

**GUIDELINES FOR THE DEVELOPMENT OF
FREE STANDING MASTER'S PROGRAMS or MASTER'S TRACKS/SUB-PLANS**

New Master's programs can be developed either as a free-standing program that requires the approval of the Graduate Council *and* the CU Board of Regents (and State Agencies), or as Sub-Plan/Track to an existing Master's Program that requires only the approval of the Graduate Council.

	Free Standing Master's Program	Master's Sub-Plan/Track
Overall Curriculum Requirements	The curriculum can be composed of new and existing courses. A minimum of 30 credits are required for graduation. If new programs include courses from multiple colleges, all units have to be in agreement with the course inclusion (letters of support).	The curriculum can be composed of new and existing courses, and a minimum of 30 credits have to be earned for graduation. If new programs include courses from multiple colleges, all units have to be in agreement with the course inclusion (letters of support). For Master's Tracks/Sub Plans, 33% of the courses of a Program Track/Sub-Plan have to be identical with the courses of the parental Master's Program.
Degree	The degree on the diploma will carry the name of the Master's Program	The degree on the diploma will reflect the name of the parental Master's Program, but the transcript will indicate the Track/Sub Plan, i.e. the focus of the students' studies.
Steps of Graduate Program Development	<p>Before planning a new free-standing Graduate Program, it is strongly recommended to contact Associate Vice Chancellor Dr. Terry Potter, Office of Academic Planning, (terry.Potter@ucdenver.edu) for an initial program discussion. Graduate Associate Dean Dr. Inge Wefes (inge.wefes@ucdenver.edu) will be happy to assist with program developments on both campuses.</p> <p>Detailed instructions and a form for the development of free standing Graduate Programs can be found on the website of the Office of Academic Planning at: https://www.cu.edu/regents/policy-4j-policy-and-procedures-approving-new-degree-program-proposals</p> <p>Requirements include:</p> <ol style="list-style-type: none"> A description of the Program including the students' learning goals Documentation of student demand and workforce demand Contribution to the mission of the university Possible duplication issues in the CU system or Colorado Conformity with statutory requirements for such programs/credits Admission, transfer and graduation 	<p>A form for the development of a new Graduate Program Sub-Plan/Track can be found on the Graduate School website (http://www.ucdenver.edu/academics/colleges/Graduate-School/Pages/default.aspx) under "Resources for current students, faculty and staff". Graduate Associate Dean Dr. Inge Wefes (inge.wefes@ucdenver.edu) will be happy to assist with program developments on both campuses.</p> <p>Essential steps of the development include:</p> <ol style="list-style-type: none"> Identify the parental Graduate Program where the new Track/Sub-Plan will be located and discuss the proposed development with the Program Director of that program. Select appropriate courses from the graduate course catalog (http://catalog.ucdenver.edu/index.php) and/or develop new graduate courses that would suit the new program. 33% of the courses of a Program Track/Sub-Plan have to be identical with the courses of the parental (free-standing) Master's Program. If an adopted (existing) course will become a required course of the new program, a written permission for using this course(s) from the course-offering unit is required.



	<p>standards</p> <p>G. Curriculum description and assessment process; Select appropriate courses from the graduate course catalog (http://catalog.ucdenver.edu/index.php) and/or develop new graduate courses that would suit the new program. If an adopted (existing course) will become a required course for the new program, written permission for including this existing course(s) in the new program is required from the course-offering unit.</p> <p>H. Professional requirements or evaluations</p> <p>I. Institutional factors such as diversity goals, impact on research</p> <p>J. Need for physical space and equipment</p> <p>K. Cost Description and source of funds. Cost/revenue distributions should be discussed in advance with the CU Director of CU Business Services, Tobin Bliss (tobin.bliss@ucdenver.edu)</p> <p>L. The Board of Regents might require additional information</p> <p>M. Program evaluation by two external reviewers</p>	<p>C. For new courses, submit course proposals to the Graduate School. Denver Campus Programs should seek approval from their respective College Curriculum Committees.</p> <p>D. Outline the program start, the expected enrollment and what other graduate programs will be impacted by the new program.</p> <p>E. Provide a justification of the new Program including 1) its purpose, primary goals and uniqueness, 2) the benefits to the students, the university and the community, 3) the target student groups and marketing strategies 4) Possible competition in the proximity, and online. 5) Possible costs associated with the new program.</p> <p>F. Before submission to the Graduate Council, MOUs should be created with the different contributing colleges. Graduate School's Chief of Finance, Brian Meara (brian.meara@ucdenver.edu) can provide advice on this issue.</p>
Approval Process	<p>Proposals have to be approved by</p> <ol style="list-style-type: none"> 1. If available, the curriculum committee of the respective college where the programs will be housed; if not available and for most Anschutz programs, to the Graduate School. 2. The Graduate Council, Proposals for Denver Campus Programs should be sent to inge.wefes@ucdenver.edu, proposals for Anschutz Campus Programs should be sent to Shawna.McMahon@ucdenver.edu. 3. The Graduate School will send approved program proposals to the Office of Academic Planning, which will prepare proposals for approval by the Board of Regents. 4. Once approved by the Board of Regents, the Office of Academic Planning will care for the approval by the Colorado Commission of Higher Education 5. If your program also welcomes international students, once the Office of Academic Planning announces that the program passed all steps of approval, immediately contact the Office of International Affairs so that they can get the program approved for international admissions. 	<p>Finalized proposals have to be approved by the Graduate Council. Proposals for Denver Campus Programs should be sent to inge.wefes@ucdenver.edu, proposals for Anschutz Campus Programs should be sent to Shawna.McMahon@ucdenver.edu.</p>