadline. We need to receive impact statements by this **Wednesday, February 27**.

Please let me know if you have any questions, and thanks in advance for your support.

Chris

**Christopher Boone**

---

**Arizona State University**

P.O. Box 875502 | Tempe, Arizona | 85287-5502

PH: 480-965-2236 | Main: 480-965-2975

[SchoolOfSustainability.asu.edu](http://SchoolOfSustainability.asu.edu)

Executive Assistant: [Lorraine.Protocollo@asu.edu](mailto:Lorraine.Protocollo@asu.edu)

480.965.2236

**Sandra Day O'Connor College of Law – Impact Statement**

**From:** Adam Chodorow  
**Sent:** Monday, February 25, 2019 3:50:59 PM  
**To:** Christopher Boone  
**Subject:** FW: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Dear Dean Boone,

Doug forwarded this to me. The College of Law supports this proposal. Please let me know if you need anything else from us.

Adam

---

Adam Chodorow  
Associate Dean for Academic Affairs  
Jack E. Brown Professor of Law  
Sandra Day O'Connor College of Law, Arizona State University  
Mail Code 9520, 111 E. Taylor St, Phoenix, AZ 85004  
Tel: (480) 727-8574  
Fax: (480) 965-2427  
Email: [Adam.Chodorow@asu.edu](mailto:Adam.Chodorow@asu.edu)  
SSRN: <http://ssrn.com/author=474399>

**From:** Douglas Sylvester (Dean) <[Douglas.Sylvester@asu.edu](mailto:Douglas.Sylvester@asu.edu)>  
**Sent:** Friday, February 22, 2019 5:19 PM  
**To:** Adam Chodorow <[Adam.Chodorow@asu.edu](mailto:Adam.Chodorow@asu.edu)>; Eric Menkhus <[eric.menkhus@asu.edu](mailto:eric.menkhus@asu.edu)>; Zachary Kramer (Law College) <[Zachary.A.Kramer@asu.edu](mailto:Zachary.A.Kramer@asu.edu)>  
**Subject:** Fwd: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Sent from my mobile

Begin forwarded message:

**From:** Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)>  
**Date:** February 22, 2019 at 4:05:03 PM MST  
**To:** "Douglas Sylvester (Dean)" <[Douglas.Sylvester@asu.edu](mailto:Douglas.Sylvester@asu.edu)>  
**Subject:** **Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership**

Hi Doug,

When our Director of the Swette Center for Sustainable Food Systems, Kathleen Merrigan, was at George Washington University, she started developing a graduate certificate in Food Policy and Sustainability Leadership. We have finished

the proposal (see attached) and now need impact statements from the appropriate deans. I apologize for the tight deadline. We need to receive impact statements by this **Wednesday, February 27**.

Please let me know if you have any questions, and thanks in advance for your support.

Chris

**Christopher Boone**

Dean and Professor

**W. P. Carey School of Business– Impact Statement**

**From:** Amy Hillman (DEAN) <[AMY.HILLMAN@asu.edu](mailto:AMY.HILLMAN@asu.edu)>

**Sent:** Sunday, February 24, 2019 6:30 AM

**To:** Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)>; Mark Manfredo <[manfredo@asu.edu](mailto:manfredo@asu.edu)>; Kay Faris <[KAY.FARIS@asu.edu](mailto:KAY.FARIS@asu.edu)>

**Subject:** Fwd: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi Chris,

We are supportive of this graduate certificate. Please know that we have faculty in the Morrison School of Agribusiness that could help teach cross-listed or other graduate courses given you are relying on one person to teach all the new courses listed herein. We'd welcome involvement in this program.

Amy

Amy J. Hillman, PhD

Charles J. Robel Dean's Chair

W. P. Carey School of Business

Arizona State University

[amy.hillman@asu.edu](mailto:amy.hillman@asu.edu)

480.965.3402

**College of Integrative Sciences and Arts– Impact Statement**

**From:** Duane Roen  
**Sent:** Sunday, February 24, 2019 12:01:18 PM  
**To:** Christopher Boone  
**Subject:** RE: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Chris,

CISA is happy to support your proposal for a graduate certificate in Food Policy and Sustainability Leadership.

Best,  
Duane

Duane Roen  
Vice Provost, Polytechnic campus  
Dean, College of Integrative Sciences and Arts  
Dean, University College  
**Arizona State University**  
Mail Code: 2780  
7271 E Sonoran Arroyo Mall  
Mesa, AZ 85212-6415  
P: 480-727-6513

## New College of Interdisciplinary Arts and Sciences– Impact Statement

**From:** Todd Sandrin  
**Sent:** Tuesday, February 26, 2019 4:21:12 PM  
**To:** Christopher Boone  
**Subject:** RE: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Chris,

New College supports development of this innovative and highly relevant graduate certificate. In fact, the Director of our School of Social and Behavioral Science notes (details appended below) that we teach a course, SOC 331, with relevance to this certificate.

Best regards,  
Todd

We would note that a faculty member in the School, Dr. Jennifer Keahey, has a course, SOC 331: Environmental Sociology, that might be a nice fit with the proposed. . .program in Sustainable Food Systems. It covers food justice and sustainable food systems as well as broader topics pertaining to sustainability.

