May 27, 2010

To: Twin Cities Collegiate Deans; UMD, UMR Chancellors; Directors of Graduate Studies

From: E. Thomas Sullivan, Senior Vice President for Academic Affairs and Provost
Henning Schroeder, Vice Provost and Dean of Graduate Education

Re: Review and Approval of New and Changed Doctoral and Master’s Programs

Given the comprehensive changes in graduate education approved last week by Provost Sullivan, this memorandum seeks to clarify and specify the review-and-approval process to be used for new and changed doctoral degree programs and minors, master’s degree programs and minors, free-standing graduate minors, and post-baccalaureate certificates.

**Ph.D. Degree Programs and Minors:** Proposals for new or substantially changed Ph.D. programs and associated minors should be submitted electronically by the collegiate dean to the Graduate School Dean’s Office (c/o field001@umn.edu). In addition, program proposals from the Rochester campus should be copied electronically to the Senior Vice President for System Academic Administration (c/o cranx001@umn.edu).

Substantial changes include:

- adding/deleting a formal track within a Ph.D. program;
- adding/discontinuing a new delivery site in Minnesota, the U.S., or other countries;
- delivering an existing Ph.D. program or minor predominately by distance delivery;
- discontinuing or merging an existing program or minor;
- changing the name, degree designation, or academic home (college) of the program or minor.

Proposals for new or substantially changed Ph.D. programs and minors will be reviewed by the Graduate Education Council and will be forwarded by the Graduate School to the Provost for review, and if approved, to the Board of Regents for final action.

All other changes associated with degree-completion requirements (e.g., new and changed 5xxx and 8xxx graduate-level courses, including course termination; course credits, designators, substitutions; electives, etc.) should be directed to the collegiate dean (or in the case of the Rochester campus, to the chancellor) for final approval. After approval, these changes must be reported to the Graduate School and to the Registrar’s Office. Course changes must be entered in ECAS.

**Other Doctoral Degree Programs and Minors, Master’s Degree Programs and Minors, and Post-Baccalaureate Certificates:** Proposals for other new or changed doctoral-level programs (Ed.D. and other non-health science related professional practice doctorates) and associated minors; master’s degree programs and minors; and post-
baccalaureate certificates should be submitted electronically by the collegiate dean (or UMD or UMR chancellor) to the Office of the Senior Vice President for Academic Affairs and Provost (c/o shul0048@umn.edu).

In addition, program proposals from the Duluth or Rochester campuses should be copied electronically to the Office of the Senior Vice President for System Academic Administration (c/o cranx001@umn.edu).

Substantial changes include:
- adding/discontinuing a formal track within a program;
- adding/discontinuing a new delivery site in Minnesota, the U.S., or other countries;
- delivering an existing program, minor, or post-baccalaureate certificate predominately by distance delivery;
- discontinuing or merging an existing program, minor, or post-baccalaureate certificate;
- changing the name, degree designation, or academic home (college) of the program, minor, or post baccalaureate certificate.

Approved proposals for new or substantially changed programs will be forwarded by the Provost to the Board of Regents for final action.

All other changes (e.g., new and changed 5xxx and 8xxx graduate-level courses, including course termination; course credits, designators, substitutions; electives, etc.) should be directed to the collegiate dean (or to the chancellor for Duluth or Rochester program changes) for final approval. After approval, these changes must be reported to the Registrar’s Office. Course changes must be entered in ECAS.

**Free-Standing Graduate Minors:** Minor-only programs (i.e., minors that are not associated with a major at either the Ph.D. or master’s level) should follow the review and approval processes described above. If the minor is limited to Ph.D. students in other fields, or will be offered to Ph.D. and master’s students, the proposal should follow the procedures described under “Ph.D. Degree Programs and Minors.” If the minor is limited to master’s students in other fields, the proposal should follow the procedures described under “Other Doctoral Degree Programs and Minors, Master’s Degree Programs and Minors, and Post-Baccalaureate Certificates.”

**Health Sciences-Related Programs:** Health sciences-related graduate and professional practice programs, as well as the AHC’s branch programs that physically reside on coordinate campuses, must be endorsed by the Senior Vice President for Health Sciences prior to their submission to the Senior Vice President for Academic Affairs and Provost for review or, in the case of Ph.D. programs, to the Graduate School. Proposals should be submitted electronically to the AHC’s Office of Education (c/o keen0113@umn.edu) for initial review by the AHC’s Academic Council.
**Program Evaluation Criteria:** Program proposals must be aligned with related policies and address the University’s common evaluation criteria: mission, priorities, and interrelatedness; need and demand; comparative advantage; efficiency, effectiveness, and use of resources; program quality and assessment; and program development. More details on these criteria: [www.academic.umn.edu/provost/apr/new_programs.html](http://www.academic.umn.edu/provost/apr/new_programs.html).

**Consultation Requirements:** A department or graduate program proposing changes or additions to its academic offerings must consult with its college dean’s office or coordinate campus chancellor’s office concerning appropriate review and approval procedures. For Ph.D. programs, consultation, review, and endorsement must include the budgetary college(s) and the Graduate School. Consultation with other units is also required, as appropriate, for departments proposing new programs or changes that may raise questions of duplication or overlap, where there are changes in prerequisites or related coursework in other units, or in other ways that might affect other units.

**Communication with Students:** No proposed new or changed academic program may be included in campus or collegiate bulletins or published on Web sites and no students may be admitted to proposed programs until after program approval by the Board of Regents.

**Timelines for Submissions:** The timelines below are general; each proposal is unique and may require additional time for review. Proposal writers are encouraged to check in advance to determine the likely timeline for particular proposals.

- **Proposals for action by the Board of Regents:** Please allow up to eight weeks from receipt by the senior vice president/provost to formal consideration by the Board of Regents.

- **Proposals for action by the provost:** Please allow up to five weeks from receipt to formal consideration and action.

Please allow two weeks following Regents’ approval for data entry into the PeopleSoft system.

**cc:** Frank B. Cerra, Senior Vice President, Health Sciences  
Robert J. Jones, Senior Vice President, System Academic Administration