

Academic Programs

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General Expectations

New program proposals, except for minors, should include an assessment plan. The plan specifies the program's student learning outcomes, means of assessment, how outcomes information will be used, and a timeline for implementing the plan (see [Appendix A](#)). Proposals for changes to existing programs should address whether and how outcomes data inform the proposed changes.

Program approval and changes to existing programs must adhere to state guidelines for Ohio public colleges and universities academic programs:

https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/program-approval/Academic-Program-Review-Guidelines_070516.pdf. Once approved internally, program approval is required by the Ohio Department of Higher Education (ODHE). Directions for submitting a request for approval of undergraduate degrees and degree programs by the ODHE may be found in [Appendix B](#). For graduate degree programs, state guidelines and procedures for final approval by the Chancellor's Council on Graduate Studies (CCGS) may be found in [Appendix C](#), and at:

https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/CCGS_Guidelines.pdf

Program proposals flow through curriculum.osu.edu which supports a work-flow approval process (see [Appendix D](#) for the template). Approved curricula are monitored in part through regular institutional, college, and departmental review processes to maintain quality and ensure concurrency.

Undergraduate Degrees and Degree Programs

NOTE : If you are proposing a graduate degree, please see the CCGS guidelines in Appendix C and follow those guidelines.

- I. General Information
 - A. Nature of the proposal (New degree program, Revision of a current degree program, or replacement or alternative for a current program).
 - B. Name of proposed program.
 - C. Degree title.
 - D. Proposed implementation date.
 - E. Identify the academic units responsible for administrating the degree program.

- II. Rationale/Goals/Objectives
 - A. Describe the rationale/purpose of the major.
 - B. State the general educational goals and objectives of the program.
 - C. Explain how the program will help achieve the goals and objectives of the university in terms of its role and mission.
 - D. Identify any unique characteristics or resources that make it particularly appropriate for Ohio State to offer the proposed major.
 - E. Cite the benefits for students, the institution, and the region or state.
 - F. List similar majors offered in both public and private institutions in Ohio and the U. S. Explain how these majors compare to the one proposed.
 - G. Cite the enrollment patterns of similar majors in Ohio or in the United States.
 - H. Describe career opportunities and/or opportunities for graduate or professional study available to persons who complete the major.
 - I. Describe any licensure or certification for which this major will prepare students.

- III. Relationship to Other Programs
 - A. Indicate any cooperative arrangements with other institutions and organizations that will be used to offer this program.
 - B. Specify any articulation arrangements (direct transfer opportunities) with other institutions that will be in effect for the program.
 - C. Provide information on the use of consultants or advisory committees in the development of the program.
 - D. Identify any overlaps with other programs or departments within the university. Append letters of concurrence or objection from related units.
 - E. Indicate whether the program or a similar program was submitted for approval previously. Explain why the program was not approved or why it was withdrawn.
 - F. State the minimum requirements/qualifications a student must meet to be admitted into the program.
 - G. Indicate where students will be drawn from, e.g., existing academic programs, outside of the university, etc. Estimate the mix of students entering the program internally and externally.

- IV. Student Enrollment: Indicate the number of students you anticipate will be admitted to the program each year. Please use a table to make the information easier to read and interpret.

	Year 1	Year 2	Year 3	Year 4
Full-time				
Part-time				

Estimated Summer Enrollment				
Full-time				
Part-time				

V. Degree Requirements

- A. List the courses (department, title, credit hours, description) which constitute the requirements and other components of the program. Indicate which courses are currently offered and which will be new. Append a semester by semester sample program.

Department	Title	Credit Hours	Brief Description

- B. State the minimum number of credits required for completion.
 C. State the average number of credits expected for a student at completion.
 D. Give the average number of credits taken per semester by a typical student. Estimate the average for each year.

	Year 1	Year 2	Year 3	Year 4
Full-time				
Part-time				

- E. Give the number of credits a student is required to take in other departments.

Department	Number of Credits	Level*

- F. Give the number of credits a student might take as an elective in other departments.

Department	Number of Credits	Level*

* Lower-division or upper division undergraduate, masters, doctoral, or graduate/professional.

- G. In addition to course requirements, describe other degree requirements, e.g., examinations, internships, final projects, thesis, dissertation, exit criteria, etc.
- H. Describe the specific methods that will be used for evaluating the program.
- I. Identify from which specialized professional association(s) accreditation will be sought. List any additional resources that are necessary to gain this accreditation.
- J. Describe the number and qualifications of full-time and part-time faculty. List current faculty and areas of expertise. Describe the number and type of additional faculty needed.

