Guidelines for
New Degree Name, Title or Designation

Updated: Spring Quarter 2007
Introduction

The new and revised graduate program approval processes described in this document reflect the official approval processes of both the Ohio Board of Regents and the University of Cincinnati. This guide was created to assist faculty in their efforts to develop new graduate programs or revise existing programs. Advice is provided as to the content of program proposals and issues that typically must be addressed as part of the program approval process.

Graduate program proposals for new programs, degree name or title changes, off-campus programs, distance learning degrees, new academic programs within existing degree designations, interdisciplinary programs, changes in program administrative oversight or programs offered jointly with another university all require some form of review and approval. This document describes the steps that must be taken to gain approval for these diverse proposal types.

Program faculty are encouraged to seek the advice of the Dean of the Graduate School prior to formal submission of proposals since it is often unclear which approval mechanism is most appropriate for a new or revised program.

Additional guidance and information about the Ohio Board of Regents policies may be obtained from the Guidelines and Procedures for the Review and Approval of Graduate Degree Programs published by the Regent’s Advisory Committee on Graduate Study (RACGS).

http://regents.ohio.gov/rgp/pdfs/RACGS%20Guidelines%20Approved%2020102403.pdf

Definitions

**Degree Name**- refers to the degree awarded (e.g., PhD, MA, MFA). This is the only information about a student’s academic course of study that appears on the student’s diploma

**Degree Title**- refers to field in which degree is awarded (e.g., history, physics)

**Degree Designation**- refers to the combined name and title (e.g., PhD in History). The University must obtain Ohio Board of Regents approval for all its degree designations.

**Off-campus Program**- a graduate program of study that offers more than 50% of its minimum credit hours for the degree at a site other than the Clifton or Medical Campuses

**Distance Learning Program**- a graduate degree program for which more than 50% of the credit hours can be completed using distance learning technology

**Certificate Program**- the University awards graduate certificates for successful completion of focused graduate coursework in approved certificate programs. These certificates may be awarded for programs of study requiring completion of any number of credits, but certificates that require more than 31 graduate credit hours must be reviewed by the Ohio Board of Regents. Student transcripts indicate the successful completion of a certificate program.
**Academic Program**- a program of graduate study to which a student may matriculate and for which the University certifies completion of graduate degree requirements. Successful completion of an academic program is indicated by the recording of the academic program name on the student's official University transcript.

**Program Concentrations**- areas of curricular emphasis within an academic program that have been established as formal tracks of study by program faculty. No record of the program concentration appears on the official University transcript.

**Interdisciplinary Degree**- in the context of the new program approval process, interdisciplinary degree refers to a degree program collaboratively offered by two or more existing degree programs that already have degree authority for the same degree name. For example, a program that offers a PhD in chemistry may collaborate with a program that offers a PhD in biology and jointly propose a PhD in biochemistry. This does not refer to the individualized interdisciplinary studies PhD program where individual students customize a PhD program.
New Degree Name, Title or Designation

The approval of a new graduate degree name, title or designation involves oversight by stakeholders. These stakeholders represent program faculty, college units, college deans, the university graduate faculty, the Board of Trustees and Ohio Board of Regents. The mechanism for approval is basically a two-phase process. A **Program Development Plan or PDP** is first submitted for review and preliminary feedback from the stakeholders. If the feedback is supportive of further program development, a **Full Proposal** is prepared that is again evaluated by the stakeholders. The steps of program approval are described below. It typically takes from one to two years for a new graduate program to receive formal approval and begin admitting students.

**Stages of the Approval Process**

1. Program faculty meet with the Dean of the Graduate School and then complete the New Graduate Program Proposal Form (see Appendix A) and program development plan (PDP).

2. Heads from all units making a contribution to the program review the PDP and sign the face page indicating their approval and intent to provide resources as proposed in the document.

3. All college deans who have units participating in the proposed new program review the PDP and sign the face page indicating approval and a college commitment to providing college resources as proposed in the document.

4. The PDP is forwarded to the Dean of the Graduate School for initial review by the Academic Coordinating Committee (ACC). The ACC meets with representatives from the proposed program faculty to discuss the PDP. The ACC meets monthly during the academic year. The ACC recommends to the Dean of the Graduate School whether the PDP should proceed through the approval process.

