

(Insert proposed Degree and Major name here)

(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
- 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 or degree programs may be impacted by the proposed request
 - if the program will have an online campus 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 or their designee (will submit approved proposal to the 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 degree program. Below are items that Graduate Education strongly recommends that academic units establish after the program is approved for implementation.

- Set up a Graduate faculty roster (for new PhD programs only)** – This roster will include the faculty eligible to mentor, co-chair or chair dissertations. For more information, please go to http://graduate.asu.edu/graduate_faculty_initiative.
- 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 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. To be included in the handbook are the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and a link to the Graduate Policies and Procedures website: http://graduate.asu.edu/faculty_staff/policies.

This template is to be used only by programs that have received specific written approval from the University Provost's Office to proceed with internal proposal development and review. A separate proposal must be submitted for each individual new degree program.

DEGREE PROGRAM

College/School: (Select one)

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:

Proposing faculty group (if applicable):

Name of proposed degree program:

Proposed title of major:

Doctoral degree type: (Select one)

If Degree Type is "Other", provide degree type and proposed abbreviation:

Is a program fee required? (Select one)

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? (Select Yes/No)

Requested effective term and year: (Select Term) (Select Year)

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

PROPOSAL CONTACT

Name: _____ **Title:** _____

Phone number: _____ **Email:** _____

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 degree 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:

Signature: _____

Date: _____

College/School/Division Dean name:
(if more than one college involved)

Signature: _____

Date: _____

This proposal template should be completed in full and submitted to the University Provost’s Office [mail to: 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.

1. PURPOSE AND NATURE OF PROGRAM

A. Provide a brief program description

B. Will concentrations be established under this degree program? Yes No
 (Please provide additional concentration information in the curricular structure section – number 7.)

2. PROGRAM NEED

Explain why the university should offer this program (include data and discussion of the target audience and market).

3. IMPACT ON OTHER PROGRAMS

Attach any letters of collaboration or support from impacted programs (see checklist coversheet). Please submit as a separate document.

4. PROJECTED ENROLLMENT

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

Note: The Arizona Board of Regents (ABOR) requires that six doctoral degrees be awarded every three years. Thus, the projected enrollment numbers must account for this ABOR requirement.

5-YEAR PROJECTED ANNUAL ENROLLMENT					
Please utilize the following tabular format	1st Year	2nd Year (Yr. 1 continuing + new entering)	3rd Year (Yr. 1 & 2 continuing + new entering)	4th Year (Yrs. 1, 2, 3 continuing + new entering)	5th Year (Yrs. 1, 2, 3, 4 continuing + new entering)
Number of Students Majoring (Headcount)					

5. ACCREDITATION OR LICENSING REQUIREMENTS (if applicable)

Provide the names of the external agencies for accreditation, professional licensing, etc. that guide your curriculum for this program, if any. Describe any requirements for accreditation or licensing.

6. STUDENT LEARNING OUTCOMES AND ASSESMENT

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.)

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.)

7. Curricular Structure

A. Curriculum Listing

Required Core Courses for the Degree			
Prefix and Number	Course Title	New Course?	Credit Hours
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
Section sub-total:			
Required Concentration Courses <i>(if applicable)</i>			
Prefix and Number	Course Title	New Course?	Credit Hours
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
Section sub-total:			
Elective or Research Courses <i>(as deemed necessary by supervisory committee)</i>			
Prefix and Number	Course Title	New Course?	Credit Hours
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
		(Select Yes/No)	
Section sub-total:			
Culminating Experience			Credit Hours
<i>E.g. – Capstone course, applied project, dissertation with oral defense (12 credit hours) as applicable</i>			

<i>Section sub-total:</i>	
Other Requirements	Credit Hours
<i>E.g. – internships, clinical requirements, field studies, foreign language exam as applicable</i>	
<i>Section sub-total:</i>	
<p>For doctoral programs – When approved by the student’s supervisory committee, will this program allow 30 credit hours from a previously awarded master’s degree to be used for this program? If applicable, please indicate the 30 credit hour allowance that will be used for this degree program.</p> <p>If students are admitted with only a bachelor’s degree, will the remaining coursework be made up of research and elective coursework? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please list here what coursework these students must take to complete the 30 credit hours:</p>	
Total required credit hours	

1. List all required core courses and total credit hours for the core (required courses other than internships, thesis, dissertation, capstone course, etc.).
2. Omnibus numbered courses cannot be used as core courses.
3. Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval. Courses that are new, but do not yet have a new number can be designated with the prefix, level of the course and X’s (e.g. ENG 5XX or ENG 6XX).

