THE GRADUATE SCHOOL
UNIVERSITY *of* WASHINGTON
OFFICE OF ACADEMIC AFFAIRS

PROGRAM PROPOSAL GUIDELINES FOR EXPEDITED REVIEW OF EN ROUTE/ EXIT MASTER'S DEGREES

For programs with pre-existing master's programs)

The following guidelines are for units with pre-existing master's programs that would like to develop an exit and/or en route master's program for use by their PhD students.

Expedited review of this type of degree option proposal applies if a research-oriented master's degree is typical for the field of study, if the master's degree will share the same focus area as the existing PhD program, and if the requirements are largely embedded in the PhD program. Proposers using this expedited process do not need to complete the full proposal required for direct-admit degree options and need only complete the sections listed under "Proposal Requirements," below. The timeline for creation of a new en route/exit degree option varies and is not guaranteed but is typically between 2-6 months.

- Contact the Office of Academic Affairs in the Graduate School at progprop@uw.edu with any questions about these guidelines after reviewing our En Route/Exit Master's FAQ document.

EXPEDITED–REVIEW PROPOSAL REQUIREMENTS

A new en route/exit master's degree option proposal must include the items below. A draft proposal should be sent to the Office of Academic Affairs at progprop@uw.edu for review before collecting signatures and final submission.

Cover Sheet: Include the cover sheet available on the Academic Affairs website for draft and final submission. Signatures required for final submission only.

Overview and Description of Need: Provide a summary description of the proposed degree option, including rationale. State the program's administrative location and the proposed degree title as it should appear on the student transcript. Briefly describe the need for the program, including how it benefits students matriculated into doctoral programs.

CURRICULUM

STRUCTURE

- Provide a list of the required courses including the course number, course title, credits, and a brief description of the courses.
  - Note: An en route or exit master's cannot be a coursework-only program but may use existing milestones towards the PhD (e.g., general exam, qualifying paper, etc.) as the culminating experience or require a different culminating experience that PhD students would not typically complete.
- Describe how the curriculum is structured as a meaningful progression of coursework and experiences, including a capstone or culminating experience.
- Note whether it is a thesis or non-thesis program.
- State that program requirements meet or exceed Graduate School minimum degree requirements as specified in Policy 1.1 or describe in detail any areas where they do not align with Graduate School policies.

RELATIONSHIP TO PhD

- Describe how the master's degree requirements relate to the existing master's program requirements and the PhD program requirements. Indicate if the proposed option can be used by students who will continue onto the PhD (en route/exit) or if it will only be available to students withdrawing or dropped from the PhD program (exit-only).
  - For en route/exit master's, identify when students will earn the master's degree in the course of their progression towards the PhD.
  - For exit-only master's, describe any additional culminating experience (e.g. course or capstone) work that will need to be completed when an admitted PhD student decides to exit with a master's.

Student Learning Goals and Outcomes: Describe expected student learning goals (typically 5-7) and outcomes of the program (i.e., what are the students expected to learn? What are the students expected to be able to do as a result of the education provided?).

Unit and College/School/Campus Approval: Prior to final submission, the proposal must be reviewed and approved by the program faculty and be endorsed by the Dean. UW Bothell and UW Tacoma proposals also require endorsement by the Chancellor/Vice Chancellor. The program proposers are responsible for assuring formal approval at the appropriate levels (department or unit, Dean's Office or Chancellor's Office, etc.) before submitting the final document to the Graduate School for review and approval.