

INSTRUCTIONS—GRADUATE PROGRAMS ONLY

GRADUATE PROGRAMS—EXTERNAL REVIEWS

There are two types of external graduate program application reviews:

University Review. An external review conducted by a consultant arranged by the university with approval by the office of the chancellor. One or two independent reviewers may be required depending upon the program. Preference is given to representatives of the profession or professional accrediting bodies, individuals knowledgeable in the program area proposed, and/or an individual experienced in assessing institutional capacity to deliver graduate level programming. A copy of the report, addressing all program approval criteria outlined in the New Program Application, is submitted with the program application. The cost of the external review process is borne by the university.

Office of the Chancellor Review. An external anonymous desk review arranged by the office of the chancellor, completed by a member of the Graduate Council or a consultant. This review addresses the general capacity of the institution to undertake this new program, faculty credentials, and other elements of a general nature. The cost, if any, is borne by the Office of the Chancellor

Review of Graduate Certificates. Reviews are not required for graduate certificates when the majority of courses are currently part of a master's degree. An office of the chancellor review is required when a stand-alone certificate with new courses is proposed.

Review of Master's Proposals. Master's proposals require university and office of the chancellor reviews.

Review of Doctorate Proposals. Doctoral proposals require university and office of the chancellor reviews.

University Review. The university review requires two reviewers who shall make independent assessments and submit separate reports. For a university's first doctoral level program, the Office of the Chancellor strongly recommends selection of individuals with experience as consultant evaluators for the Higher Learning Commission. The two reviewers will each conduct a site visit and submit a written report to the Academic Programs staff with a copy to the university.

Office of the Chancellor Review. A summary of the report from the anonymous reviewer will be shared with the university.

DOCTORAL PROGRAM INSTITUTIONAL READINESS

Evidence of Organization of Graduate Education. A discussion of the university governance structure should include

- Focused and effective leadership in graduate studies as demonstrated by a designated administrator with appropriate authority and resources, graduate council and a separate graduate-level curriculum recommendation process
- Policies for graduate faculty status appropriate for doctoral level studies
- Supporting policies regarding admissions, students' academic performance, supervision of graduate students, and associated policies and procedures appropriate for doctoral studies.

Evidence of Institutional Capacity to Deliver Doctoral Level Education. This section should also include a broad discussion of institutional capacity and impact of degree beyond the program offering the degree. It will include

- Description of the institution's quality assurance processes
- Discussion of relationship with the professional field of study and related fields to assess the need for and acceptance of the program
- Discussion of the financial impact on the institution and the institution-wide planning undertaken to support the program
- Discussion of appropriate committee responsibilities to graduate education, the capacity to staff dissertation and capstone committees (within the department offering the degree, and other departmental faculty who might serve on committees)

Identification of other support and consultation needs (such as support for student research design and computer time, etc.), graduate student advising, and student support services.