**New GRADUate Track Proposals**ARIZONA STATE UNIVERSITY **GRADUATE EDUCATION**

**This form should be used for academic units wishing to propose a new track for existing graduate degrees or concentrations.**

A track is a focused area of study within a degree program. It differs from a concentration because it is not formally recognized by the university, thus is not assigned a plan code for official reporting/record-keeping purposes and does not appear on the ASU transcript. Some other terms that are used to describe these unofficial designations are, “emphases,” “foci,” “options,” etc.

Submit the completed and signed (chairs, unit deans) proposal to the **Office of Graduate** **Academic Programs**, mail code 1003 and electronic copies to [eric.wertheimer@asu.edu](mailto:eric.wertheimer@asu.edu) or [amanda.morales-calderon@asu.edu](mailto:amanda.morales-calderon@asu.edu).

**Please type.**

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| **Contact Name(s):** | **Contact Phone(s):** |
| **College/School/Division Name:** | |
| **Academic Unit Name:**  (or proposingfaculty group for interdisciplinary proposals) | |
| **Existing Graduate Degree and Major (if also applicable include concentration) under which this track will be established:** | |
| **Proposed Track Name:** | |
| **Requested Effective Term and Year:**  (*e.g. Spring 2013*) | |
| **Plan Code under which this track will be established:** | |

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| **1. Overview** |

1. Provide a brief description (*not to exceed 150 words*) of the new track (including the specific focus of the new track, relationship to other tracks in this degree program, etc). What are some additional learning outcomes that this track will provide?

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| **2. Impact Assessment** |

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

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| **3. Academic Requirements and Curriculum** |

1. What are the total minimum hours required for the major and degree under which the proposed track will be established?

*Please note: Admission criteria for a proposed track must be identical to those of the degree or concentration program under which the track will be established.*

1. **Please provide the curricular structure for the proposed track.**

* Additionally, please ensure that all **new required course** proposals have been submitted to the Provost’s office through the Curriculum ChangeMaker online course proposal submission system for approval.

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| **Required Core Courses for the Degree (If applicable concentration)** | | | **Credit Hours** |
| *(Prefix & Number)* | *(Course Title)* | *(New Course?) Yes or No?* | **(Insert Section**  **Sub-total)** |
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| **Required Track Courses** | | | **Credit Hours** |
| *(Prefix & Number)* | *(Course Title)* | *(New Course?) Yes or No?* | **(Insert Section**  **Sub-total)** |
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| **Elective or Research Courses**  *(as deemed necessary by supervisory committee)* | | | **Credit Hours** |
| *(Prefix & Number)* | *(Course Title)* | *(New Course?) Yes or No?* | **(Insert Section**  **Sub-total)** |
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| **Culminating Experience – Must be the same as the existing program.**  ***E.g.***- *Capstone project, applied project,* ***thesis*** *(****masters only*** *– 6 credit hours) or* ***dissertation*** *(****doctoral only*** *– 12 credit hours) as applicable* | | | **Credit Hours**  **(Insert Section**  **Sub-total)** |
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| **Other Requirements**  ***E.g.* -** *Internships, clinical requirements, field studies as applicable* | | | **Credit Hours**  **(Insert Section**  **Sub-total)** |
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| ***For doctoral programs*** *– as approved by the student’s supervisory committee, the program can allow 30 credit hours from a previously awarded master’s degree to be used for this program. As applicable, please indicate the total credit hour allowance that will be used for this program.* | | |  |
| **Total required credit hours** | | |  |

1. Please describe the primary course delivery mode, (e.g., online, face-to-face, off-site etc.). If this proposed initiative will be offered **completely** online, clearly state that in this section. **Please note:** Preliminary approval from the Office of the Provost is required for programs that will be delivered completely online.

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

1. Please **describe** any other requirements for completion of the proposed track under the existing degree and major   
   (e.g., internships, foreign language skills, etc.).

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| **4. Administration and Resources** |

# How will the proposed track be administered (including recommendations for admissions, student advisement, retention etc.)? Describe the administering body in detail, especially if the proposed track is part of a larger interdisciplinary agenda. How will the need for graduate support staff for this proposed track be met?

1. How many students will be admitted immediately following final approval of the track? What are enrollment projections for the next three years?

# What are the resource implications for the proposed track, including any projected budget needs? For Doctoral students, how will the students be supported financially? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future?

1. Please list the primary faculty participants regarding this proposed track. For interdisciplinary tracks, please include the relevant names of faculty members from across the University.

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| *Name* |  | *Title* |  | *Area(s) of Specialization as they relate to proposed track* |
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| **5. Additional Material —** Please attach any additional information that you feel relates to the proposed track.   **(Please label accordingly, i.e., Appendix or Attachment A, B, etc.)** |

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| **Approvals** *(if the proposal submission involves multiple units, please include letters of support from those units)* | | | | | |
|  | CHAIR/DIRECTOR  (Please print or type) |  |  | | |
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| SIGNATURE | | DATE |
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|  | DEAN (Please print or type) |  |  | | |
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**The following section will be completed by Graduate Education.**

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|  | DEAN, Graduate Education |  | | |
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