5. If recommended by the ACC, the PDP is next forwarded to the Graduate Council for approval. The Graduate Standards Subcommittee, composed of members of the Graduate Council, reviews the proposal and meets with representatives from the proposed program faculty to discuss the program. The Graduate Standards Subcommittee makes a recommendation for approval or denial to the full Graduate Council. Graduate Council meets monthly during the academic year.

6. The PDP is sent next to the Regents Advisory Committee on Graduate Study (RACGS) by the Graduate School. RACGS is composed of representatives from OBR, graduate deans from each of the Ohio public Universities that offer graduate degrees and the graduate deans of two private universities, Case Western Reserve University and the University of Dayton. The graduate deans solicit reviews of the PDP materials from their faculty experts. These reviews
along with a general statement of each dean’s level of support for the proposed program are sent to all RACGS members and the chancellor’s staff at OBR. If feedback from the RACGS members is generally positive, a Full Proposal may be developed. Feedback is requested from RACGS’s reviewers within six weeks of receipt of the PDP materials.

6. The Full Proposal must address concerns identified in the RACGS’s reviews. It is more detailed than the PDP with respect to supporting materials such as faculty vitae, course descriptions, letters of support and other documents that address the need and quality of the program.

7. The Full Proposal must repeat steps #1 through 3 as described above. The proposal is then forwarded to Dean of the Graduate School for Graduate Council approval. The process for this approval is as described in # 5 above. Once approved by Graduate Council, the proposal is forwarded to The Graduate Faculty and the ACC for approval at their scheduled meetings. A approval vote at these meetings is preceded by a short presentation of the proposed program by representative faculty. Following these approvals, the Full Proposal is submitted to the University Board of Trustees (BOT) for a vote of approval at a scheduled BOT meeting.

8. The BOT approved Full Proposal is sent to RACGS for review. The review process is as described in # 6 above. Once RACGS’s reviews of the Full Proposal have been received, the faculty proposing the new program prepare a Program Response Document. The Response Document responds to questions and criticisms raised by RACGS’s reviewers and is sent to all RACGS members prior to formal presentation of the Full Program Proposal before RACGS in Columbus (see # 9 below).

9. Following the distribution of the Response Document, a formal presentation is made by program faculty (supported by college and university administrators) to RACGS at the OBR in Columbus, Ohio. Each RACGS member has an opportunity to ask questions following the presentation. Following questions, the guest presenters and administrators are excused and the RACGS members vote to recommend or not recommend approval of the proposed program to the chancellor of OBR. RACGS meets every month except August and December.

10. The Board of Regent’s staff takes the recommendation of RACGS to the OBR Initiatives Subcommittee. This typically occurs in the month following the program presentation to RACGS. If no objections are raised, the Initiatives Subcommittee places the proposal on the OBR meeting agenda for the next month for final, official state approval. The OBR and OBR Initiatives Subcommittee normally meet monthly.
Sections of a new degree name or title proposal

Proposals for new graduate program names or titles must include (1) a proposal coversheet (see Appendix A at the end of this document) and (2) each of the following sections.

Section I: Program Need and Demand

A. Provide evidence for program need (e.g., published materials from disciplinary organizations, professional societies or funding agencies that identify a need and/or survey data you have collected that demonstrate a need for the program).

B. What evidence can be provided that there is student demand for the program at the University of Cincinnati (provide information regarding program inquiries, local, state and/or national projections of labor market for program graduates, etc.)?

C. Describe other programs in the State of Ohio that are similar to the proposed program. Will the proposed program compete with existing programs in the State? Identify the needs this program will fill in the State of Ohio.

D. Describe other programs in the tristate region that are similar to the proposed program. Will the proposed program compete with existing regional programs? Please explain.

Section II: Educational Objectives

A. Describe the educational objectives of the proposed program including the career paths that will likely be pursued by program graduates.

Section III: Proposed Curriculum

A. Describe the program curriculum including formal course work, program requirements, program milestones and required and optional research and professional experiences. How is the curriculum linked to the educational objectives described in Section II?

B. Describe how students are advised and mentored through the program.

C. Describe the nature of all thesis, dissertation or other capstone experiences.
Section IV: Program Recruitment & Admissions

A. How and to whom will the program be marketed?

B. Describe special efforts that will be made to recruit applicants from underrepresented groups?

C. Estimate the number of applications and both full and part time enrollments over the first five years of operation. What percentage of program enrollees are likely to be recruited from local, regional, national and international applicant pools?

