

New Graduate Degree Program Instructions

Before proceeding, check the BOG list of programs (URL www.grad.usf.edu) to verify that the proposed program is on the list. If it is not on the list do not proceed without contacting Dr. Kathleen Moore's office (974-5565) for instruction on how to proceed.

PRE-PROPOSAL

Faculty prepare and submit the pre-proposal to the department and college for approval including the following:

- the New Graduate Degree Program Approval form (this form)
- a narrative not to exceed 500 words that briefly explains
 - why the program is needed and what the primary goals are
 - what is unique about this program that makes it worthy of approval and something students will want to participate in
 - what interdisciplinary opportunities exist for this proposal –include other faculty, programs, or colleges that may have interest in the plan
 - if the program is not on the BOG list, why it wasn't included as part of the plan and a justification of why it should be supported to move forward

Once approved by the department and college submit one hard-copy of the entire set, including signature form to BEH304 in the Graduate School, and email an electronic copy of everything except the signature form to chines-cobb@grad.usf.edu in the Graduate School for preparation for the Roundtable Concurrence/Graduate Executive Coordination Committee (GECC) Discussion. Once reviewed by the Roundtable, the faculty may proceed with preparing the full proposal, including any recommendations of the Roundtable/GECC.

FULL PROPOSAL

Faculty prepare and submit the full proposal the department and college for approval including the following:

- the New Graduate Degree Program Approval form submitted as part of the pre-proposal process
- the proposal, as outlined by the Provost's Office at:
http://www.acad.usf.edu/Administrative+Areas/new_degree.htm.
- A 250-word abstract that briefly explains
 - why the program is needed and what the primary goals are
 - verification that the program is in line with the strategic plans
 - what is unique about this program that makes it worthy of approval
- A short vita (2-4 pages) for each faculty member. The vita should include name, educational preparation, recent publications and presentations, and grants.
- A letter from the College Dean indicating how the College will provide all the resources needed to support the new program

Once approved by the department and college submit one hard-copy of the entire set, including signature form to BEH304 in the Graduate School and email one electronic copy of everything except the signature form to chines-cobb@grad.usf.edu for preparation for the University Graduate Council (GC) Review. Information and deadlines are available at: http://www.grad.usf.edu/newsite/grad_council.asp

System AAC, ACE Workgroup, BOT/BOG Review

Once approved by the UGC, the proposal is submitted to the Academic Affairs Committee (AAC) for approval and then to the USF Executive Council prior to submission to the Academic Campus Environment (ACE) Workgroup for approval and verification of compliance for Board of Trustees (BOT) Criteria. If it is approved by the ACE workgroup, it is submitted to the BOT for formal approval. Once the BOT approves the proposal, if it is a master's program the processing is complete and the Registrar may now set the code for the new program. If is a doctoral program, and the BOT approves it, the proposal is then prepared for Board of Governors (BOG) submission. Once approved by the BOG, the Registrar may set the code.



New Graduate Degree Program Approval Form

Degree and Program (e.g. *M.A.T. in Education, Ph.D. in Biology, etc.*):

Program CIP or X code

College

Department

Target Date for first admissions (*i.e. Spring 2006*)

IS THIS PROGRAM ON THE BOG LIST? Yes No (*Do not proceed without consultation with Dr. Kathleen Moore*)

Concurrence - Consultation with units and departments providing related offerings or expertise is expected and encouraged.

| PRE-PLAN APPROVAL | Name | Signature | Action | Date |
|---|------|-----------|--|------|
| Faculty Name and Email | | | Email: | |
| Dept. Chair | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| College Committee Chair | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| College Dean or Designee | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| Roundtable Concurrence / GECC Graduate Exec. Coordination Committee | | | <input type="checkbox"/> Recommend <input type="checkbox"/> Return to College | |
| FULL PLAN APPROVAL* | Name | Signature | Action | Date |
| Faculty Name and Email | | | Email: | |
| Dept. Chair | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| College Committee Chair | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| College Dean | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| Graduate Council (GC) Chair/designee | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| Graduate School Dean/designee | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| System AAC | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| USF Executive Council | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| BOT/ACE Workgroup | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| BOT | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| BOG | | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |

*Note: for Interdisciplinary Programs or Umbrellas a specific routing sheet will be produced for the Full Plan Proposal