APPENDIX Q
(From the Policies and Procedures for Administering Graduate Student Programs manual)

The Graduate School

GUIDELINES FOR PROPOSING A NON-THESIS MASTER’S PROGRAM

(for departments that have approval to offer a thesis option and want to add a non-thesis option)

The following information should be submitted to the Graduate School.
Attention: Graduate Programs Office, YONG 160.

1. Program Description
   - Describe the proposed program and state its objectives
   - Describe admission requirements, anticipated student clientele, and student financial support (if any)
   - Describe the proposed curriculum (include course numbers, titles, and credits)
   - Provide an “example” plan of study
   - List program faculty

2. Program rationale and sustainability

3. Student demand (enrollment projections)

4. Demand for students receiving this degree

5. Learning outcomes

6. Signature Page with approval from the head and dean
Title of Degree to be Conferred:

Proposed Date of Initiation of the New-Option Program:

Name of Academic Unit Offering the Degree:

Campus:

____________________________________________
Signature of Department Head
Name of Department

____________________________________________
Signature of Academic Dean
Name of College/School

Approval Recommended by the Graduate Council (if required)          Date

Final Approval:

____________________________________________
Dean of the Graduate School                         Date