D. Describe the application materials that are required (e.g., transcripts, test scores, letters of reference). What are the admission criteria?

Section V: Proposed Program Support by Current Faculty & Staff

A. List all current faculty and staff who will contribute to the proposed program, their current titles and terminal degrees, their roles with respect to the program, and percent effort devoted to program support. Describe how the workload of the faculty will be adjusted to accommodate the proposed program.

Section VI: Proposed Program Support by Current Facilities

Describe the current facilities and space that would be used to support the proposed program. Include university computer and library resources.

Section VII: Proposed New Faculty & Staff

Describe plans to add new faculty and staff that would support development of the proposed program. Include a description of the backgrounds and credentials sought.

Section VIII: Proposed New Facilities

Describe new facilities and space needs associated with development of the proposed program. Include university computer and library resources.
Section IX: Financial Plan

Complete the spreadsheet below.

<table>
<thead>
<tr>
<th>New Graduate Program Financial Spreadsheet</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
</table>

### Projected Enrollment

- Head-count full time
- Head-count part time
- Full Time Equivalent (FTE) enrollment

### Program Income

- In-state tuition (paid by student or sponsor)
- Out-of-state tuition (paid by student or sponsor)
- Externally funded stipends
- Other income* (describe below)

### Total Projected Income

### Program Expenses

- New Faculty
- New Staff
- New facilities/space renovation
- University graduate scholarship (UGS) support
- University dean stipend support
- College & unit stipend support
- Additional library resources
- Other expenses* (describe below)

### Total Projected Expense

*Explain and/or describe items included.

Describe the methods used to estimate program income and expenses as appropriate (including assumptions about annual increases in tuition and stipend costs, adjustments for inflation and credit hour enrollment for part time students).

Section X: Proposed Community, Foundation, Government & Industry Sources of Support

Describe any additional community, foundation, government or industry sources of support for the proposed program.
Section XI: External Consultants and Advisors

Describe input from external consultants and/or an advisory committee (if any) in the development of the degree proposal.

Section XII: Relationship of the Proposed Program to Other Programs in the Unit and College

Describe how the new program will related to and impact other programs (both graduate and undergraduate) in the proposing unit and (if appropriate) college. How will the resource needs of the new program be balanced against the resource requirements of existing programs? In addition, describe the potential impact of the proposed program on other units or colleges, if any.

For Full Proposals only include:

A. Biographical Sketches or Curriculum Vitae of the proposed program faculty
B. Detailed Course Descriptions
C. Demand and Need Assessment Materials
D. Consultant Reports (if any)
E. Letters of Support
Appendix A

New Graduate Program Proposal Form
The Graduate School
University of Cincinnati

Describe the initiative for which approval is being sought:

For new program names or titles, is this a program development plan or a full proposal?

Proposing unit(s) [department(s) or school(s)]:

Summary of proposed program (100 words or fewer):

Proposal Endorsements

Proposed Graduate Program Director*- “I certify that this new graduate program proposal is endorsed by the proposed program faculty and that they have agreed, in principle, to participate actively in the program.”

Printed name- _______________ Signature- _______________

Unit Head*- “The department will provide the departmental resources and support described in this document toward the development of the proposed graduate program.”

Printed name- _______________ Signature- _______________

College Dean*- “The college fully supports the development of the graduate program described in this proposal and will provide college resources as described in this document.”

Printed name- _______________ Signature- _______________
* - attach additional endorsement pages with appropriate names and signatures when more than one program, unit and/or college is sponsoring the proposed new program.
Approval Process for New Programs (typically takes 1 to 2 years)

1. Proposing Faculty Meets with Dean of Graduate School - Complete the Program Development Proposal (PDP)
   - Graduate Program Development Proposal (PDP)
   - ACC Review
   - Graduate Council Review
   - Ohio Board of Regents Advisory Committee - If their feedback is positive then a Full Proposal may be developed

2. Proposing Faculty Meets with Dean of Graduate School - Complete the Full Proposal
   - Full Proposal
   - Graduate Council Review
   - Graduate Faculty Review
   - Chancellor OBR Review
   - Program Approved

3. UC Board of Trustees Review
   - Approved
   - Ohio Board of Regents RACGS
   - OBR Review
   - Program Approved