Current				
Name	Area of Expertise	Professorial Rank	Graduate Faculty Category	Full or Part Time
Proposed Additional Faculty				
Name	Area of Expertise	Professorial Rank	Graduate Faculty Category	Full or Part Time

- VI. Program Description: Describe the program, including each option and concentration as it would appear in the appropriate college bulletin.
- VII. Program Costs and Funding
 - A. Indicate one-time and start-up costs in dollars, estimated.
 - i. One-time Costs

	Year 1	Year 2	Year 3	Year 4
Faculty				
Graduate Students				
Other Staff				
Supplies/Services				
Equipment				
Computing				
Space Renovation				
TOTAL				

- ii. Continuing (Annual Rate) Costs

	Year 1	Year 2	Year 3	Year 4
Faculty				
Graduate Students				
Other Staff				

Supplies/Services				
Equipment				
Computing				
Space Renovation				
TOTAL				

- iii. Cost Savings and Adjustment: In this section include any continuing savings in costs that will be realized by better utilization of current resources (reassigning a faculty member to a new program from an area that has experienced an enrollment decline, increasing enrollments in a course in an area that has room to expand, sharing advising or clerical support with an ongoing program, increased utilization of available research equipment, using TAs).

	Year 1	Year 2	Year 3	Year 4
Faculty				
Graduate Students				
Other Staff				
Supplies/Services				
Equipment				
Computing				
Space Renovation				
TOTAL				

Note: Questions VII.A.ii and VII.A.iii should provide an indication of the total added costs.

- B. Proposed Sources of Funding: Indicate how much funding support you anticipate receiving for this program from each of the following sources.

- i. Continuing (Annual Rate) Support

	Year 1	Year 2	Year 3	Year 4
Home Department				
Other Departments				
College				
Office of Academic Affairs				
Other Internal (Specify)				
External (Specify)				

TOTAL				

ii. One-Time and Start-Up Support

	Year 1	Year 2	Year 3	Year 4
Home Department				
Other Departments				
College				
Office of Academic Affairs				
Other Internal (Specify)				
External (Specify)				
TOTAL				

VIII. Facilities and Equipment Requirements

- A. Facilities/Equipment Requirements: Describe existing facilities, equipment, and off-campus field experience and clinical sites to be used in the program. Indicate how the use of these facilities, equipment, etc. will impact on other existing programs.
- B. Describe additional university resources including libraries that will be required for the new program.
- C. Classrooms: Estimate addition/deletion of lecture and seminars sections.

Class Size		Year 1	Year 2	Year 3	Year 4
201+	Added				
	Discontinued				
101 – 200	Added				
	Discontinued				
61 – 100	Added				
	Discontinued				
31 – 60	Added				
	Discontinued				

1 – 30	Added				
	Discontinued				

D. Laboratory, studio and other special facilities. Estimate anticipated lab and studio needs, including additional facility needs and any space that might be released as a result of this program. Give in square footage, estimated.

		Year 1	Year 2	Year 3	Year 4
Individual Labs	Added				
	Released				
Shared Lab Stations	Added				
	Released				
Studios	Added				
	Released				

E. Office Space: Estimate number of offices required for faculty, staff, graduate students

		Year 1	Year 2	Year 3	Year 4
Private Offices	Added				
	Released				
Shared Offices	Added				
	Released				

F. Special Space Requirements: Describe any special space considerations that should be taken into account, and at what stage of the process they would be incurred (e.g., specialized lab stations, special cleaning and disposal capabilities, computer support facilities, treatment facilities, performance areas, library facilities, etc.). Distinguish between short-term and long-term utilization needs.

Approved by Council on Academic Affairs, 05/18/88

Tagged or Professional Degree Programs

The increased demand for professional master's degrees in the past few years dictates that the university provide information and guidelines for use in the development of quality programs in those instances where faculty plan to submit proposals for professional degrees. Such programs are also sometimes referred to as "tagged degrees" and in some fields, such as business, they have existed for several decades. The concept of the tagged or professional degree relates to both the master's and doctoral degrees.

In recent years, there have been many graduate programs submitted and adopted by major universities that can only be defined as "professional"; however, they carry the label of Master of Arts or Master of Science.

These titles, the programs of study and the determinations of entry and exit are made according to standards designed for academic degree purposes. While the criteria used to determine these standards are the most appropriate for an academic degree, they may not necessarily represent the appropriate standards for professional degrees. For example, the program of study made available for the "practitioner" should develop skills necessary to function as a professional in that particular field. These programs are not necessarily the same as those made available for a person interested in a scholarly pursuit of new knowledge in the discipline, although both the "practitioner" and the scholar may be pursuing the same degree.

A further distinction exists between tagged master's and MA or MS programs relating to preparation for advanced training. Whereas MA and MS degrees can be viewed as appropriate background for entrance into Ph.D. programs, the professional master's degree frequently is not. Rather, it is more appropriate as preparation for entrance into a tagged or professional doctoral degree program. Proposals should specify post-candidacy requirements as well as exit requirements.

Exit criteria that measure specific skills are called for in "tagged" degrees and these are not necessarily the same as expected skills associated with the MA or MS student who wishes to continue to the PhD degree. The same is valid at the doctoral level. In fact, it has been the failure of most graduate schools to provide such flexibility in graduate programs that has led to the criticism that they do not meet the post-baccalaureate needs of the general public. Many current programs are considered too theoretical and too exclusionary to satisfy the demands of this market. This is not to argue that each university must provide professional degree opportunities in each discipline; however, the opportunity should exist to develop such programs if the faculty and the institution can provide the proper resources.

