1. Courses

Course Numbering, quoting from the UMD Academic Administration web page, http://www.d.umn.edu/vcaa/Coursenumbering.html:

4xxx Courses primarily for undergraduate students in their third or fourth year of study; graduate students may enroll in such courses for degree credit. **Note: Use of 4xxx Courses in Graduate Programs:** 4xxx courses can be counted for a graduate degree, if the course has been approved for graduate credit. A graduate program may restrict the use of 4xxx courses in the program (e.g., by stipulating that no more than y credits of 4xxx courses may be counted or by stipulating that only certain 4xxx courses may be counted). Such restrictions may be applied both for 4xxx courses in the major field and for 4xxx courses outside the major field. These are matters left to the discretion of each graduate program.

5xxx Courses primarily for graduate students; undergraduate students in their third or fourth year may enroll in such courses. 5xxx courses should not be required courses in undergraduate programs.

6xxx Courses for post-baccalaureate students in professional degree programs.

7xxx Courses for post-baccalaureate students in professional degree programs.

8xxx Courses for graduate students.

9xxx Courses for graduate students.

All thesis credit courses shall use the following numbering conventions.

8555 Thesis/Project Credits: Master of Fine Arts

8666 Doctoral Pre-thesis Credits

8777 Thesis Credits: Masters

8888 Thesis Credits: Doctoral

Graduate active status courses

GRAD 0999 Active status; 0 credit; student pays basic email charge each semester of enrollment.

8333 FTE: Masters; student is considered a full-time student for assistantship considerations.

8444 FTE: Doctoral; student is considered a full-time student for assistantship considerations.

Course Approvals

Graduate course proposals must go through the normal department/collegiate approval process, and carry the signatures of appropriate individuals through collegiate level.
Graduate Council approval is required for all 4000, 5000, 6000, 7000 level courses offered by units or departments that do NOT have a graduate program, go to the. This is done by Graduate Council Curriculum Committee (GCCC) recommendation to the Graduate Council. These proposals must carry the signatures of appropriate individuals through collegiate level.

All 4000, 5000, 6000, 7000 level courses offered by units or departments that DO have a graduate program, go to the Graduate Council for information only. These proposals must carry the signatures of appropriate individuals through collegiate level, including the DGS.

All 8000 level courses go to the Graduate Council for approval. This is done by GCCC recommendation to the Graduate Council. Exceptions are 8xxx topics courses that have been previously approved, that go to the Graduate Council for information only.

The Graduate Council Curriculum Committee consists of the Associate Vice Chancellor for Graduate Programs, and two DGSs. The two DGSs rotate on an annual basis, by alphabetic listing of graduate program, beginning with Applied and Computational Mathematics, and Art for the 2009-2010 academic year; Business Administration and Chemistry for 2010-2011. These proposals must carry the signatures of appropriate individuals through collegiate level, including the DGS.

All courses are also subject to approval by the VCAA Office, Interim Associate VCAA Bilin Tsai. Nancy Burley does the processing of course proposals in the system.

2. Program changes, revisions, new tracks or emphases

We will follow the 5/27/10 memo from VP Sullivan (see below). To make changes, or propose new programs, use the UMD New Graduate Program Proposal Form, that can be accessed and downloaded at: http://www.d.umn.edu/vcaa/semester_curric/curriculum/program_process.htm.

These proposals should carry the signatures of appropriate individuals through collegiate level, including the DGS prior to submission to Graduate Office and VCAA.

May 27, 2010
To: Twin Cities Collegiate Deans; UMD, UMR Chancellors; Directors of Graduate Studies
From: E. Thomas Sullivan, Senior Vice President for Academic Affairs and Provost
Henning Schroeder, Vice Provost and Dean of Graduate Education

Re: Review and Approval of New and Changed Doctoral and Master’s Programs
Given the comprehensive changes in graduate education approved last week by Provost Sullivan, this memorandum seeks to clarify and specify the review-and-approval process to be used for new and changed doctoral degree programs and minors, master’s degree programs and minors, free-standing graduate minors, and post-baccalaureate certificates.

Ph.D. Degree Programs and Minors: Proposals for new or substantially changed Ph.D. programs and associated minors should be submitted electronically by the collegiate dean to the Graduate School Dean’s Office (c/o field001@umn.edu). In addition, program proposals from the Rochester campus should be copied electronically to the Senior Vice President for System Academic Administration (c/o cranx001@umn.edu).

Substantial changes include:
- adding/deleting a formal track within a Ph.D. program;
- adding/discontinuing a new delivery site in Minnesota, the U.S., or other countries;
- delivering an existing Ph.D. program or minor predominately by distance delivery;
- discontinuing or merging an existing program or minor;
- changing the name, degree designation, or academic home (college) of the program or minor.

