This form should be used for academic units wishing to propose a new concentration for existing graduate degrees.

A concentration is a subspecialty within a degree and major. It indicates the fulfillment of a designated, specialized course of study, which qualifies the student with skills and training in one highly concentrated area of the major. Concentrations are formally-recognized educational designations (including the assignment of a university plan code for reporting/record-keeping purposes and appearance on the ASU transcript). Concentrations are distinguished from more informal academic distinctions such as “emphases,” “tracks,” “foci,” “options,” etc.

This proposal template should be completed in full and submitted to the University Provost’s Office [mail to: [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)]. It must undergo all internal university review and approval steps including those at the unit, college, and university levels. A program **may not** be implemented until the Provost’s Office notifies the academic unit that the program may be offered.

**GRADUATE CONCENTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **College/School:** |  | | |
| *Note: Program ownership is coded at the College/School level first and may not be a center, department or division apart from it.* | | | |
| **Department/Division/School:** |  | | |
| **Proposing faculty group** (if applicable)**:** |  | | |
| **Existing graduate degree and major under which this concentration will be established:** | | |  |
| **Name of proposed concentration**: | | |  |
| **Requested effective term and year:** | | |  |
| (The first semester and year for which students may begin applying to the concentration) | | | |
| **Is a program fee required?** | |  | |
| *Note: for more information about program fee requests, visit* [*https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees*](https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees) | | | |
| Is the unit willing and able to implement the program if the fee is denied? | |  | |
| **Delivery method and campus or location options:** *select all locations that apply* | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Downtown  Phoenix |  | Polytechnic |  | Tempe |  | Thunderbird |  | West | Other: |  | | | | |
| **Both** on-campus **and**  ASU Online**\* -** (check applicable campus(es) from options listed above) | | | |
| ASU Online only (all courses online and managed by ASU Online) | | | |
| *Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and* [*Philip Regier*](https://webapp4.asu.edu/directory/person/10868) *(Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in* [*Curriculum ChangeMaker*](https://webapp4.asu.edu/changemaker-sso/authn) *to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at* [*asuonline@asu.edu*](mailto:asuonline@asu.edu) *who can provide you with additional information regarding the online request process.* | | | |
| **Do Not Fill in this information: Office Use Only**  **Plan Code:** | | **CIP Code:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROPOSAL CONTACT** | | | |
| **Name:** |  | **Title:** |  |
| **Phone number:** |  | **Email:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DEAN APPROVAL(S)** | | | |
| This proposal has been approved by all necessary unit and college/school levels of review, and the college/school(s) has the resources to offer this degree program. I recommend implementation of the proposed concentration. | | | |
| *Note: An electronic signature, an email from the dean or dean’s designee, or a PDF of the signed signature page is acceptable.* | | | |
| **College/School/Division Dean name:** |  | | |
| **Signature:** |  | **Date:** |  |

**Please note:** Proposals for new concentrations also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (Information item only), and the Office of the Provost before they can be put into operation.

**The final approval notification will come from the Office of the Provost.**

****

1. **OVERVIEW**

Provide a brief description *(no more than 150 words)* of the new concentration (including the focus of the new concentration, relationship to other concentrations within this degree program, etc.).

1. **IMPACT ASSESSMENT**
2. **Explain the unit’s need for the new concentration** (e.g., market demand, research base, direction of the discipline, and interdisciplinary considerations). How will the new concentration complement the existing degree program, including enrollment, national ranking, etc.?

1. **Please identify other related ASU programs and describe how the new concentration will complement these existing ASU programs?** If applicable, statements of support from affected academic unit administrators should be included with this proposal submission.

1. **Is this an interdisciplinary concentration?** If yes, please address the relationship of the proposed concentration to other existing degree programs and any parallel or similar concentrations in those degree programs. (Please include relevant Memoranda of Understanding regarding this interdisciplinary concentration from all applicable academic units.)

1. **STUDENT LEARNING OUTCOMES AND ASSESSMENT**

Attach a PDF copy of the assessment plan printed from the University Office of Evaluation and Educational Effectiveness assessment portal demonstrating UOEEE’s approval of your assessment plan for this program. Visit the assessment portal at <https://uoeee.asu.edu/assessment-portal> or contact [uoeee@asu.edu](mailto:uoeee@asu.edu) with any questions.

