PROCESS FOR ESTABLISHING A NEW GRADUATE PROGRAM

This document contains the guidelines and forms required to establish a new graduate program. Similar content may be found in the Graduate School’s Policies and Procedures for Administering Graduate Student Programs manual, in section I.F.1 and Appendices C and D.

Overview of the Submission Process
Submitting a new degree proposal is a two-step process involving 1) a pre-proposal, which is submitted for approval by the dean of the Graduate School; and 2) a full proposal, which is submitted for approval at multiple levels, including the Gradual Council, the Purdue University Board of Trustees, the Indiana Commission for Higher Education (ICHE), and the Higher Learning Commission. The purpose of the pre-proposal is to provide prompt feedback to the author. Although most proposals are successful, the pre-proposal review allows the submission process to be terminated early if it is determined that the proposal will not be successful downstream.

Requests for new degree programs should carefully follow the guidelines outlined in this document. APPROPRIATE DEPARTMENTAL, SCHOOL, COLLEGE AND CAMPUS REVIEWS MUST BE CONDUCTED AND APPROPRIATE SIGNATURES OBTAINED PRIOR TO SUBMITTING THE PRE-PROPOSAL AND FINAL PROPOSAL TO THE DEAN OF THE GRADUATE SCHOOL. Requests from regional campuses require the additional signature of the director of Graduate Studies, or equivalent position. As identified on the signature page, the degree granting academic unit (i.e., department, school, and/or college) proposing the degree is also responsible for administering the degree and its related programs. Proposers are encouraged to submit pre-proposals and proposals to the Graduate School during the fall semester or, at the latest, early during the spring semester to allow the Graduate Council sufficient time to review and approve the proposal before the summer. Because the Graduate Council does not meet during the summer, pre-proposals and full proposals submitted late spring or during the summer will typically not be reviewed until the fall semester.

The review and approval process starts with the submission of a pre-proposal. After the pre-proposal is approved, a full proposal is submitted to the Graduate School for approval by the Graduate Council. Subsequent approvals and actions follow. These steps are detailed in the subsections below.

Pre-Proposal Review Process
Pre-proposals are typically reviewed by a Pre-Proposal Review Committee composed of (a) the chair of the relevant Graduate Council Area Committee, (b) a regular area committee faculty member, and (c) a member of the Graduate School. Normally, the review is concluded within one week of receipt. One revision may be allowed. The area committee chair reports the recommendation of the committee to the dean of the Graduate School to either (a) request a full proposal or (b) return the pre-proposal unapproved. If the pre-proposal is not approved, it may be revised and resubmitted the following academic year.

- Pre-proposals should follow the format and address the criteria specified in the section titled Pre-Proposal Format and Content.
- Pre-proposals should be sent electronically to gradcncl@purdue.edu and addressed to
the dean of the Graduate School. All pre-proposals should be sent from the head of the degree granting academic unit and endorsed by the dean of the school/college. Pre-proposals from regional campuses should also have the signature of the Director of Graduate Studies or equivalent.

- The Graduate School consults with the Office of the Provost regarding potential concerns.

- The Graduate Programs Office in the Graduate School conducts an administrative review of the pre-proposal and consults with the Pre-Proposal Review Committee.

- The dean of the Graduate School makes the decision to either (a) request a full proposal or (b) return the pre-proposal unapproved, typically based on the recommendation of the Pre-Proposal Review Committee.

**Proposal Review Process**

- After receiving the request from the dean, the full proposal should be submitted electronically to gradcncl@purdue.edu and addressed to the dean of the Graduate School.

- The proposal should follow the format and guidelines specified in the section titled *Proposal Format and Content*.

- The Graduate Programs Office in the Graduate School conducts an administrative review and forwards all comments with the proposal to the appropriate Graduate Council Area Committee for review and recommendation to the Council. The area committee chair may seek feedback from corresponding degree granting units.

- In parallel, non-academic reviews are conducted by the Office of Institutional Research Assessment and Effectiveness (OIRAE), Office of Budget and Fiscal Planning, and, if required, the Associate Vice Provost and Director of Digital Education.

- The area chair presents the proposal to the Graduate Council for consideration. The Council may elect to approve, not approve, or table the proposal.