**From:** Christopher Boone  
**Sent:** Friday, February 22, 2019 4:07 PM  
**To:** Todd Sandrin <[Todd.Sandrin@asu.edu](mailto:Todd.Sandrin@asu.edu)>  
**Subject:** Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi Todd,

When our Director of the Swette Center for Sustainable Food Systems, Kathleen Merrigan, was at George Washington University, she started developing a graduate certificate in Food Policy and Sustainability Leadership. We have finished the proposal (see attached) and now need impact statements from the appropriate deans. I apologize for the tight deadline. We need to receive impact statements by this **Wednesday, February 27**.

Please let me know if you have any questions, and thanks in advance for your support.

Chris

**Christopher Boone**

---

**Arizona State University**

P.O. Box 875502 | Tempe, Arizona | 85287-5502



## Thunderbird School of Global Management– Impact Statement

Thank you Sanjeev for the quick and supportive response. I would be happy to explore how this could fit in with the MGM.

Chris

**Christopher Boone**

---

### Arizona State University

P.O. Box 875502 | Tempe, Arizona | 85287-5502

PH: 480-965-2236 | Main: 480-965-2975

[SchoolOfSustainability.asu.edu](http://SchoolOfSustainability.asu.edu)

Executive Assistant: [Lorraine.Protocollo@asu.edu](mailto:Lorraine.Protocollo@asu.edu)

480.965.2236

**From:** Sanjeev Khagram <[Sanjeev.Khagram@thunderbird.asu.edu](mailto:Sanjeev.Khagram@thunderbird.asu.edu)>

**Date:** Friday, February 22, 2019 at 4:21 PM

**To:** Christopher Boone <[Christopher.G.Boone@asu.edu](mailto:Christopher.G.Boone@asu.edu)>

**Cc:** Lena Booth <[Lena.Booth@thunderbird.asu.edu](mailto:Lena.Booth@thunderbird.asu.edu)>, Mary Teagarden <[Mary.Teagarden@thunderbird.asu.edu](mailto:Mary.Teagarden@thunderbird.asu.edu)>, Mary Sully De Luque <[Mary.Sullydeluque@thunderbird.asu.edu](mailto:Mary.Sullydeluque@thunderbird.asu.edu)>

**Subject:** Re: Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Dear Chris,

The Thunderbird School fully supports the graduate certificate in Food Policy and Sustainability Leadership.

Perhaps we can offer this or aversion of it as an MGM concentration in the future?!

With Gratitude, Sanjeev

Dr. Sanjeev Khagram

Director-General and Dean

Thunderbird School of Global Management

Foundation Professor of Global Leadership, The Arizona State University Knowledge Enterprise

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**From:** Christopher Boone <[christopher.g.boone@asu.edu](mailto:christopher.g.boone@asu.edu)>

**Sent:** Friday, February 22, 2019 4:08 PM

**To:** Sanjeev Khagram

**Subject:** Impact statement for Graduate Certificate in Food Policy and Sustainability Leadership

Hi Sanjeev,

When our Director of the Swette Center for Sustainable Food Systems, Kathleen Merrigan, was at George Washington University, she started developing a graduate certificate in Food Policy and Sustainability Leadership. We have finished the proposal (see attached) and now need impact statements from the appropriate deans. I apologize for the tight deadline. We need to receive impact statements by this **Wednesday, February 27**.

Please let me know if you have any questions, and thanks in advance for your support.

Chris

**Christopher Boone**

**Arizona State University**

P.O. Box 875502 | Tempe, Arizona | 85287-5502

PH: 480-965-2236 | Main: 480-965-2975

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Executive Assistant: [Lorraine.Protocollo@asu.edu](mailto:Lorraine.Protocollo@asu.edu)

480.965.2236

## **(NEW GRADUATE INITIATIVES)**

### **PROPOSAL PROCEDURES CHECKLIST**

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

**Obtain the required approval from the Office of the Provost to move the initiative forward for internal ASU governance reviews/approvals. Please see the academic strategic plan website at: <https://provost.asu.edu/curriculum-development>.**

**Submit any new courses that will be required for the new curricular program to the Curriculum ChangeMaker online course approval system for review and approval.**

- Additional information can be found at the Provost's Office Curriculum Development website: [Courses link](#)
- For questions regarding proposing new courses, send an email to: [courses@asu.edu](mailto:courses@asu.edu)

**Prepare the applicable proposal template and operational appendix for the proposed initiative.**

**Obtain letters or memos of support or collaboration (if applicable).**

- When resources (faculty or courses) from another academic unit will be utilized
- When other academic units may be impacted by the proposed program request
- if the program will have an online delivery option support will be required from the Provost's office and ASU Online. *(Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request.)*

**Obtain the internal reviews/approvals of the academic unit.**

- Internal faculty governance review committee(s)
- Academic unit head (e.g. Department Chair or School Director)
- Academic unit Dean (will submit approved proposal to the [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu) email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

### **Additional Recommendations**

All new graduate programs require specific processes and procedures to maintain a successful program. Below are items that Graduate College strongly recommends that academic units establish after the program is approved for implementation.

**Establish satisfactory academic progress policies, processes and guidelines** – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies) and scroll down to the **academic progress review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.

**Establish a Graduate Student Handbook for the new degree program** – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook provided to students when they are admitted to the degree program and published on the website for the new degree gives students this information. Include in the handbook the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and provide a link to the Graduate Policies and Procedures website. Please go to [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies) to access Graduate Policies and Procedures.