

Program Policy Statement Template for Graduate Programs

Part I. Program History

- A. Statement of purpose and expectation of graduate study in the program.
- B. Date of Permanent Status (or current status).
- C. Degrees offered (include brief description of concentrations, fields, etc.).

Part II. Admission

- A. Admission Requirements (be specific about GRE, GMAT, and TOEFL Scores, G.P.A and others).
- B. Prior degree requirements.
- C. Application deadlines.
- D. Special competencies needed (i.e., specific courses or experience).
- E. Admission categories (explain other than regular such as provisional).
- F. Other documents required (i.e., letters of recommendation, essays, portfolios, interviews, writing assessments, etc.).
- G. **Must include** University statement: Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

Part III. Academic (present all information separately for each degree)

- A. Degree Requirements
 1. List course requirements according to categories such as core requirements, concentration options, electives, research credits and dissertation credit requirements. List number of credits in each category and include total credits required for degree.
 2. Give non-registered requirements in detail; includes residency requirements, qualifying examinations (number and format), portfolios, seminars, English proficiency, language requirements, teaching experience, internships, etc.
 3. Give procedure for petitions for variance in degree requirements (e.g., course substitution policies, completion deadlines, etc.).
 4. Define any grade minimums in courses that are different from University policy.
 5. Identify any courses, which may not be used towards the degree (i.e., independent study, pre-candidacy study).
 6. Identify expectations of facility of expression in English (oral and written) as part of the degree requirement.
- B. Committees for exams, thesis, or dissertations
 1. Identify initial procedure for advisor and advisement procedures.
 2. Identify each student committee needed and procedures for selecting committee members.
 3. Give deadlines for establishing and preparation requirements for comprehensive examinations.
 4. Give policies for dates of examinations, grading of committee examinations and retake options.

5. Give guidelines for approving research proposals involving human or animal subjects.
 6. Define procedures for thesis/dissertation approval in the department (e.g., role of department chair, dean, etc.).
 7. Define departmental and student obligations for finding committee members.
 8. Define departmental and student obligations and procedures for changes in committee members.
- C. Timetable and definition of satisfactory progress towards the degree
1. Academic load (full & part-time) expectations. Define normal progress. Define departmental review procedures for evaluating normal progress and evaluation of performance.
 2. Grade requirements (general and specific). Include any special departmental expectations such as minimum grades in specific courses, limits on special problem courses, etc.
 3. Thesis/dissertation progress timetable guidelines.
 4. Thesis/dissertation defense guidelines.
 5. Forms required.
 6. Identify consequence for failure to make satisfactory progress.
 7. Protocol for grievance procedure if student has been recommended for termination for failure to make satisfactory progress.

Part IV. Assessment Plan Indicate how the program will be evaluated and assessed. Every learning outcome needs to be assessed in at least two ways. One measure must be a direct measurement (where you can see the student demonstrate their learning). Other measures can be direct or indirect (such as a survey). Success should be measured against the criteria listed including the stated learning outcomes and against whatever objectives have been set forth in the first section of the proposal. Academic units are encouraged to consult with the Center for Educational Effectiveness to develop appropriate learning outcomes, assessment criteria, and benchmarks for success.

Part V. Financial aid

- A. Financial Awards
1. Types of awards, policy for granting financial awards, summer appointments, and number of years of support.
 2. Responsibilities of students on contract.
 3. Evaluation of students on contract.

Part VI. Departmental Operations

- A. General student responsibilities
1. Up-to-date addresses, etc.
 2. Laboratories and research equipment.
 3. Hazardous Chemical Information Act.
 4. Vehicles.
 5. Keys, offices, mail, telephone, copy machine, computer terminals, etc.
- B. Student government and organizations (both student and professional).
- C. Travel for professional meetings or presentations