**Subsequent Review and Action**

- The dean of the Graduate School forwards the approved proposal to the provost.
- The Office of the Provost conducts a final review
- The provost makes a recommendation to the president.
- The proposal is brought to the Board of Trustees for action.
- The proposal is forwarded to ICHE.
- ICHE reviews the proposal and presents its recommendation at a public hearing.
- ICHE notifies the president and provost of the outcome.
- The Office of the Provost notifies the dean of the Graduate School
- The Graduate School forwards a request to the registrar to set up a new graduate program in the Banner System.
- The dean of the Graduate School reports the degree approval to the Graduate Council.
**Pre-Proposal Format and Content**

The pre-proposal is a subset of the full proposal. Only the items printed below in black (Times New Roman type font) should be included in the pre-proposal, i.e. sections 1, 2 (excluding 2.c.iv and 2.c.v), and 5, and appendix A and C. The items printed in red Calibri type font are the additional items that should be included in the full proposal. The full proposal, excluding the cover page, signature page, executive summary and appendices, is constrained by the Indiana Commission on Higher Education (ICHE) to be between 8 and 15 pages. This page constraint should be kept in mind when writing the pre-proposal. Templates for the signature page and executive summary are included at the end of this section. An example pre-proposal, may be found on the Graduate Programs Office webpage, [www.purdue.edu/gradschool/academics/gpo](http://www.purdue.edu/gradschool/academics/gpo).

**Format and Content**

Cover Page

Signature Page

Executive Summary

1. Characteristics of the Program
   a. Campus(es) Offering Program
   b. Scope of Delivery (Specific Sites or Statewide)
   c. Mode of Delivery (Classroom, Blended, or Online)
   d. Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.)
   e. Academic Unit Offering Program

2. Rationale for Program
   a. Institutional Rationale (e.g. Alignment with Institutional Mission and Strengths)
   b. State Rationale
   c. Evidence of Labor Market Need
      i. National, State, or Regional Need
      ii. Preparation for Graduate Programs or Other Benefits
      iii. Summary of Indiana DWD and/or U.S. Department of Labor Data
      iv. National, State, or Regional Studies
      v. Surveys of Employers or Students and Analyses of Job Postings
      vi. Letters of support (Appendix C)

3. Cost of and Support for the Program
   a. Costs
      • Faculty and Staff
      • Facilities
      • Other Capital Costs (e.g. Equipment)
   b. Support
      • Nature of Support (New, Existing, or Reallocated)
      • Special Fees above Baseline Tuition
4. Similar and Related Programs
   a. List of Programs and Degrees Conferred
      • Similar Programs at Other Institutions
      • Related Programs at the Proposing Institution
   b. List of Similar Programs Outside Indiana
   c. Articulation of Associate/Baccalaureate Programs
   d. Collaboration with Similar or Related Programs on Other Campuses

5. Quality and Other Aspects of the Program
   a. Credit Hours Required/Time To Completion
   b. Exceeding the Standard Expectation of Credit Hours
   c. Program Competencies or Learning Outcomes
   d. Assessment
   e. Licensure and Certification
   f. Placement of Graduates
   g. Accreditation

6. Projected Headcount and FTE Enrollment and Degrees Conferred (see tables provided)

Appendix A

Curriculum and Requirements
   • Admissions Requirements
   • Curriculum Requirements
   • Sample Curriculum
   • Existing courses in the proposed curriculum
   • Courses to be added

Appendix B

List program faculty and administrators. Include area of specialization for each faculty member.
A Completed **COVER PAGE** should be provided using the following template:

**COVER PAGE**
**FOR DEGREE PROGRAM PRE-PREPOSALS**

INSTITUTION: ____ (Purdue University) ________________________________

CAMPUS: ____________________________________________________________

COLLEGE: __________________________________________________________

DEPARTMENT/SCHOOL: ______________________________________________

DEGREE PROGRAM TITLE: _____________________________________________

SUGGESTED CIP CODE: _____________________________________________

PROJECTED DATE OF IMPLEMENTATION: _________________________________
A Completed PRE-PROPOSAL SIGNATURE PAGE should be provided using the following template:

NEW DEGREE PROGRAM
PRE-PROPOSAL
SIGNATURE PAGE

Degree Title: ________________________________________________________________

Name of academic unit offering the new degree:

________________________________________________________________________

(Include signatures from all involved programs)

_________________________________________ Date
Signature of Department Head
(Name of Department)

_________________________________________ Date
Signature of Academic Dean
(Name of College/School)

Director of Graduate Studies (for regional campuses) Date
A Completed **EXECUTIVE SUMMARY COVER PAGE** should be provided using the following template:

