



NEW GRADUATE DEGREE OPTION PROPOSAL GUIDELINES

A proposal for a new program option to be offered within an existing graduate degree must include the items below and be submitted with a cover sheet and appendices I through III. Units must submit a draft proposal to the Office of Academic Affairs at progprop@uw.edu for review and comment. Prior to final submission, the proposal must be reviewed and approved by program faculty and be endorsed by the Dean. UW Bothell and UW Tacoma proposals also require endorsement by the Chancellor/Vice Chancellor.

> Contact the [Office of Academic Affairs](#) in the Graduate School at progprop@uw.edu with any questions you may have about the guidelines.

COVER SHEET

Include the cover sheet available on the [Academic Affairs website](#) for draft and final submission. Signatures required for final submission only.

OVERVIEW

Provide a summary description of the proposed new program option, including rationale for the program and how it reflects or responds to current trends in the field. State the program's administrative location, i.e. where it is academically housed, and the proposed degree option title as it should appear on the student transcript.

RELATIONSHIP TO INSTITUTIONAL ROLE, MISSION, AND ACADEMIC UNIT PRIORITIES

Describe how the proposed degree program supports the academic unit's priorities and the role and mission of the University of Washington.

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DOCUMENTATION OF NEED FOR PROGRAM

Briefly describe the state/regional/national demand for the program, including available data demonstrating student and employer demand. Describe unique aspects of the proposed program that differentiate it from similar programs offered at the UW, in the state, the region, or nationally.

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

Format 2 (Course List): For each core course and any electives being developed for this program, provide course numbers, titles, credits, a brief description, and summary of course learning objectives. 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 as described in [Policy 1.3](#)). 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. Describe whether students will be able to enroll full-time.
- State that program requirements meet or exceed Graduate School minimum degree requirements, or describe in detail any areas where they do not align with Graduate School policies.

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ADMISSION

Identify the requirements for admission to the program and describe the unit's admission process. Indicate if admissions criteria is different from that of the existing program. If so, clearly identify the differences between criteria.

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 in Appendix I (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](#).

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.

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. In Appendix II, provide projected student enrollments for five years or until full enrollment is reached (whichever is longer). Describe the plan to advertise and recruit students to the program.

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INCLUSIVE EXCELLENCE

The Graduate School supports programs which advance a culture of excellence and inclusion by eliminating barriers of exclusion such as ableism, cis-sexism, classism, heterosexism, racism, sexism, and unexamined privilege.

Proposals must address how the program will prioritize inclusive excellence in each of the following stages:

1. **Assessment (before recruitment)**
2. **Recruitment (before enrolling)**
3. **Retention (after enrolling)**
4. **Post-graduation/Career Preparation**

If the academic unit has a written plan for inclusive excellence, reference it here and indicate how the proposed program option supports that plan. Consult the [Inclusive Excellence in Graduate Programs guide](#) on the Graduate School website for examples for each stage of the graduate program lifecycle.

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.

ACCREDITATION

Indicate whether the academic unit will seek specialized program accreditation. If so, discuss plans for accreditation and identify the appropriate accrediting body.

BUDGET

Include a program budget that includes total program operation cost. Describe the impact of the new program on overall resources within the academic unit, including on existing degree or certificate programs. Identify the amounts and all sources of funding for the first year of the program and the year it is expected to reach full enrollment. Provide a summary of costs and revenue in Appendix III.

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

1. The degree program is revenue neutral¹. "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 resources or staff support is needed, no new operational funds are needed, etc.

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FOOTNOTE

1. Revenue is defined as: tuition, program fees, state-funds allocated by the Provost and endowment income.

2. The degree program increases revenue. New revenue will derive from the proposal, (e.g., higher enrollments, fee based program, etc.) Include a business model/plan that identifies start-up revenue, program costs, projected revenues, and a clear plan and timeline for reaching financial goals.

3. The degree program requires new revenue, but has a compelling strategic value. Include a business model/plan that identifies start-up revenue, program costs, projected revenues, and a clear plan and timeline for reaching financial goals (within a few years of inception).

- A: E.g., the proposal positions a unit strategically to take advantage of an important opportunity that will shape the unit for the future.
- B: 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.

4. For fee-based (self-sustaining) programs, include the fee structure.

5. For state-funded programs, indicate the tuition tier both in the narrative and on the cover sheet. See the [Office of Finance, Planning & Budgeting](#) website for information on tuition schedules.

For a 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.

FACULTY

FACULTY				
Name	Degree (e.g. M.A.; Ph.D.; J.D.)	Rank (if applicable)	Status (e.g. full- or part- time)	% Effort in Program
TOTAL FACULTY FTE				

ADMINISTRATION & STAFF

ADMINISTRATION & STAFF			
Name	Title	Responsibilities	% Effort in Program
		TOTAL FACULTY FTE	

APPENDIX II ENROLLMENT AND GRADUATE ESTIMATES

Year	1	2	3	4	5
Headcount					
FTE					
Program Graduates					

APPENDIX III SUMMARY OF PROGRAM COSTS AND REVENUE

PROGRAM EXPENSES

Name	Year 1	Year 2	Year 3	Year 4	Year N*
Administrative salaries including benefits (# FTE)					
Faculty salaries including benefits (# FTE)					
TA/RA salaries including benefits (# FTE)					
Staff salaries including benefits (# FTE)					
Other salaries including benefits (# FTE)					
Financial Aid specific to the program					
Contract Services					
Goods and Services					
Travel					
Equipment					
Other (itemize)					
TOTAL COSTS					

PROGRAM REVENUE

Name	Year 1	Year 2	Year 3	Year 4	Year N*
State Support (General Fund)*					
Tuition and Fees (total)*					
Corporate Grants / Donations					
Other Fund Source (specify)					
TOTAL REVENUE					

*Note: If proposed program revenue will not be distributed to units separately as General Fund and Tuition, then use the projected total combination.

*Note: N = full enrollment