B. Will concentrations be established under this degree program? Yes No

- i. If “Yes” is selected, please select the appropriate box:
 - Students must select a concentration as part of this degree program
 - Concentrations are optional
- ii. If “Yes” is selected, list the name of the concentrations and the minimum number of credit hours required for each concentration.

Concentration Name	Number of credit hours for courses specific to the concentration

8. COURSES

A. Course Prefix(es): Provide the following information for the proposed graduate program.

- i. Will a new course prefix(es) be required for this degree program?
Yes No
- ii. If yes, complete the [Course Prefixes / Subjects Form](#) for each new prefix and submit it as part of this proposal submission.

B. New Courses Required for Proposed Degree Program: Provide course prefix, number, title, credit hours and description for any new courses required for this degree program.

9. FACULTY, STAFF, AND RESOURCE REQUIREMENTS

A. Faculty

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

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement

ii. **New Faculty** - Describe the new faculty hiring needed during the next three years to sustain the program. List the anticipated hiring schedule and financial sources for supporting the addition of these faculty members.

iii. **Administration of the program** - Explain how the program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available staff support.

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.

APPENDIX
OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS

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

1. Proposed title of major:

2. Provide a brief program description (catalog type (i.e. will appear in Degree Search) – no more than 150 words):

3. 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 back and forth 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.*

4. Admission Requirements:

Applicants must fulfill the requirements of both the Division of Graduate Education and the (Select one).

Applicants must have the minimum of a bachelor's degree (or equivalent) or master's degree from a regionally accredited college or university in a related field such as (insert subject areas).

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 is required. A minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program is required. (modify or expand if applicable)

(other minimum requirement(s))

Applicants are required to submit:

1. Graduate admission application and application fee
2. (Select one)
3. (Select one)
4. (Select one)
5. (Select one)
6. (Select one)
7. (Select one)
8. (any other application components)

Additional Application Information

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

If applicable, list any English proficiency requirements that are supplementary to the Graduate Education requirement.

If any required components require further explanation, explain here.

other application information

5. 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 type="checkbox"/> Fall (regular) <input type="checkbox"/> Session B	(year):	July 1st
	(year):	October 1st
<input type="checkbox"/> Spring (regular) <input type="checkbox"/> Session B	(year):	December 1st
	(year):	February 8th
<input type="checkbox"/> Summer (regular) <input type="checkbox"/> Summer B	(year):	May 14th
	(year):	May 14th

Note: Session B is only available for approved online programs.

Program admission deadlines website address:

6. Curricular Requirements:

Curricular Structure Breakdown for the Academic Catalog:

(To be completed by Graduate Education)

- Required Core (credit hours)
- Concentration (credit hours)
- Electives or Research (credit hours)
- Other Requirement (credit hours)
- Culminating Experience (credit hours)

7. Comprehensive Exams:

Doctoral Comprehensive Exam (required), please select from the appropriate box.

A written comprehensive exam is required for all doctoral programs.

(Select one)

8. For Doctoral Degrees that require a dissertation, submission of a written dissertation prospectus and its oral defense are required. (Please include any required timelines for defense of the prospectus.) **It is expected that the submission of a written dissertation prospectus and its oral defense will take place no later than the end of the fourth year.**

9. Allow 400-level courses: Yes No

Note: No more than 6 credit hours of 400-level coursework may be included on a graduate student plan of study.

10. Committee:

Required number of dissertation committee members (must be at least 3 including chair or co-chairs):

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

12. Area(s) of Interest

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

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

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

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

13. Contact and Support Information:

Office Location (Building Code & Room):	
Campus Telephone Number: (may not be an individual's number)	
Program Email Address: (may not be an individual's email)	
Program Website Address: (if one is not yet created, use unit website until one can be established)	
Program Director (Name):	
Program Director (ASURITE):	
Program Support Staff (Name):	
Program Support Staff (ASURITE):	
Admissions Contact (Name):	
Admissions Contact (ASURITE):	

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

NAME	ASURITE	ADMSN	POS
