UNIVERSITY OF WASHINGTON
The Graduate School

New Graduate Degree Program Proposal Guidelines

A new graduate degree proposal must include the items below and be submitted with a cover sheet and appendices I through V. Contact the Office of Academic Affairs and Planning in the Graduate School with questions you may have about the guidelines.

Overview – Provide a summary description of the proposed degree program, including rationale for the program and how it reflects or responds to current trends in the field. State the program's administrative location and the proposed degree title as it should appear on the student transcript.

Relationship to Institutional Role, Mission, and Academic Unit Priorities – Describe how the proposed degree program reflects the academic unit's priorities and supports the role and mission of the University of Washington.

Documentation of Need for Program – Briefly describe the state/regional/national demand for the program, including available data demonstrating student and employer demand. Describe unique aspects of the proposed program that differentiate it from similar programs offered in the state, the region, or nationally.

Curriculum – Describe in detail the requirements for the degree program. Include those for admission and degree completion, as well as prerequisite coursework and any other special requirements. Use Appendix I to list required courses and to provide a brief description of those courses. For master's degrees, describe the capstone experience and note whether it is a thesis or non-thesis program. Describe expected student learning outcomes of the program and how they will be measured and results used. It may be appropriate to provide a matrix that links learning objectives or outcomes to individual courses or other specific program components.

Indicate when the program will be offered (day/evening/weekend), where the program will be offered (campus location(s) and/or distance learning), and the delivery mechanism (in-person classroom, online, hybrid, other distance), including the type of technology to be used.

Infrastructure Requirements – Describe required infrastructure improvements, including the need for additional library or technology resources, special space requirements (laboratory space or special classrooms), and equipment needs. Costs and sources of funding associated with these improvements should be outlined in the budget section of the proposal.

Faculty – Describe in detail how appropriate faculty expertise and teaching capacity exist for the new program. Provide a profile of the anticipated faculty in Appendix II (e.g., rank, full-time, part-time, etc.), including the amount of effort in the program by full-time-equivalent (FTE).

Clearly describe how graduate faculty maintain program oversight and involvement in the program, including which faculty have graduate faculty status. Describe how the program will assure continuity in program delivery and quality over time, especially if non-tenured faculty have significant involvement in the program.

Indicate the mechanism of faculty oversight of the program, including any special committees or directors associated with the program. Describe process for admissions, curriculum management, or other aspects of faculty oversight.

Administration – Describe the staffing plan for administrative and support services for the program.

Students – Describe the student population to be served. Include information on scholarships or other financial support available to students. In Appendix III, provide projected student enrollments for five years or until full enrollment is reached (whichever is longer).

Diversity – Include a detailed description of how the academic unit will recruit and support traditionally underrepresented minorities. Reference the unit's diversity plan and how the new program fits within that plan.

Program Assessment – Describe the academic unit's plan for assessing how well program objectives will be met. Describe how the assessment information will be gathered and used.

Accreditation – Indicate whether the academic unit will seek specialized program accreditation. If so, discuss plans for accreditation and identify the appropriate accrediting body.

Budget – Include a program budget. Describe program cost and include the impact of the new program on existing programs within the academic unit. Identify the amounts and all sources of funding for the first year of the program and the year it is expected to reach full enrollment. Provide a summary of costs and revenue in Appendix IV.

Describe how the program fits within the following categories and make sure the proposal addressed the items raised in the appropriate section.

1. <u>The proposal is revenue[1] neutral.</u> "Revenue neutral" means that no additional resources are needed. A business model/plan demonstrates that no new courses or course sections are needed; no additional faculty involvement or staff support is needed, no new operational funds are needed, etc.
2. <u>The proposal increases revenue.</u> New revenue will derive from the proposal, (e.g., higher enrollments, fee based program, etc.) A business model/plan identifies start-up revenue, program costs, projected revenues, and a clear plan and timeline for reaching financial goals.
3. <u>The proposal requires new revenue</u>, but has a compelling strategic value. A business model/plan identifies start-up revenue, program costs, projected revenues, and a clear plan and timeline for reaching financial goals (within a few years of inception).
    a. E.g., the proposal positions a unit strategically to take advantage of an important opportunity that will shape the unit for the future.
    b. E.g., the proposal meets workforce needs in the state, or important needs in the discipline or field that no other institution in the state will provide, etc.
4. For self-sustaining programs, include the fee structure. For state-funded programs, indicate the tuition tier both in the narrative and on the cover sheet.

---

[1] Revenue is defined as: tuition, program fees, state-funds allocated by the Provost and endowment income.

See the Office of Planning and Budgeting website for information on tuition schedules: http://www.washington.edu/admin/pb/home/opb-tuition.htm).

