**Checklist for New or Significant Changes to Academic Program Proposals:**

(Certificates, Degrees, Dual Degrees, Emphases, Minors)

Please review this information and then contact Katrina Green ([katrina.green@utah.edu](mailto:katrina.green@utah.edu)), for discussion, access and assistance.

**Pre-Submission Considerations –**

* Is the proposed program the best option for students? (What is your target student population, what is the end goal/purpose, why proposing?)
* Does the program duplicate an existing offering on campus?
* Can the program name be confused with another degree offered by the University? Does the name communicate the purpose of the program accurately to students?
* Is there a well-documented need for the program (i.e. market analysis, national trends and employment outlook – CIP code: <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>, letters of endorsement by industry, student surveys, documentation of inquiries)?
* How does the program fit with the UU mission?

**Basic Verifications –**

* Is the program administratively based in an academic division which is approved to offer academic programs?
* Has the curriculum been developed and led by faculty members? What is the vote by program faculty?
* Is the proposal approved/endorsed by all relevant Dean(s)?

**Description/Content –**

* Reference Part 6: Academics of <https://regulations.utah.edu/info/policyList.php#academic> and USHE R401 <https://public.powerdms.com/Uta7295/tree/documents/2028740>
* Are there well-defined admissions criteria (background, coursework, etc.)?
* Check credit hour requirements –
  + BA/BS, BA/BS with emphases require 122 credit hours minimum.
  + Certificates require a minimum of 15 credit hours, maximum of 29 credit hours.
    - Standalone graduate certificates (students admitted as non-matriculated graduate students) are not eligible for federal financial aid (may affect projected student enrollment and funding).
    - Standalone certificates are not available at the undergraduate level.
    - Students who took a graduate certificate as a non-matriculated graduate student may count up to 15 graduate credit hours of the certificate towards a subsequent MS or PhD degree.
  + Master’s require 30 credit hours minimum.
  + PhD require 3 full years with a minimum of 14 thesis hours and 24 residency hours.
* Dual/Concurrent Degree Rules
  + No double counting of courses between dual degrees (except for certificate hours).
  + Must meet minimum credit hours for each degree independently –
    - e.g. BS + MS: 122 + 30 = 152 hours minimum
    - e.g. MS + MS: 30 + 30 = 60 hours minimum
  + Must have an exit path which dovetails to a single degree if the student decides against completion of both degrees.
* Curriculum: list of courses, clearly identify required/elective/core/emphases
* Consider if you want to specify courses needed or credits required.
* Will new courses be needed for the program?
* 4-year degree plans are required.
* Curriculum progresses from introductory to advanced levels (account for transfer students).
* Graduation standards.

**Outcomes/Assessment –**

* Must have a written list of expected learning outcomes.
* Must have a written plan for outcomes assessment –
  + Quantitative and qualitative
  + Direct and indirect measures
  + Formative and summative
* Course learning outcomes link to program learning outcomes.
* Program learning outcomes link to institutional learning outcomes.
* Does the degree name accurately reflect the curriculum and expected learning outcomes?

**Resources –**

* Are all resources necessary for the program in place (support structures, faculty, staff, advisement, library and information resources): Agreements and endorsements for courses and resources necessary both inside and outside department.
  + Faculty –
    - Number of full-time and part-time faculty dedicated to program clearly identified
    - Plans for faculty hires included as enrollment grows
    - Faculty workload expectations
* Budget
  + Does the budget cover the 1st three years of the program?
  + Can the Program income cover unfunded costs for projected number of students?
  + Includes areas such as; marketing, IT, library student support services, etc.
* Marketing plan
* Enrollment projections for 1st three years

**Online Modality –**

* Fully online programs need to be developed/coordinated with UOnline to meet State Authorization Requirements (SARA).
* How are students qualified and prepared for the online program?
* Plan for online program includes institutional requirements, program requirements, prerequisites and electives.
* How will culture be developed and sustained in the online environment?
* Any additional faculty or budget considerations needed?
* Setting up any out-of-state learning experiences with appropriate approvals.

**For significant changes or discontinuation to a program –**

* For a discontinuation or change of program, or change in administrative structure, make sure existing students are accommodated with a completion plan, or transitioning to a new program.
* Adding or changing a transcriptable emphasis to an existing degree requires a full degree proposal.