Proposals for new or substantially changed Ph.D. programs and minors will be reviewed by the Graduate Education Council and will be forwarded by the Graduate School to the Provost for review, and if approved, to the Board of Regents for final action.

All other changes associated with degree-completion requirements (e.g., new and changed 5xxx and 8xxx graduate-level courses, including course termination; course credits, designators, substitutions; electives, etc.) should be directed to the collegiate dean (or in the case of the Rochester campus, to the chancellor) for final approval. After approval, these changes must be reported to the Graduate School and to the Registrar’s Office. Course changes must be entered in ECAS.

**Other Doctoral Degree Programs and Minors, Master’s Degree Programs and Minors, and Post-Baccalaureate Certificates:** Proposals for other new or changed doctoral-level programs (Ed.D. and other non-health science related professional practice doctorates) and associated minors; master’s degree programs and minors; and post-baccalaureate certificates should be submitted electronically by the collegiate dean (or UMD or UMR chancellor) to the Office of the Senior Vice President for Academic Affairs and Provost (c/o shul0048@umn.edu).

In addition, program proposals from the Duluth or Rochester campuses should be copied electronically to the Office of the Senior Vice President for System Academic Administration (c/o cranx001@umn.edu).

Substantial changes include:
- adding/discontinuing a formal track within a program;
- adding/discontinuing a new delivery site in Minnesota, the U.S., or other countries;
- delivering an existing program, minor, or post-baccalaureate certificate predominately by distance delivery;
- discontinuing or merging an existing program, minor, or post-baccalaureate certificate;
- changing the name, degree designation, or academic home (college) of the program, minor, or post-baccalaureate certificate.

Approved proposals for new or substantially changed programs will be forwarded by the Provost to the Board of Regents for final action.

All other changes (e.g., new and changed 5xxx and 8xxx graduate-level courses, including course termination; course credits, designators, substitutions; electives, etc.) should be directed to the collegiate dean (or to the chancellor for Duluth or Rochester program changes) for final approval. After approval, these changes must be reported to the Registrar’s Office. Course changes must be entered in ECAS.

**Free-Standing Graduate Minors:** Minor-only programs (i.e., minors that are not associated with a major at either the Ph.D. or master’s level) should follow the review and approval processes described above. If the minor is limited to Ph.D. students in other fields, or will be offered to Ph.D. and master’s students, the proposal should follow the procedures described under “Ph.D. Degree Programs and Minors.” If the minor is limited to master’s students in other fields, the proposal should follow the procedures described under “Other Doctoral Degree Programs and Minors, Master’s Degree Programs and Minors, and Post-Baccalaureate Certificates.”
**Health Sciences-Related Programs:** Health sciences-related graduate and professional practice programs, as well as the AHC’s branch programs that physically reside on coordinate campuses, must be endorsed by the Senior Vice President for Health Sciences prior to their submission to the Senior Vice President for Academic Affairs and Provost for review or, in the case of Ph.D. programs, to the Graduate School. Proposals should be submitted electronically to the AHC’s Office of Education (c/o keen0113@umn.edu) for initial review by the AHC’s Academic Council. **Program Evaluation Criteria:** Program proposals must be aligned with related policies and address the University’s common evaluation criteria: mission, priorities, and interrelatedness; need and demand; comparative advantage; efficiency, effectiveness, and use of resources; program quality and assessment; and program development. More details on these criteria: www.academic.umn.edu/provost/apr/new_programs.html.

**Consultation Requirements:** A department or graduate program proposing changes or additions to its academic offerings must consult with its college dean’s office or coordinate campus chancellor’s office concerning appropriate review and approval procedures. For Ph.D. programs, consultation, review, and endorsement must include the budgetary college(s) and the Graduate School. Consultation with other units is also required, as appropriate, for departments proposing new programs or changes that may raise questions of duplication or overlap, where there are changes in prerequisites or related coursework in other units, or in other ways that might affect other units.

**Communication with Students:** No proposed new or changed academic program may be included in campus or collegiate bulletins or published on Web sites and no students may be admitted to proposed programs until after program approval by the Board of Regents.

**Timelines for Submissions:** The timelines below are general; each proposal is unique and may require additional time for review. Proposal writers are encouraged to check in advance to determine the likely timeline for particular proposals.

Proposals for action by the Board of Regents: Please allow up to eight weeks from receipt by the senior vice president/provost to formal consideration by the Board of Regents.

Proposals for action by the provost: Please allow up to five weeks from receipt to formal consideration and action.

Please allow two weeks following Regents’ approval for data entry into the PeopleSoft system.