Proposals for tagged or professional graduate degree programs should meet the following guidelines:

Graduate Degrees and Programs

Master's Degree

- I. The degree must be identified as a Master of _____. It cannot be identified as a Master of Arts or Master of Science.
- II. Admission to the program should be limited to holders of baccalaureate or higher degrees from accredited institutions. In addition, it is expected that admission will be granted to those who show high promise by their professional activities or other means of measurement as determined by the graduate studies committee in charge. Such other criteria must be identified and be capable of some objective measure. Minimum grade point averages or scores on national tests may be used; however, they must be specified in the proposal. The current limits established by the Graduate School need not necessarily apply to these programs.
- III. The course program for each professional Master's degree must identify those courses considered "core" and therefore required of all students. Some of these core courses may also be required in the MA or MS programs. Special courses developed for these professional programs will be identified. Courses offered

are those requiring at least baccalaureate level background. Courses which include off-campus field experiences should be identified.

- IV. Instructors of courses in Master's programs are those approved by the graduate studies committee responsible for the program and by the Graduate School. Such faculty members are expected to hold such status in the Graduate School as will allow them to teach 800 and 900 level courses, excluding 998 and 999, and to serve as members of master's examining committees.
- V. Exit criteria will be established by which students can be evaluated before the degree is granted. Such criteria must identify basic skills expected to be performed by persons in that profession, plus demonstrating the appropriate level of competency in that field. These must be spelled out in sufficient detail so that objective measurement can be determined.
- VI. The minimum number of hours required for the professional Master's degree will be 45. Additional hours may be required at the discretion of the appropriate graduate studies committee.
- VII. The same time limits applicable to present MS and MA degrees will prevail for professional master's degrees.
- VIII. As a general rule, these degree programs provide training for a practitioner and need not be perceived as appropriate preparation for doctoral programs. If the recipient of such a professional master's degree wishes to pursue additional academic degrees, the credit hours completed in these programs will be evaluated by the appropriate graduate studies committee and the Graduate School.

Prospective students should understand that the tagged degree is viewed in some places as a terminal program, or one leading to a tagged doctorate, if one exists.

It is the objective of this university to offer professional graduate degrees that are nationally recognized as being of high quality. It is therefore, expected that program proposals will meet minimum requirements for accreditation by the appropriate accrediting agency.

Doctoral Degree

- I. The degree must be identified as a Doctorate of _____. It cannot be identified as a Doctor of Philosophy.
- II. Admission to the program should be holders of Master's degrees, either MS or MA, or a tagged Master's, or individuals who show high promise by their professional activities, or by other means of measurement as determined by the graduate studies committee. Such other criteria must be identified and be capable of some objective measure. Minimum grade point averages or scores on national tests may be used; however, they must be specified in the proposal. The current limits established by the Graduate School need not necessarily apply to these programs.
- III. Course programs must be defined, and should include courses that will provide students with the appropriate skills and background to function as a professional at the doctorate level. They should build on previous academic and experience related background, and should develop the students for leadership roles within the profession. For example, advanced courses in the discipline, including extensive field work could be supplemented with administrative and management oriented development. The minimum number of credit hours required for the tagged doctorate will be 135.
- IV. Faculty in doctoral programs should have sufficient graduate faculty status that permits them to advise doctoral students and serve as chairs of general exam committees. Qualifications include appropriate terminal degree or educational experience, and either college teaching or significant professional experience.

- V. Proposals should specify the nature of the general examinations, and the procedures to be employed for their administration.
- VI. Post-candidacy activities and requirements should be characterized and defined. These may include discipline related practical experiences, field experiences, presentations or other specific forms of professional activities. The description of any required treatise should be provided. The manner of supervision of these activities should be described.
- VII. The nature of the final examination should be specified.

Revised and approved by Research and Graduate Council, 06/88

Withdrawing and Reinstating Degree Programs

Withdrawing or Deactivating an Existing Academic Degree

A unit requesting a withdrawal or deactivation must clearly state if the program is to be deactivated or terminated. Termination is a final step which removes the program from the possibility of future reactivation. To deactivate a program means that it is held in abeyance until reactivation becomes feasible. In both cases no new admissions into the program are possible. Withdrawal or deactivation of an existing academic degree must be reviewed and approved by the same bodies that approved the existence of the degree. The proposal must include information on how the withdrawal or deactivation will impact on the University, justification and an explanation of the withdrawal. Forms should be submitted for the permanent elimination of any courses necessitated by the withdrawal or deactivation of the degree.

Reinstating or Reactivating a Degree Program

The reinstatement or reactivation of a degree program must follow the same procedures and guidelines as the establishment of a degree, except that the approval process ends with the approval of the Council on Academic Affairs for programs in effect prior to September 20, 1963.

Flow Chart: New Degrees and Degree Programs
(includes technical majors at ATI)