Purdue University Board of Trustees

**TEMPLATE FOR**

**1-PAGE EXECUTIVE SUMMARY**

**INTRA-AGENCY ADVISORY AND DELIBERATIVE MATERIAL**

**MEMORANDUM**

*Executive Summary of Upcoming Board Review or Action Item*

**DATE:**

**TO:** Board of Trustees

**FROM:** [Name], Primary Contact, (765) 555-5555; johndoe@purdue.edu

**CC:** [Name], Secondary Contact, (765) 555-5556; janedoe@purdue.edu

**SUBJECT:** [Submission of Proposal for…………………………………………]

**Purpose:**

☐ This item is recommended for discussion by the Board in executive session.

☐ This item is recommended for discussion by the _______ Committee at its meeting.

X This item will require a formal vote by the Academic Affairs Committee at its meeting.

☐ This item will require a formal vote by the Board in the Stated Meeting.

☐ This item will be presented in a formal resolution for action at the Stated Meeting.

**Attachments:** [List any attachments to the memo as Exhibits or Appendices or note, “No Attachments”] The following attachments accompany this memo:

**Executive Summary (1-page):** [Provides a high level narrative and should provide some interpretative commentary surrounding any data or other graphical information being provided in any attachments.]

**Concluding thought:** The purpose of the Executive Summary is to ensure the trustees know an item will be discussed at the meetings, to give them a general understanding, and to provide contact information if they have early questions. Please keep it to one page, and limit attachments to only those needed to provide a useful introductory overview.
Proposal Format and Content

Full proposals for a new degree consist of a cover page, signature page, the one-page Executive Summary, the six sections required by the Indiana Commission for Higher Education (ICHE), Appendices A, B, and C, and Tables 1 and 2 (required by ICHE). Templates are provided for the Cover Page, Signature Page, the one-page Executive Summary, Tables 1 & 2, and a worktable to assist you in preparing Table 2. The worktable should not be included in the proposal. The financial officers for your area should be engaged in completing the tables.

The six sections required by ICHE should in total be between 8 and 15 pages. In addition to these 8-15 pages and Tables 1 and 2, additional materials such as sample plans of study, survey results, and letters of support may be included as appendices. You will find the 10 question checklist used by the Graduate Council Area Committee for its review of degree proposals at the end of this document. Proposers are strongly encouraged to make sure that all ten questions on the checklist are clearly addressed. An example proposal may be found on the Graduate Programs Office webpage, www.purdue.edu/gradschool/academics/gpo.

Format and Content

Cover Page

Signature Page

Executive Summary

Six sections required by ICHE (8-15 pages)

1. Characteristics of the Program
   a. Campus(es) Offering Program
   b. Scope of Delivery (Specific Sites or Statewide)
   c. Mode of Delivery (Classroom, Blended, or Online)
   d. Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.)
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   b. State Rationale
   c. Evidence of Labor Market Need
      i. National, State, or Regional Need
      ii. Preparation for Graduate Programs or Other Benefits
      iii. Summary of Indiana DWD and/or U.S. Department of Labor Data
      iv. National, State, or Regional Studies
      v. Surveys of Employers or Students and Analyses of Job Postings
      vi. Letters of support (nominally five letters are sufficient)

3. Cost of and Support for the Program
a. Costs
   i. Faculty and Staff
   ii. Facilities
   iii. Other Capital Costs (e.g. Equipment)
b. Support
   i. Nature of Support (New, Existing, or Reallocated)
   ii. Special Fees above Baseline Tuition

4. Similar and Related Programs
   a. List of Programs and Degrees Conferred
      i. Similar Programs at Other Institutions
      ii. Related Programs at the Proposing Institution
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   c. Program Competencies or Learning Outcomes
   d. Assessment
   e. Licensure and Certification
   f. Placement of Graduates
   g. Accreditation

6. Projected Headcount and FTE Enrollment and Degrees Conferred (see tables provided)

Appendix A
   Curriculum and Requirements
   i. Admissions Requirements
   ii. Curriculum Requirements
   iii. Sample Curriculum
   iv. Existing courses in the proposed curriculum
   v. Courses to be added

Appendix B
   List relevant program faculty members and administrators. Include area of specialization for each faculty member.
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**COVER PAGE**
**FOR DEGREE PROGRAM PROPOSALS**

INSTITUTION: ____ (Purdue University)

