New Degree Program Proposal Process

Contents:
1. Overview
2. Proposal Process
3. Workflow
4. Proposal Content Guidelines
5. Timeline Considerations
6. Major Modification Checklist
7. New Degree Programs and International Students
8. OISS New Program Form

1. **Overview**

Schools can propose the creation of new degree programs by following the process outlined below. For any new degree programs, the WashU Office for International Students and Scholars (OISS) must submit program information to the Student and Exchange Visitor Information System (SEVIS) for approval by the federal government before visa students are permitted to be enrolled in that program (see New Degree Programs and International Students). More information can be found under Timeline Considerations.

2. **Proposal Process**

These guidelines should also be followed when major modification (see checklist at end of document) to an existing degree program is proposed.

i. Development of Initial Proposal by School, Department or Program Area (follow Proposal Content Guidelines).

ii. Notify the Provost for preliminary review and may include discussion with the Deans and other appropriate personnel. The Provost may need to consult with the Chancellor for some new degree programs.

iii. Contact OISS and complete New Program Information Form.

iv. Approval by school specific oversight bodies, which may include the School’s Curriculum Committee, the faculty, and the Dean. In cases of a degree program that involves more than one school, both schools will complete this process prior to submission to the Provost.

v. Submission to the Provost for final review and approval by the Deans.

vi. For new PhD program proposals, the University Libraries are notified prior to Deans’ approval. Once approved by the Deans, the proposal is submitted to the Graduate
vii. The Provost’s Office notifies the Deans, University Registrar, OISS, and Accreditation staff, etc.

viii. The Provost works with the Chancellor to inform the Board of Trustees.

ix. The Provost informs the Faculty Senate Council.

Note: New certificates (for credit) should be submitted as in step two above for information only.
3. **Workflow**

**New Degree Program Workflow**

- Development of initial proposal by initiating area
- Notify Provost* for preliminary review
- Provost approves advancing degree?
  - NO: Provost provides rationale/possible alternate action
  - YES: Initiating area revise as necessary
- Initiating area contact OISS
- Initiating area to get approval by relevant bodies
- Submission to Provost
- Dean(s) submit to Provost for final review and approval.
- Is this a PhD program proposal?
  - YES: Notify Libraries
  - NO: Deans Approve New Degree?
    - YES: Provost's Office notifies stakeholders
    - NO: Provost provides rationale/possible alternate action
    - Deans Approve New Degree?
      - YES: Provost informs Faculty Senate Council
      - NO: Provost works with Chancellor
      - Deans, University Registrar, OISS, Accreditation staff, etc.
- Deans Approve New Degree?
  - YES: Submit to Graduate Council for approval
  - NO: Provost's Office notifies stakeholders

*Provost may need to consult with the Chancellor for some new degrees.
4. **Proposal Content Guidelines**

The proposal submitted to the Provost should address the following topics:

I. **OVERVIEW**
   - Describe statement of philosophy/purpose (the degree program is designed to...).
   - State how the degree program will serve the University’s and the unit’s academic mission.
   - Summarize background.
   - Identify which department or academic unit in the university proposes this new degree program.

II. **NEED FOR NEW DEGREE PROGRAM**
   - Specify what need(s), opportunities or audiences exist to justify a new degree program.
   - State clearly differentiations between this proposed new degree and existing program(s) if related (regardless of whether the existing program is in a different WU school). Describe areas of productive overlap or plans to collaborate across units, if appropriate.
   - Describe the distinctive competence of the unit and the University for offering this program.
   - Provide estimate of how many students are expected to participate in the program in its early years and in its steady state. Describe what efforts have been made to determine if there is a demand for such a program.

III. **PROGRAM REQUIREMENTS**
   - Outline the proposed curriculum for the degree program. Specify number of course hours. Describe areas of emphasis or concentration, if applicable.
   - Provide detail on whether this program will call for the creation of new courses or rely on existing courses and whether any program components are off-campus or include online education.
   - List and describe required core courses, electives, and prerequisites and concentrations, if applicable.
   - Describe timeline for coursework and other requirements.