For fee-based program, the fully signed Memorandum of Agreement (MoA), Appendix V, is required before the proposal is sent to the Board of Regents for final approval.

Financial Aid – Program proposers are responsible for working with the Office of Student Financial Aid (OSFA) to submit a financial aid program eligibility worksheet after program approval. If any of the following apply, program proposers should contact OSFA early in the proposal development process for guidance:

1. The program will have a significant distance learning component.
2. The program or courses will not follow the standard UW calendar (including standard start and end dates for each quarter).
3. Over 50% of the program's instruction will be provided at an off-campus site.

Unit and College/School/Campus Approval – The program proposers are responsible for assuring final approval at the appropriate levels (department or unit, Dean's Office or Chancellor's Office, etc.) before submitting the final document to the Graduate School for review and approval.

External Evaluation of Proposal – Provide the Graduate School with the names, contact information and *brief* biographies of 6 possible external reviewers.

- The Office of Academic Affairs and Planning will contact the external faculty and solicit evaluations of the program proposal.
- Once evaluations have been received, they will be forwarded to the proposing unit. The unit will then submit a formal response on the evaluations to the Graduate School. The proposal may be revised depending on the recommendations of the external reviewers.
- The evaluation letters and academic unit's response will be submitted with the final proposal to the Graduate School Council.
- Upon recommendation of the Graduate School Council, the proposal will then be scheduled for Board of Regents final approval. Unit representatives will be expected to attend the Regents meeting.

<div align="center">

COVER SHEET
NEW DEGREE PROGRAM PROPOSAL

</div>

Program Information

Academic Unit Name: _____

Institution: _____

College/School: _____

Campus: ☐ Bothell   ☐ Seattle   ☐ Tacoma

Proposed Degree Title: _____

Proposed Degree Option(s): *If applicable* _____

Proposed CIP Code: _____   Total Quarter Credits: _____

Proposed Start Date: _____
(Quarter and year)

Projected Enrollment (FTE) in Year One: _____   Full Enrollment by Year: _____ ; _____
(#FTE)   *(Academic Year)*   *(#FTE)*

Proposed New Funding: _____   Tuition Tier (if applicable): _____

Funding Source: ☐ State FTE   ☐ Fee-based   ☐ Other

Mode of Delivery / Locations

☐ Campus Delivery   _____
(enter locations)

☐ Off-site   _____
(enter location(s))

☐ Distance Learning   _____
(enter formats)

☐ Other   _____
(describe if applicable)

Scheduling   ## Attendance Options

☐ Day Classes   ☐ Evening Classes   ☐ Full-time
☐ Other *(describe)*   ☐ Weekend Classes   ☐ Part-time

Contact Information (Academic Department Representative)

Name: _____
Title: _____
Address: _____
Telephone _____
Email: _____

_____   _____
Endorsement by Dean or Chancellor   Date

<div align="right">

Revised December, 2013

</div>

APPENDIX I

REQUIRED COURSE WORK

Prerequisite Courses		
Course Number	**Course Title**	**Credits**
	Total Credits	
Program Requirements		
Course Number	**Course Title**	**Credits**
	Total Credits	

APPENDIX II

PROGRAM PERSONNEL

Faculty				
Name	**Degree (e.g. M.A.; Ph.D.; J.D.)**	**Rank (if applicable)**	**Status (e.g. full-time, part-time)**	**% Effort in Program**
			Total Faculty FTE	
Administration and Staff				
Name	**Title**	**Responsibilities**		**% Effort in Program**
		Total Staff FTE		

APPENDIX III

ENROLLMENT AND GRADUATION TARGETS

Year	1	2	3	4	5
Headcount					
FTE					
Program Graduates					

APPENDIX IV

SUMMARY OF PROGRAM COSTS AND REVENUE
Part II

Program Expenses					
	Year 1	Year 2	Year 3	Year 4	Year *n* (full enrollment)
Administrative Salaries (# FTE) Benefits @ # %					
Faculty Salaries (# FTE) Benefits @ # %					
TA/RA Salaries (# FTE) Benefits @ # %					
Staff Salaries (# FTE) Benefits @ # %					
Other Salaries (# FTE) Benefits @ # %					
Financial Aid specific to the program					
Contract Services					
Goods and Services					
Travel					
Equipment					
Other (itemize)					
Total Costs					

Program Revenue					
	Year 1	Year 2	Year 3	Year 4	Year *n* (full enrollment)
State Support (General Fund)*					
Tuition and Fees (total)*					
Corporate Grants / Donations					
Other Fund Source (specify)					
Total Revenue					

*Note: If proposed program revenue will not be distributed to unit separately as General Fund and Tuition, then use the projected total combination.

APPENDIX V

MEMORANDUM OF AGREEMENT
(for fee-based programs)