

**UNIVERSITY OF WASHINGTON**  
**The Graduate School**  
**Guidelines for New Graduate Degree Option Proposals**

A new program option to be offered within an existing graduate degree must include the items below. Contact the [Office of Academic Affairs](mailto:progprop@uw.edu) ([progprop@uw.edu](mailto:progprop@uw.edu)) in the Graduate School with any questions you may have about the guidelines.

### **Cover Sheet**

Attach the completed cover sheet for new graduate degree options.

### **Overview**

Provide a summary description of the proposed new program option, including rationale for the program. State the program's administrative location and the name of the program option as it should appear on the student transcript. Indicate the desired timeline for implementation of the program option.

Relationship to Institutional Role, Mission, and Academic Unit Priorities – Describe how the proposed program option supports the academic unit's priorities, both in terms of academic priorities and resources commitments.

### **Documentation of Need for Program**

Briefly describe how it reflects or responds to current trends in the field, including available data demonstrating student and employer demand.

### **Curriculum**

Describe the required coursework (which must adhere to the guidelines in [Policy 1.1](#)) in the following two formats.

Format 1 (Curricular Outline): Outline all coursework with course number, title, and credits **only** (no course descriptions). This outline will be used for creating a degree audit and catalog copy. Please list all degree requirements under subheadings in the following order:

- **Required/core coursework**
- **Electives**
  - (it is acceptable to provide only the number of credits required and indicate that an elective course list is maintained internally by the unit in the degree audit.)
- **Culminating experience (thesis/capstone/dissertation)**
- **Additional non-credit requirements (e.g. prerequisites, competency requirements, etc.)**
- **Total credits**

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Format 2 (Course List): For each core course and any electives being developed for this program, provide course numbers, titles, credits, **and a brief description**. All pre-existing courses that will serve as electives should also be listed but do not require brief descriptions. This may be a full list of elective courses, or if electives must be chosen from a specific unit/department, indicate the required course level (i.e. 400 or 500) and unit/department.

In addition to required coursework, proposals must address the following:

- Describe relationship of the proposed option to the existing degree (new options within an existing degree program should have 50% curricular overlap with that program). Indicate whether the proposed option will be developed from existing courses offered by the unit or if new courses will be developed for it.
- Briefly describe expected student learning outcomes of the program option and how they will be measured. Indicate how the curriculum will introduce students to questions and considerations of ethics that are relevant to the field of study. It may be appropriate to provide a matrix that links learning objectives or outcomes to individual courses or other specific program components.
- Indicate when the program option will be offered (day/evening/weekend), where the program will be offered (campus location(s) and/or distance learning), and the delivery mechanism (in-person classroom, online, hybrid, other distance), including the type of technology to be used.

### **Infrastructure Requirements**

Describe required infrastructure improvements, including the need for additional library or technology resources, special space requirements (special classrooms), and equipment needs. Costs and sources of funding associated with these improvements should be outlined in the budget section of the proposal.

### **Faculty**

Describe in detail how appropriate faculty expertise and teaching capacity exist for the new program option. Provide a profile of the anticipated faculty (e.g., rank, full-time, part-time, etc.), including the amount of effort in the program by full-time-equivalent (FTE). Clearly describe graduate faculty involvement in the program. Indicate who will serve as GPA and GPC.

### **Program Oversight**

Indicate how the new option deviates from the existing degree program in terms of faculty oversight. This includes any special committees or director associated with the degree option; program admissions; curriculum management, and any other aspects of faculty oversight.

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**Administration**

Describe the staffing plan for additional administrative and support services for the degree option.

**Students**

Describe the student population to be served. Include information on scholarships or other financial support that may be available to students as well as estimated enrollment.

**Diversity**

Include a detailed description of how the academic unit will recruit and support traditionally underrepresented minorities to the new option. Reference the unit's diversity plan and how the new program option fits within that plan.

**Program Assessment**

Describe the academic unit's plan for assessing how well program objectives will be met. Describe how the assessment information will be gathered and used.

**Budget**

Describe program cost and include the impact of the new degree option on existing programs within the academic unit.

Describe how the program fits within the following categories and make sure the proposal addresses the items raised in the appropriate section.

- The proposal is revenue\* neutral. "Revenue neutral" means that no additional resources are needed. A business model/plan demonstrates that no new courses or course sections are needed; no additional faculty involvement or staff support is needed, no new operational funds are needed, etc.
- The proposal increases revenue. New revenue will derive from the proposal, (e.g., higher enrollments, fee based program, etc.) A business model/plan identifies start-up revenue, program costs, projected revenues, and a clear plan and timeline for reaching financial goals.
- The proposal requires new revenue, but has a compelling strategic value. A business model/plan identifies start-up revenue, program costs, projected revenues, and a clear plan and timeline for reaching financial goals (within a few years of inception).
  - E.g., the proposal positions a unit strategically to take advantage of an important opportunity that will shape the unit for the future.

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- E.g., the proposal meets workforce needs in the state, or important needs in the discipline or field that no other institution in the state will provide, etc.
- For fee-based program, include the Service Selection Form from the Continuum College.

**Unit and College/School/Campus Approval**

The program proposers are responsible for assuring faculty review and final 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. Signatures indicating approval are included on the cover sheet.