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| --- | --- | --- | --- | --- |
| GraduateCollege**INTERNAL USE ONLY** | | | | |
| Acalog | Date |  | Initials |  |
| MyUNLV | Date |  | Initials |  |
|  | | | | |

New Programs & Program Revisions Committee

## New Graduate Degree Program Proposal

Instructions This form is to be used to complete the required Graduate College New Programs & Program Revisions Committee review of new programs. This form should only be completed after a pre-proposal has been approved by the Vice Provost for Academic Affairs. See [http//provost.unlv.edu/vpaa/acadprop.html](http://provost.unlv.edu/vpaa/acadprop.html) for more details on the review process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **General Information** | | | | |
| College/Division/Unit |  | | | |
| Department/School |  | | | |
| New Degree Program |  | | | |
| Contact Person |  | | | |
| E-Mail Address |  | | | |
| Graduate Coordinator for Proposed Program |  | | |
| Total Required Credits |  | Date of First Enrollment |  | |
| Instructional Mode (check all that apply) | In person only  Web-based only (all courses offered online)  Hybrid (50% or more courses offered online) | | | |
| Typical Time to Degree | Years | | | |
| Admission Terms | Fall with an application deadline of       (max 8/1)  Spring with an application deadline of       (max 12/1)  Summer with an application deadline of       (max 5/1) | | |
| Faculty Vote Information | Date  Vote result (number of yes/no/abstentions) | | | |

1. **Documents Required for Submission to be Complete**
   1. This form
   2. Dean’s Memo – Identifies strengths and weaknesses and showing the priority of this program within your College’s strategic plan.
   3. Letters of Support
   4. NSHE Proposal Form – Available http//provost.unlv.edu/vpaa/acadprop.html
   5. New Program Budget Projection - Available http//provost.unlv.edu/vpaa/acadprop.html
   6. Sample Degree Program
   7. Program Assessment Plan – Available from [UNLV Office of Academic Assessment](http://provost.unlv.edu/Assessment/forms.html)
2. **Graduate Catalog -** The [Graduate Catalog](http://www.unlv.edu/academics/catalogs) will need to be updated as a result of this proposal. Please use a comparable degree program in the current graduate catalog as a template. Enter your catalog text below.
   1. Program Description

Overview

Learning Outcomes

Program Delivery Description (online, face to face, hybrid; day and/or evening classes; weekday or weekends)

Program Assessment Overview

* 1. Admission Requirements

* 1. Degree Requirements

* 1. Culminating Experience and Graduation Requirements

1. **Student Authentication –** Federal guidelines require that distance education and correspondence programs utilize mechanisms that verify student identity. UNLV strives to insure that this is done with all programs, not just those delivered via distance education. Describe how this program will verify student identity. (for more information on student authentication see the UNLV [Office of Online Education](https://online.unlv.edu/content/faculty/student-authentication) and [WICHE](http://wcet.wiche.edu/focus-areas/student-success/student-authentication))

1. **Routing and Approvals Table**
   1. Program developer completes this form and other related documents (see section II).
   2. Developer requests a Graduate College technical review via the [Curriculum Change Portal](http://www.unlv.edu/graduatecollege/curriculumportal).
   3. The Graduate College will complete a technical review of the documents to ensure that it conforms to all relevant policies and guidelines.
   4. The documents will then be returned to the person submitting the request for routing through the department and college for approval.
   5. The form and required documents will be submitted to the [Curriculum Change Portal](http://www.unlv.edu/graduatecollege/curriculumportal) by the college or school designee (typically the Associate Dean of Academic Affairs).
   6. Item will be placed on the agenda of the Graduate College New Programs and Program Revisions Committee (GCNP&PRC).
   7. Developers will be notified and asked to attend.

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| --- | --- | --- | --- |
|  | **NAME** | **E-MAIL ADDRESS** | **DATE** |
| Proposer/Contact Person |  |  |  |
| Graduate College [Technical Review](http://www.unlv.edu/graduatecollege/curriculumportal) |  |  |  |
| Technical Review Comments | | | |
| Dept. Chair or Grad. Coordinator |  |  |  |
| College New Programs Chair |  |  |  |
| Academic Dean  [Submit for Approval](http://www.unlv.edu/graduatecollege/curriculumportal) |  |  |  |
| Graduate College New Programs Chair | Glenn Nowak | GCNewPrograms@unlv.edu |  |
| Graduate College Interim Dean | Kate Korgan | GCNewPrograms@unlv.edu |  |

Graduate College Comments

Approved

Approved with Minor Changes

Approved with Major Changes

Not approved