1. **CURRICULAR STRUCTURE**

Please ensure that all *new core* course proposals have been submitted to the Provost’s office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. **Curriculum Listing**  |  |  |  |  | | --- | --- | --- | --- | | **Core Courses for the Degree**  *Ensure the core listed below is the same as for the standalone degree* | | | | | **Prefix and Number** | **Course Title** | **New Course?** | **Credit Hours** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Section sub-total: | | |  | | **Required Concentration Courses** | | | | | **Prefix and Number** | **Course Title** | **New Course?** | **Credit Hours** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Section sub-total: | | |  | | **Elective or Research Courses**  *(as deemed necessary by supervisory committee)* | | | | | **Prefix and Number** | **Course Title** | **New Course?** | **Credit Hours** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Section sub-total: | | |  | | **Culminating Experience(s)**  ***E.g. –*** *Capstone course, portfolio, written comprehensive exam, applied project,*  *thesis**(must be 6 credit hours with oral defense), dissertation (must be 12 credit hours with oral defense)* | | | **Credit Hours** | |  | | |  | |  | | |  | | Section sub-total: | | |  | | **Other Requirements**  ***E.g.*** *– internships, clinical requirements, field studies, foreign language exam as applicable* | | | **Credit Hours** | |  | | |  | |  | | |  | | Section sub-total: | | |  | | **For doctoral programs** *– When approved by the student’s supervisory committee, will this program allow up to 30 credit hours from a previously awarded master’s degree to be used for this program? If applicable, please indicate the 30 credit hour allowance that will be used for this degree program.*  **If students are admitted with only a bachelor’s degree, will the remaining coursework be made up of research and elective coursework?**  Yes  No  **If no, please list here what coursework these students must take to complete the 30 credit hours:** | | |  | | **Total required credit hours** | | |  |  1. **List all required core courses and total credit hours for the core (required courses other than internships, thesis, dissertation, capstone course, etc.).** 2. **Omnibus numbered courses cannot be used as core courses.** 3. **Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval. Courses that are new, but do not yet have a new number can be designated with the prefix, level of the course and X’s (e.g. ENG 5XX or ENG 6XX).** |
| 1. List all required core courses and total credit hours for the core (required courses other than internships, thesis, dissertation, capstone course, etc.)**.** 2. Omnibus numbered courses cannot be used as core courses. 3. Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval. |

1. **Please describe the culminating experience(s) required for completion of the existing degree and major, and the proposed concentration** *(e.g., thesis, dissertation, comprehensive exams, capstone course, portfolio, applied project).*

1. **Please describe any other requirements for completion of the existing degree and major, and the proposed concentration** *(e.g., internships, clinical requirements, field studies, foreign language exam etc.).*

1. **COMPREHENSIVE EXAMS**

*(Please choose what is appropriate for the degree type selected)*

**A. Master’s Comprehensive Exam (when applicable), please select from the appropriate option.**

* 1. **Doctoral Comprehensive Exam (required), please select from the appropriate box.**

A written comprehensive exam is required for all doctoral programs.

1. **COURSES**
2. **New Courses Required for Proposed Program:** Provide course prefix, number, title, credit hours and brief description for any new courses required for this program.

1. **ADMINISTRATION AND RESOURCES**

# Administration: How will the proposed concentration be administered (including recommendations for admissions, student advisement, retention etc.)? Describe the administering body in detail, especially if the proposed concentration is part of a larger interdisciplinary initiative. How will the graduate support staffing needs for this proposed concentration program be met?

1. **Projected Enrollment:** How many students will be admitted immediately following final approval of the concentration? What are enrollment projections for the next three years?

|  |  |  |  |
| --- | --- | --- | --- |
| **3-YEAR PROJECTED ANNUAL ENROLLMENT** | | | |
| Please utilize the following tabular format | **1st Year** | **2nd Year**  (Yr. 1 continuing + new entering) | **3rd Year**  (Yr. 1 & 2 continuing + new entering) |
| Number of Students  in concentration  (Headcount) |  |  |  |

# Resource requirements needed to launch and sustain the program: Describe any new resources required for this concentration’s success such as new staff, new facilities, new library resources, new technology resources, etc. and include projected budget needs. If multiple units/programs will collaborate in offering this concentration, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this concentration.

1. **Current Faculty:** Complete the table below for all current faculty members who will teach in the program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Rank** | **Highest Degree** | **Area of Specialization/Expertise** | **Estimated Level of Involvement** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. **Is there a graduate faculty structure for this concentration program that will differ from the original degree program graduate faculty structure** (***for PhD programs only***)? If yes, please include the name of the graduate faculty group and whether they will participate in offering this concentration.

1. **REQUIRED SUPPORTING DOCUMENTS**   
    *(Please label accordingly, i.e., Appendix or Attachment A, B, etc.)*

Please include the following with your proposal:

1. Statements of support from all deans
2. Impact statements of heads of impacted academic units (programs with similar names/content, utilizing courses, faculty, etc.)