IV. **SELECTION OF CANDIDATES AND ADMISSION CRITERIA**
   - List admission requirements.
   - Identify who will review applications and make admission decisions.

V. **RESOURCES AND SUPPORT**
   - State how this new program will draw on existing faculty and resources (including library resources) or will provide new resources. Consider whether this new degree program will have an effect on other units in the university.
• List Core faculty who will oversee the program. Include rank and Department.
• State whether this new program will require additional resources and who will provide them.
• Consider issues of tuition and financial aid; if a joint program across schools, describe how tuition and aid will be distributed.

VI. PROGRAM ADMINISTRATION
• State which department or program will administer the program. If joint between two units, specify the division of labor.
• Identify Program Director or Coordinator.
• Describe process for evaluation of Student Performance.
• State plans for providing adequate advising, mentoring, and support of students in the program.

VII. EVALUATION OF PROGRAM
• Describe how and how often program evaluation will be conducted.
5. **Timeline Considerations**

The New Degree Program process is largely spent on proposal preparation and internal school processes. Once the final proposal is submitted to the Provost for Deans’ approval, notification can generally occur in about a month. The WashU Office for International Students and Scholars (OISS) must submit information about a new program to the Student and Exchange Visitor Information System (SEVIS) for approval by the federal government. This process has historically taken between 12 and 18 months (see New Degree Programs and International Students).

6. **Major Modification Checklist**

In order to assess whether modification of an existing degree program is substantial enough to merit a full-scale review, the following checklist should be consulted:

Does this?
- Make a substantial change to the philosophy/purpose of this degree
- Involve departments or academic units that have not been previously involved
- Have a changed relationship to other degrees that may have been approved or modified since the existing degree was designed
- Propose major curricular changes (e.g. are more than 25% of the courses new to this degree?)
- Involve faculty from new or different departments or schools
- Have access to new resources that present new opportunities for expansion of the degree, or face a loss of resources that requires downscaling
- Propose shifting the administration of the degree to a different administrative unit
- Propose discontinuing the degree

If the answer to one or more of these questions is “yes,” please consult with the Provost about whether a new review is required.

7. **New Degree Programs and International Students**

To be able to issue visa documents for international students for an academic program, the program must be approved by the Student and Exchange Visitor Program (SEVP) within the Department of Homeland Security. For any new degree programs, the WashU Office for International Students and Scholars (OISS) must submit information about the new program to the Student and Exchange Visitor Information System (SEVIS) and the program must be approved by the federal government before visa students are permitted to be enrolled in that program. These governmental approvals usually take several months – historically, they have taken between 12 and 18 months – and the approval can be delayed by the fact that new updates cannot be submitted while other updates are pending in SEVIS. This federal governmental approval process does not mean that the program cannot begin, but SEVP has...
indicated that visa students cannot be enrolled in any degree program until it has been approved in SEVIS.

The information that is required to request the approval in SEVIS is attached here. Academic divisions that are considering a new academic program should be in touch with the Director of the OISS as early as possible in the process to identify the timeline for the governmental approval process. For other information, please contact the Director of the OISS.
Please complete the information below to obtain approval to enroll international students on visas. Send to Director, Office for International Students and Scholars at oiss@wustl.edu.

Program Name:

School and Department:

Director of Admissions:

Department Contact/WebISS User:

Program Start Date: Program Length in Months:

Degree to be conferred:

Degree abbreviation in the Registrar’s system:

Major Program Code(s) and Name(s) CIP CODE

Program Description (format of program, any special features, etc.):

# of credits needed to graduate: Normal # of credits per semester:

Minimum # of credits required for FT load each semester:

Are any online or distance learning courses offered in the program?

If yes, please describe:

List required/optional internships or other work experiences included:

Tuition and Fees:

Cost per credit hour: Tuition: 

Special Fees (include activity fees, orientation fees, specific books/supplies, etc.)

Amount: Description: 

Amount: Description: 

Amount: Description:

Additional Information: