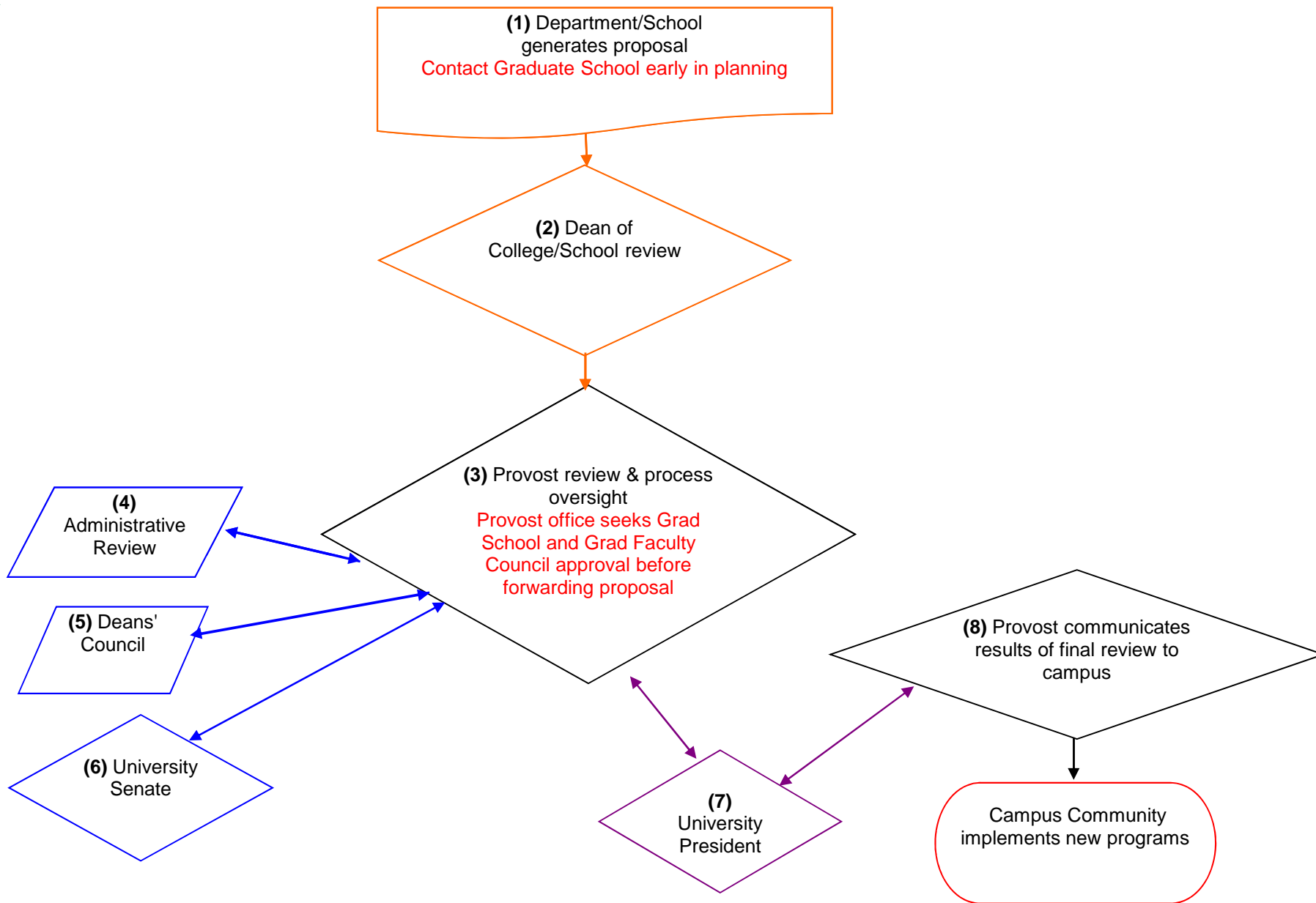


Graduate New Degree Program/Certificate Proposal Process  
Flowchart



Graduate New Degree Program/Certificate Proposal Process  
Flowchart



*Description of activities 1-8:*

- 1) **Department** - **Contacts Graduate School when consideration of a new graduate program begins;** generates curricular proposal which should demonstrate consistency with strategic plan and evidence of faculty/student involvement in proposal.  
Proposals may also be generated by interdisciplinary programs or faculty. For required proposal format, **please see MTU Faculty Senate Proposal 38-04, Formats for Proposing New Academic Programs.**
- 2) **Dean** - reviews the proposal and develops recommendations, positive or negative. Interaction among the parties is expected during the process.
- 3) **Provost** - **First seeks approval from Graduate School and Graduate Faculty Council before forwarding proposal**  
oversees the process (Activities 4-11 below) and reviews for academic impact. Develops tuition recommendation based upon expenses and university overhead for off-campus and professional development courses and programs. Consults with Deans' Council, etc. as appropriate.  
Contacts **Graduate School Dean for review by Graduate Faculty Council.** Review and approval/disapproval  
Notifies appropriate individuals if proposal is rejected or revisions are requested. Forwards approved proposals.
- 4) **Administrative Review** - university support units review and provide feedback pointing out any administrative issues.
- 5) **Deans' Council** - university academic deans review and approval/disapproval.
- 6) **University Senate** - review and approval/disapproval.
- 7) **University President** - approves program
- 8) **Provost** - notifies appropriate individuals if proposal is rejected or revisions are requested. Notifies campus community via Tech Topics of BOC decision on new specifically the University Senate, Dean, Department, OSRR, Institutional Analysis, Career Center, Library, Undergraduate Admissions and Tech Topics.

**NOTE:** This process applies to new Graduate CERTIFICATE programs ONLY.

Graduate New Degree Program/Certificate Proposal Process  
Flowchart

program;