CAMPUS: ________________________________

COLLEGE: _______________________________

DEPARTMENT/SCHOOL: ____________________

DEGREE PROGRAM TITLE: ____________________

SUGGESTED CIP CODE: ____________________

PROJECTED DATE OF IMPLEMENTATION: ________________

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A Completed SIGNATURE PAGE should be provided using the following template:

SIGNATURE PAGE
FOR NEW DEGREE
PROGRAM PROPOSAL

Degree Title:
Name of academic unit offering the new degree:

Include signatures from all involved programs:

______________________________________ Date
Signature of Department Head
(Name of Department)

______________________________________ Date
Signature of Academic Dean
(Name of College/School)

______________________________________ Date
Director of Graduate Studies (for regional campuses)

______________________________________ Date
Approval Recommended by the Graduate Council

______________________________________ Date
Dean of the Graduate School

______________________________________ Date
Provost
Table 1
Question 3a: Cost of and Support for the Program
Detail on Direct Program Costs
Purdue XXX Campus
BS in XXX Program

<table>
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<th>Total Year #1</th>
<th>FY 2014</th>
<th>Total Year #2</th>
<th>FY 2015</th>
<th>Total Year #3</th>
<th>FY 2016</th>
<th>Total Year #4</th>
<th>FY 2017</th>
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</table>
### A. Program Credit Hours

**Generated (FTE * 30 for BS; FTE * 24 for masters/graduate)**

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<tr>
<th></th>
<th>Total Year #1</th>
<th>Total Year #2</th>
<th>Total Year #3</th>
<th>Total Year #4</th>
<th>Total Year #5</th>
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<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### B. Full-Time Equivalents (FTE)

1. FTEs generated by Full-time students
   - 0.0
   - .
   - 
   - 
   - 0.0

2. New-to-Campus Transfer FTEs
   - 0.0
   - .
   - 
   - 
   - 0.0

**TOTAL (should equal FTE #1)**
- 0.0
- 0.0
- 0.0
- 0.0
- 0.0

### C. Program Majors (Headcount)

1. Full-time students (same as FTE)
   - 0
   - 0
   - 0
   - 0
   - 0

2. In-State
   - 0
   - 0
   - 0
   - 0
   - 0

**TOTAL (should equal headcount #1)**
- 0
- 0
- 0
- 0
- 0

### D. Student Fees (for Question 3b i: Nature of Support)*

**New**

Calculate the revenue per year if new student fee revenue is anticipated (Revenue does not have to equal expense).

This will be completed by Regional Campuses and Statewide Technology, or any unit that retains the student fees within the unit.

1. New-to-Campus Student Fees
   - ___________________
   - ___________________
   - ___________________
   - ___________________
   - ___________________

**Existing or Reallocated**

Otherwise, note that the expenses will be funded with existing or reallocated dollars.

*For the CHE proposal, only identify the nature of the support. It is not necessary to note dollars in the report. You should note that there is sufficient revenue to cover expenses.
Graduate School Degree Proposal Review Criteria
Ten Question Checklist

1. New degree programs should be in alignment with the university’s mission and address a national, regional, or State need. [explained in section 2]
   Does the rationale for the program have merit and is it consistent with the mission of the school?
2. Sufficient job opportunities should be available for students who graduate from the program. Graduates are expected to be employable in their field of study. [sections 2 and 5f]
   Do the job opportunities for graduates justify having the program?
3. The program should have sufficient institutional resources to support students (as needed), support faculty members, and provide facilities to sustain the program in steady state. [section 3]
   Is the proposed program sustainable?
4. Facilities should be adequate to support the academic quality of the program. [section 3]
   Are the facilities adequate to support the program?
5. Programs should have an appropriate number of credit hours. [section 5]
   Are the credit hours appropriate?
6. Proposals should provide sufficiently detailed learning outcomes, defining competencies students are expected to have after graduation. [section 5]
   Are the learning outcomes appropriate?
7. New programs are expected to attract and enroll a sufficient number of students to justify the university investment in the program. [section 6, table 2]
   Are the enrollment projections reasonable?
8. New degree programs are expected to have high quality and rigor, comparable to campus peers or aspirational peer institutions. [Appendix A and section 5]
   Does the curriculum have sufficient quality and rigor?
9. Faculty with appropriate expertise should be in place, sufficient in number to support targeted enrollments. [Appendix B]
   Does the program have sufficient faculty with appropriate expertise?
10. A CIP code should be proposed that is appropriate for the degree. [Appendix B]
    Is the CIP code specified by the proposer appropriate?