

IMPLEMENTING A NEW GRADUATE PROGRAM

After the Regents have approved a new graduate program, you will need to make plans to implement it.

- 1) Since we are finding that prospective students increasingly use web sites, we suggest you begin to prepare a web site for the program immediately. (If you do not have someone in your department that routinely handles such matters, this task will need to be assigned to someone willing to undertake it.) You will find good models for a graduate program web site at http://www.cbs.umn.edu/eeb/GraduateProgram/Main_page/Index.htm and at <http://www.aem.umn.edu/teaching/graduate/>. You should provide the URL for the program web site to Dean Tsantir, Director of Graduate School Admissions (tsan0006@umn.edu), to link your site to the Graduate School's admissions web site. ***You may not advertise the program via a web site (or any other means) before its final approval by the Board of Regents.***
- 2) You will also need to identify someone in the graduate program who will access applicant information via the ApplyYourself online admission application system. (This step does not apply to free-standing minor programs.) The program should also provide this individual's name to Dean Tsantir.
- 3) If the graduate program does not fall under the purview of a Director of Graduate Studies already, a DGS will need to be selected. Article III. of the Graduate School constitution contains helpful information about DGS selection and the role and responsibilities of this individual (see http://www.grad.umn.edu/faculty-staff/governance/policies/constitution/article_3.html). The Graduate School will ask the program to identify its initial DGS when the program is finally approved.
- 4) The faculty will need to select a Policy and Review Council to review its 8xxx-level courses and any subsequent modifications in program requirements. (If your program offers a degree, its DGS will serve as the program's representative to the P&R Council, providing a voice in Graduate School governance.)
- 5) Most arrangements for administering the program should have been addressed in the proposal that established the program. If there are unresolved details related to administering the program, they will have to be decided.
- 6) The initial graduate faculty will need to be confirmed with the Graduate School.
- 7) The curriculum should be reviewed to assure that the courses that are needed will be taught the first year the program is in place. If new courses are to be added, this is especially important. (Teaching new courses may require departments to find teachers to replace faculty members who may need to relinquish an established course to teach in the new program.)
- 8) Since all graduate programs must have a graduate student handbook, you should begin to compile one. The Graduate School has prepared a list of suggested handbook components to help you with this task (http://www.grad.umn.edu/faculty-staff/governance/Policies/student_handbook.html). You will find a good example of a handbook on the web at <http://cehd.umn.edu/EdPA/StudentResources/handbooks/default.html>.

- 9) Plans for recruiting students to the program will, in most cases, need to be developed.
- 10) An admissions and financial aid committee should be appointed.
- 11) The Director of Graduate Studies will need to be sure that advising plans are in place, including a process for annual review of students. A list of issues to consider in developing a process for annual review of students is on the web at http://www.grad.umn.edu/faculty-staff/governance/Policies/student_reviews.html.
- 12) Internal standards defining satisfactory degree progress will need to be established. These standards include a minimum GPA and a maximum number of incomplete grades, the point at which students must file the official degree program form and the thesis proposal form, and when students should take the preliminary written and oral exams. If these standards were not addressed in the proposal that established the program, the Graduate School will ask the program to identify them when the program is finally approved.
- 12) Plans need to be made to help new students in a variety of ways as soon as they arrive or to refer them to those who can. For example, all students will need information on housing, transportation, orientation programs, program and campus resources, etc.; international students will need to be referred to International Student and Scholar Services.

SUMMARY

- Prepare a web site.
- Designate an ApplyYourself user.
- Select a Director of Graduate Studies, if necessary.
- Select a Policy and Review Council.
- Make administrative arrangements.
- Confirm graduate faculty.
- Be sure the necessary courses are in place.
- Prepare a graduate students' handbook.
- Make recruitment plans.
- Appoint an admissions and financial aid committee.
- Establish advisors and a plan for annual evaluations of students.
- Define satisfactory progress standards.
- Plan to orient and advise new students.