

# Oakland University

## GRADUATE COUNCIL

### **Policy** updated 2011-12

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#### **NEW DEGREE PROGRAM –GUIDELINES AND PROCEDURES**

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The Senior Vice President for Academic Affairs and Provost encourages proposals for new degree programs since continuing program development is vital to the university. This process may take up to two years – timing of the proposal submission is crucial. The timeline presented in this document is a general guide for new program development.

However, to meet this timeline it is crucial to have a well-reasoned and documented proposal. It is the purpose of these guidelines to help academic units develop good proposals and to elucidate the approval process.

The new degree proposal is a detailed description of the new program as outlined below. While writing the proposal, it is important to remember that it is the principal document used in the approval process for the program. Therefore, it must be written so that it is suitable and sufficient for two different audiences: 1) various faculty and administrative bodies within the university, and 2) a consultant, usually an expert in the field.

Any questions regarding the preparation of the proposal should be referred to the Graduate Study and Lifelong Learning.

### **THE PROPOSAL**

#### **Title Page**

#### **Abstract**

One-page summary of the proposal

#### **Table of Contents**

The Table of Contents should show all headings and sub-headings in these Guidelines and Procedures, along with page numbers in the Proposal where the information is found. If some information is better located in another location, e.g., an additional appendix or supplemental binder, be sure to record according to this outline where the information is located.

#### **Body of Proposal**

**Degree Program Title**

**Degree:**

**Name of Degree Program Coordinator:**

**Requested Implementation Term:**

**School or College Governance**

**Name of Department**

Date Submitted Date Approved

**Graduate Committee on Instruction**

Date Submitted Date Approved

**Dean School or College**

Date Submitted Date Approved

**University Governance**

**Graduate Council**

Date Submitted Date Approved

**Senate**

Date Submitted Date Approved

**Board of Trustees**

Date Submitted Date Approved

**Presidents Council**

Date Submitted Date Approved



### Table of Contents

#### **Rationale**

- Describe how the program relates to the institution's role and mission
- Program Need -Unique or Distinctive Aspects
- Goals and Objectives
- Comparison with Other Programs (State/Regional/National)

#### **Academic Unit – Current Status**

- How the goals of the unit are served by the program
- How existing staff will support the proposed program
- Faculty Qualifications
- Current Resources and explain how will the new program impact existing resources

#### **Program Plan**

- Admission Requirements
- Degree Requirements
- Curriculum Overview
- Academic Direction and Oversight
- Interdisciplinary Programs
- Accreditation
- Program Description
- Source of Students
- Planned Enrollment
- Recruitment Plan
- Advising students
- Retention Plan
- List of businesses that would likely employ graduates of the program

#### **Off Campus or Distance Delivered Programs**

#### **Needs and Costs of the Program**

- New Resources Needed for the Program
- Source of New Resources
- 5-Year Budget and Revenue from Program
- Library – Include library assessment report
- Classroom, Laboratory, Space needs
- Equipment Needs

#### **Program Assessment Plan**

#### **Appendices**

- A Abbreviated Faculty Vitae
- B Degree Requirements
- C Typical Student Plan of Study – Full-Time Schedule
- D Detailed New Course Descriptions or Syllabi
- E Proforma Budget
- F Library Budget Report
- G Graduate Assessment Plan
- H Support Letters
- I Survey Data

**The Proposal**

**I. Rationale**

- a. How the program will help promote the role and mission of the university
- b. Need for the program –unique or distinctive aspects  
Use appropriate national, state, local, professional and disciplinary resources. Workforce Demand: What evidence is there of need or workforce demand in Michigan for graduates of this field?
- c. List the goals and objectives of the program  
The goals, objectives and learning outcomes should lend themselves to subsequent review and assessment of program accomplishments.
- d. Comparison to other similar programs –State/Regional/National  
Describe any overlaps with other programs at O.U. or other Michigan public universities and justify any duplication of programs or extensive course offerings.

**II. Academic Unit**

- a. How the goals of the unit are served by the program
- b. How existing staff will support the proposed program
- c. Faculty qualifications - current scholarly activity of the faculty in the proposed program  
**Appendix A**
- d. Current Resources and how will the new program impact existing resources

**III. Program Plan**

- a. Admission Requirements
  - Preparatory undergraduate course requirements for admission to the program
  - GPA required for regular admission to the program
  - Any required degree, certificate or licensing
  - Academic term(s) and deadlines for applications for admission
  - Specific admission requirements such as additional letters of recommendation, statement of objectives, personal interview, or special exams.
- b. Degree requirements.
  - Courses, credit hours and course prerequisite requirements **Appendix B**  
Identify new courses to be added and % of a course distance delivered
  - Exit option (thesis, dissertation, project, internship, etc) **Appendix B**
  - Additional requirements such as preliminary qualifying examination, comprehensive examination, thesis, dissertation, practicum or internship, some of which may carry credit hours included in the list above. (refer to *Policy- PhD Minimum Degree Requirements* on the Graduate Study website)

- c. Curriculum Overview
  - Provide typical Plan of Study for students enrolled full-time in the program **Appendix C**
  - Provide course descriptions or syllabi for all new courses in the program **Appendix D**
- d. Academic Progress – Probation – Dismissal
  - Provide criteria by which a student is evaluated on academic progress
  - Explain the steps that lead to probation and dismissal from the program
- e. Academic direction and oversight for the program
  - Provide the name and position (or title) of the individual who will be responsible for the success of this program, and give the percentage of this individual's time that will be dedicated to the program.
- f. Interdisciplinary programs
  - Participating academic units
  - Academic home -primary **college/school and department home** for the program
  - Statement of support from the Deans and department chairs with responsibility for providing courses and faculty for the program.
  - Process for recommending and proposing program changes
- g. Accreditation
  - If the program is in an area in which professional or specialized accreditation is available, identify the name of the accreditation agency; indicate the timetable and the resource commitments needed to achieve accreditation.
- h. Prepare a brief description of the program
- i. Source of Students
- j. Recruitment Plan
- k. Planned Program Enrollment
- l. Advising students
- m. Retention Plan
- n. Provide list of businesses that would likely employ graduates of the program

#### IV. Off Campus or Distance Delivered Programs

Address the quality, access and cost considerations for off campus or distance delivered program proposals.