**APPENDIX**

**OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS**

(This information is used to populate the [Graduate Programs Search](https://webapp4.asu.edu/programs/t5/graduate/false?init=false&nopassive=true)/catalog website.)

1. **Proposed name of concentration:**
2. **Marketing description** *(Optional - 50 words maximum. The marketing description should not repeat content found in the program description.)*

1. **Provide a brief program description** *(Catalog type (i.e. will appear in Degree Search) – no more than 150 words. Do not include any admission or curriculum information)*

1. **Delivery/Campus Information Options:**
2. **Campus(es) where program will be offered:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *ASU Online curriculum consists of courses that have no face-to-face content. iCourses are online courses for students in on-campus programs. iCourses may be included in a program, but may not comprise the entirety of a program. On-campus programs must have some face-to-face content*  *Note: Office of the Provost approval is needed for ASU Online campus options.*  ASU Online only (all courses online and managed by ASU Online) | | | | | | | | | |
| **All other campus or location options (please select all that apply):** | | | | | | | | | |
|  | Downtown Phoenix |  | Polytechnic |  | Tempe |  | West | Other: |  |
| **Both** on-campus **and**  ASU Online**\* -** (check applicable campus(es) from options listed above) | | | | | | | | | |
| *\*Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and* [*Philip Regier*](https://webapp4.asu.edu/directory/person/10868) *(Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in* [*Curriculum ChangeMaker*](https://webapp4.asu.edu/changemaker-sso/authn) *to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at* [*asuonline@asu.edu*](mailto:asuonline@asu.edu) *who can provide you with additional information regarding the online request process* | | | | | | | | | |

1. **Admission Requirements**

An applicant must fulfill the requirements of both the Graduate College and the .

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in (insert subject areas) or related field, from a regionally accredited institution.

## Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

(other minimum requirement(s))

**Applicants are required to submit:**

1. graduate admission application and application fee
2. official transcripts
3. proof of English proficiency
4. (any other application components)

**Additional Application Information**

Applicants whose native language is not English (regardless of current residency) must provide proof of English proficiency.

If applicable, list any English proficiency requirements that are supplementary to the Graduate College requirement.

If any required components require further explanation, explain here.

other application information

1. **Application Review Terms (if applicable session):**

|  |
| --- |
| Indicate the first term and year in which applications will be opened for admission. Applications will be accepted on a rolling basis after that time.  *Note: It is the academic unit’s responsibility to display program deadline dates on their website.* |
| |  |  |  | | --- | --- | --- | | **Terms** | **Years** | **University Late Fee Deadline** | | Fall (regular)  Session B | (year):  (year): | July 1st  October 1st | | Spring (regular)  Session B | (year):  (year): | December 1st  February 8th | | Summer (regular)  Summer B | (year):  (year): | May 14th  May 14th | | *Note:**Session B is only available for approved online programs.* | | |   **Program admission deadlines website address:** |

1. **Curricular Requirements:**

**Curricular Structure Breakdown for the Academic Catalog:**

*(To be completed by the Graduate College)*

Required Core ( credit hours)

Concentration ( credit hours)

Electives or Research ( credit hours)

Other Requirement ( credit hours)

Culminating Experience ( credit hours)

1. **Allow 400-level courses:**  **Yes  No**

*Note: No more than six credit hours of 400-level coursework may be included on a graduate student plan of study.*

1. **Keywords**: List all keywords that could be used to search for this concentration. Keywords should be specific to the proposed concentration – limit 10 keywords.

