

COVER SHEET
EN ROUTE/EXIT MASTER'S PROGRAM PROPOSAL
NEW DEGREE OPTION
Graduate School Office of Academic Affairs

This cover sheet serves as notification to UW administrative offices about the structure of the proposed academic program. If information included in this form changes after approval, it is the responsibility of the academic unit to notify the relevant administrative office directly.

Please see instructions for each field starting on page 3.

The administrative elements of the program will be the same as the existing master's program, including funding model and funding source, tuition tier, cost of the program to students, delivery mode, and delivery location. The admissions process will be different, as students are not directly admitted into options designed specifically for en route/exit master's degrees.

Program Information

1. Academic Unit Name: _____
2. College/School: _____
3. Campus: ☐ Seattle ☐ Bothell ☐ Tacoma
4. Existing Degree Title: _____
- 4a. Existing Transcript Title: _____
5. Proposed Degree Option(s): _____
- 5a. Proposed Transcript Title(s) (all caps; limit 60 characters): _____
6. Proposed CIP Code: _____
7. Total Minimum Credits Required: _____
8. Proposed Start Date (quarter and year): _____
Approval/implementation is not guaranteed by proposed start date
9. Length of program: full-time _____ part-time _____
10. Anticipated number of degrees granted annually: _____

11. Contact Information (Faculty Unit Representative)

Name: _____

Title: _____

Telephone: _____

Email: _____

Contact Information (Administrative Staff Representative)

Name: _____

Title: _____

Telephone: _____

Email: _____

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12. Signatures

Printed name of unit head (chair) indicating faculty approval, including
the Graduate Faculty (*all campuses*)

Date

Signature endorsement by unit head (chair) indicating faculty approval,
including the Graduate Faculty (*all campuses*)

Date

Printed name of Dean (*all campuses*)

Date

Signature endorsement by Dean (*all campuses*)

Date

Printed name of Chancellor/Vice Chancellor (*UW Bothell/UW Tacoma only*)

Date

Signature endorsement by Chancellor/Vice Chancellor
(*UW Bothell/UW Tacoma only*)

Date

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Instructions for New Degree Program Proposal Cover Sheet

Numbers correspond to the field on the cover sheet.

1. **Academic Unit Name:** list the qualified unit authorized to offer a graduate program. The faculty in this unit will have formal oversight over and responsibility for the proposed academic program. The degree codes will be located in this unit.
2. **College/School:** the college or school with dean's level oversight of the academic unit where the degree will be offered.
3. **Campus:** location of the unit offering the proposed program.
4. **Existing Degree Title.** Indicate the existing degree under which the new degree option will reside. This appears on the diploma. Examples:
 - a. Master of Science
 - b. Master of Business Administration
 - c. Master of Science in Data Science
- 4.a Existing Degree **Transcript Title:** The transcript title normally indicates the unit offering the degree. list in all capital letters. Examples:
 - d. MASTER OF SCIENCE (PSYCHOLOGY)
→ MS offered in the Department of Psychology
 - e. MASTER OF BUSINESS ADMINISTRATION
→ MBA offered in the Foster School of Business [location not indicated because this is a designated degree]
 - f. MASTER OF SCIENCE IN DATA SCIENCE
→ MSDS offered by the Interdisciplinary Data Science Group in the Graduate School [location not indicated because a designated degree]
5. **Proposed Degree Options:** list the proposed degree option(s) under the existing degree.
- 5.a **Proposed option title(s) for transcript:** list each degree with degree option as it will appear on transcript. All capital letters, limit 60 characters, including spaces. Examples:
 - a. MASTER OF ARTS (GERMANICS: PEDAGOGY AND CULTURE)
→ M.A. offered in the Department of Germanics with a specialization in Pedagogy and Culture
 - b. MASTER OF BUSINESS ADMINISTRATION (INFORMATION SYSTEMS)
→ MBA offered in the Foster School of Business with a specialization in Information Systems [location not indicated because a designated degree]

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6. **Proposed CIP Code:** Should match the “parent” degree’s CIP code. The Classification of Instructional Programs (CIP) code is a classification hierarchy from the National Center for Education Statistics that is used for inter-institutional comparisons and reporting. See <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55> to find an appropriate code. The CIP code is assigned by the Office of the University Registrar following the recommendation of program faculty, with support from the relevant dean. Contact the Office of the University Registrar for questions related to CIP code assignment.
7. **Total Minimum Credits Required:** indicate the minimum possible number of credits needed for a student to complete the degree requirements.
8. **Proposed Start Date:** quarter and year of first student enrollment. Note that approval and implementation of the program is not guaranteed by the proposed start date.
9. **Length of Program:** usual length of the program based on full-time enrollment and typical course of study based on the structure of the program. If the program includes part-time enrollment, indicate typical length of program for part-time students.
10. **Anticipated number of degrees granted annually:** indicate the anticipated number of exit or master’s degrees granted annually.
11. **Contact Information:** indicate the faculty lead who will work with the Office of Academic Affairs on the proposal, as well as the administrative staff representative if applicable.
12. **Signatures:**
 - (a) signature by the unit head (chair) indicates approval by the faculty, including the Graduate Faculty, of the unit that will offer the degree;
 - (b) signature by the dean indicates review and approval of the proposed program, including information on the cover sheet, as well as confirmation that the proposal has gone through any required college- or school-level faculty review and approval;
 - (c) signature by UW Bothell or UW Tacoma Chancellor or Vice Chancellor indicates review and approval of the proposed program, including information on the cover sheet, as well as confirmation that the proposal has gone through any required campus-level faculty review and approval.