- a. A site is a place where instruction is taking place and students can do one or more of the following:
  - i. Complete 50% or more of the courses leading to a degree program;

- ii. Complete a full degree program (degree site); OR
- iii. Complete 50% or more of the courses leading to a Title IV eligible graduate certificate
- b. **Distance Delivered Courses** are defined as courses in which all or the vast majority (75% or more) of the instruction and interaction occurs via electronic communication, correspondence or equivalent mechanisms, with the faculty and students physically separated from each other.
- c. **Distance Delivered Programs** are defined as graduate certificate or degree programs in which 50% or more of the required courses are taken as distance-delivered courses (defined above).

### V. Needs and Costs of the Program

- a. New Resources Needed for the Program
- b. Source of New Resources
- c. 5-Year Budget and Revenue from Program **Appendix E**
- d. Library – Include library assessment report **Appendix F**
- e. Classroom, Laboratory, Space needs
- f. Equipment Needs

### VI. Program Assessment Plan

Provide student learning outcomes for program, i.e., what students are expected to know and to be able to do upon completion of the program.

The format recommended by the Assessment Committee includes citation of appropriate goals from the University mission statement, specification of the program's goals, identification of student learning outcomes linked to program goals, delineation of the measures for student learning outcomes, clarification of the "feedback loop," and designation of the program faculty responsible for assessment activities. **Appendix G**

### VII. Appendices

- a. Abbreviated Faculty Vitae
- b. Degree Requirements
- c. Typical Student Plan of Study – Full-Time Schedule
- d. Detailed New Course Descriptions or Syllabi
- e. Proforma Budget
- f. Library Budget Report
- g. Graduate Assessment Plan
- h. Support Letters
  - Professional Societies
  - Governmental Agencies
  - Prospective Employers
  - Professionals in the Field
- i. Survey Data

**APPENDIX A****Abbreviated Faculty Vitae**

Please include information relevant to the proposed program

<b>Faculty Name</b>  <b>Title</b>  <b>School</b>	<b>Office</b>	<b>Office Phone</b>  <b>Office Email</b>
<b>Degrees – School – Year</b>	<b>Research Interest</b>	
<b>Grants Awarded</b>		
<b>Most Recent Publications (limit to 6)</b>		
<b>Graduate Courses Taught (relevant to new degree)</b>	<b>Prospective Graduate Courses (relevant to new degree)</b>	



#### Degree Requirements

PREPARATORY COURSES – undergraduate courses				
Course	Title	Credits	Prerequisites	

FOUNDATION COURSES – graduate courses required prior to core					
Course	Title	Credits	Prerequisites	New (x)	% Distance

CORE COURSES					
Course	Title	Credits	Prerequisites	New (x)	% Distance

CONCENTRATION / DEPTH / MINOR COURSES					
Course	Title	Credits	Prerequisites	New (x)	% Distance

RECOMMENDED ELECTIVE COURSES					
Course	Title	Credits	Prerequisites	New (x)	% Distance

EXIT COURSES – thesis, dissertation, internship					
Course	Title	Credits	Prerequisites	New (x)	% Distance

**Typical Plan of Study – Full-Time Schedule**

<b>Student Schedule</b>		
<b>Fall I</b>	<b>Winter I</b>	<b>Summer I</b>
<b>Fall II</b>	<b>Winter II</b>	<b>Summer II</b>
<b>Fall III</b>	<b>Winter III</b>	<b>Summer III</b>
<b>Fall IV</b>	<b>Winter IV</b>	<b>Summer IV</b>
<b>Fall V</b>	<b>Winter V</b>	<b>Summer V</b>

**APPENDIX D**

**Provide Detailed New Course Descriptions or Syllabi**

**[Proforma Budget](#)**

**Insert Budget using Proforma Budget Template**

**Library Budget Report**

**APPENDIX F**

**Graduate Assessment Plan**  
Insert Graduate Assessment Plan following [OIRA Guidelines](#)

**Support Letters**

**Survey Data**



**Timeline****Typical Timeline for Approving Program Proposal**

The following table contains critical points in the internal and external review process for program which is to begin in Fall semester. These dates assume that the process is not delayed by significant revisions.

<b><u>Date</u></b>	<b><u>Event</u></b>	<b><u>Materials Needed</u></b>
April 2012	Review and approval of complete proposal by School of College	Completed proposal.
May 2012 through June 2012	Informal review by Graduate Study	Completed proposal.
June 2012	Completion of Library Report.	Completed proposal.
Sept 2012	Initial review of complete proposal by the Graduate Council. (2 readings)	Completed proposal.
Nov 2012	Final reviews of revised proposal by the Senate Planning Review Committee and by the Senate Budget Review Committee.	Completed proposal.
Jan. 2013	Review by the University Senate (2 readings)	Final proposal and final cost estimate.
March 2013	Review by Board of Trustees.	Final proposal.
May 2013	Release by Provost to advertise	Final proposal
June 2013	Presentation to Academic Affairs Officers Committee of the Presidents Council of State Colleges and Universities	Final proposal.
Sept. 2013	AA approval for program start	Release curriculum code

**PhD Minimum Degree Requirements**