1. **Area(s) of Interest**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Select **one (1)** primary area of interest from the list below that applies to this program. | | | |
|  | [Architecture & Construction](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/01/graduate/false) [Architecture & Construction Architecture & Construction Architecture & Construction Architecture & Construction Architecture & Construction](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/01/undergrad/false) |  | [Interdisciplinary Studies](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/10/graduate/false) |
|  | [Arts](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/02/graduate/false) |  | [Law & Justice](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/12/graduate/false) |
|  | [Business](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/04/graduate/false) |  | [Mathematics](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/06/graduate/false) |
|  | [Communication & Media](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/05/graduate/false) |  | [Psychology](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/19/graduate/false) |
|  | [Education & Teaching](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/07/graduate/false) |  | [STEM](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/20/graduate/false) |
|  | [Engineering & Technology](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/08/graduate/false) |  | [Science](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/18/graduate/false) |
|  | [Entrepreneurship](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/21/graduate/false) |  | [Social and Behavioral Sciences](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/13/graduate/false) |
|  | [Health & Wellness](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/03/graduate/false) |  | [Sustainability](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/15/graduate/false) |
|  | [Humanities](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/11/graduate/false) |
|  | | | |
| 1. Select **one (1)** secondary area of interest from the list below that applies to this program. | | | |
|  | [Architecture & Construction](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/01/graduate/false) [Architecture & Construction Architecture & Construction Architecture & Construction Architecture & Construction Architecture & Construction](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/01/undergrad/false) |  | [Interdisciplinary Studies](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/10/graduate/false) |
|  | [Arts](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/02/graduate/false) |  | [Law & Justice](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/12/graduate/false) |
|  | [Business](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/04/graduate/false) |  | [Mathematics](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/06/graduate/false) |
|  | [Communications & Media](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/05/graduate/false) |  | [Psychology](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/19/graduate/false) |
|  | [Education & Teaching](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/07/graduate/false) |  | [STEM](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/20/graduate/false) |
|  | [Engineering & Technology](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/08/graduate/false) |  | [Science](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/18/graduate/false) |
|  | [Entrepreneurship](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/21/graduate/false) |  | [Social and Behavioral Sciences](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/13/graduate/false) |
|  | [Health & Wellness](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/03/graduate/false) |  | [Sustainability](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/15/graduate/false) |
|  | [Humanities](https://webapp4.asu.edu/programs/t5/programs/AreaOfInterest/11/graduate/false) |

1. **Contact and Support Information:**

|  |  |
| --- | --- |
| **Office Location** - Building Code & Room:  *(*[*Search ASU map*](http://www.asu.edu/map/interactive/beta/)*)* |  |
| **Campus Telephone Number:** (may not be an individual’s number) |  |
| **Program Email Address:**  (may not be an individual’s email) |  |
| **Program Website Address:**  (if one is not yet created, use unit website until one can be established) |  |
| **Program Director (Name):** |  |
| **Program Director (ASURITE):** |  |
| **Program Support Staff (Name):** |  |
| **Program Support Staff**  **(ASURITE):** |  |
| **Admissions Contact (Name):** |  |
| **Admissions Contact (ASURITE):** |  |

1. **Application and iPOS Recommendations:**  List the Faculty and Staff that will input admission/POS recommendations to Gportal **and** indicate their approval for Admissions and/or POS:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ASURITE** | **ADMSN** | **POS** |
|  |  |  |  |
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**(NEW GRADUATE INITIATIVES)**

**PROPOSAL PROCEDURES CHECKLIST**

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

**Obtain the required approval from the Office of the Provost to move the initiative forward for internal ASU governance reviews/approvals. Please see the academic strategic plan website at:** [**https://provost.asu.edu/curriculum-development**](https://provost.asu.edu/curriculum-development)**.**

**Submit** **any new courses that will be required for the new curricular program to the Curriculum ChangeMaker online course approval system for review and approval.**

* Additional information can be found at the Provost’s Office Curriculum Development website: [Courses link](http://provost.asu.edu/curriculum)
* For questions regarding proposing new courses, send an email to: [courses@asu.edu](mailto:courses@asu.edu)

**Prepare the applicable proposal template and operational appendix for the proposed initiative.**

**Obtain letters or memos of support or collaboration (if applicable).**

* When resources (faculty or courses) from another academic unit will be utilized
* When other academic units may be impacted by the proposed program request
* if the program will have an online delivery option support will be required from the Provost’s office and ASU Online. (*Please complete the ASU Online Offering form in* [*Curriculum ChangeMaker*](https://webapp4.asu.edu/changemaker-sso/authn) *to begin this request.*)

**Obtain the internal reviews/approvals of the academic unit.**

* Internal faculty governance review committee(s)
* academic unit head (e.g. Department Chair or School Director)
* academic unit Dean (will submit approved proposal to the [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu) email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

**Additional Recommendations**

All new graduate programs require specific processes and procedures to maintain a successful degree program. Below are items that the Graduate College strongly recommends that academic units establish after the program is approved for implementation.

**Establish satisfactory academic progress policies, processes and guidelines** – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to <http://graduate.asu.edu/faculty_staff/policies> and scroll down to the **academic progress** **review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.

**Establish a** **Graduate Student Handbook for the new degree program** – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook provided to students when they are admitted to the degree program and published on the website for the new degree gives students this information. Include in the handbook the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and provide a link to the Graduate Policies and Procedures website. Please go to <http://graduate.asu.edu/faculty_staff/policies> to access Graduate Policies and Procedures.