

### Guidelines for Submission

Before the submission of a new program for review the initiating department or program should meet with the COGS Dean and the Chair of the Graduate Council Curriculum Committee. It is highly recommended that the initiating program consult with their department chair/program director and their college Dean to discuss resource allocation and alignment with the strategic plan. For joint programs, input must be obtained from all departments and colleges.

**The Ohio Department of Higher Education (ODHE) must approve a new program prior to advertising or implementation**

### Estimated Time for Approval: 2 years

For Graduate Program development at The University of Toledo, the process begins with the development of a New Program Proposal. This document should be developed following the guidelines of the Ohio Department of Higher Education's Chancellor's Council on Graduate Studies (CCGS). The guidelines for development and the format for this document can be found at:

<http://www.utoledo.edu/offices/provost/curriculumtracking.html>

There you will find the link to the **Guidelines and Procedures for Review and Approval of Graduate Degree Programs** under [OHE/OBOR Graduate Programs](#) which gives you with the process for program development. ODHE also has a website which will provide you with more information and is constantly updated. This website is: <https://www.ohiohighered.org/ccgs>.

You are encouraged to read the entire manual, however the section you will need to focus on is found on page 5 and refers to the PROGRAM DEVELOPMENT PLAN (PDP). Ten individual topics should be addressed in a narrative format of five pages or less (single-spaced). Please see the **Guidelines and Procedures for Review and Approval of Graduate Degree Programs** ([https://www.ohiohighered.org/files/uploads/racgs/documents/CCGS\\_Guidelines\\_Final\\_Rev10\\_212015\\_mm.pdf](https://www.ohiohighered.org/files/uploads/racgs/documents/CCGS_Guidelines_Final_Rev10_212015_mm.pdf)) for all details.

When this document is finalized it should go through the steps of approval required at the program, department and college levels before submission into the UT Curriculum Tracking System <https://curriculumtracking.utoledo.edu>.

UTAD credentials are required for access.

If your program also requires the development of new graduate courses, you will need to submit new course proposals **FOR EACH COURSE** along with the new program proposal. Please

note in the application for a new program that these are new courses associated with a new program proposal.

When all of the components for course approvals and program approvals have been submitted, the proposal will be reviewed by the Graduate Council Curriculum Committee (GCCC). The review schedule for the committee can be found at

<http://www.utoledo.edu/graduate/facultystaff/gradcouncil/docs/CurriculumCommitteeSchedule2016-2017.pdf>. This committee is composed of one representative from each college with the exception of the College of Law and one member of the Graduate Student Association. Your college rep can be found at <http://www.utoledo.edu/graduate/facultystaff/gradcouncil/docs/Curriculum%20Committee%202016-2017.pdf>.

Following GCCC approval, the proposal will be submitted for approval to the full Graduate Council (GC). At this time, the Graduate Faculty Member initiating the proposal will be invited to present the new program proposal to GC before the vote is made.

If issues arise at either the level of GCCC or GC, the proposal may be revised and resubmitted to GCCC for subsequent review. This must occur within three months of the culmination of the original review.

When approval is obtained from this body, the PDP will be sent to the COGS Dean to submit to the CCGS of the ODHE. Members of CCGS will review the PDP and seek the advice of campus experts in the program area. The CCGS member institutions shall review the PDP and provide a response. Information on this level of review can be found on page 6 of the above referenced **Guidelines and Procedures for Review and Approval of Graduate Degree Programs**. Member institutions of CCGS can be found at <https://www.ohiohighered.org/ccgs>. Based on the CCGS reviews and your own assessment, you will decide whether the PDP should be expanded to a Full Proposal and be submitted for CCGS review.

A Full Proposal (FP) for new degree programs is an expanded version of the PDP. The FP must be submitted within two years of the PDP. For full guidelines on the preparation of the FP please see page six of the **Guidelines and Procedures for Review and Approval of Graduate Degree Programs**. An important piece of the FP is the Fiscal Impact Form. This form can be found at <https://www.ohiohighered.org/ccgs>. Please consult with your Dean when completing this form.

Written comments from each CCGS institution, consisting of the campus reviewers' comments along with the CCGS member's summary evaluation will be forwarded electronically to the Graduate Dean.



When no review raises any questions about or objections to the proposed program, the proposing institution may request that the chair of CCGS, with the concurrence of the Chancellor's staff, conduct a mail ballot to approve the program, thereby waiving the preparation of the Response Document and the formal hearing.

When reviews raise significant questions about or objections to the proposed program, the proposing institution will prepare a Response Document and plan to make a formal presentation to CCGS members. Details on this process can be found on page 11 and 12 of the **Guidelines and Procedures for Review and Approval of Graduate Degree Programs**.

There are three different types of approvals which may be received. Please see the **Guidelines and Procedures for Review and Approval of Graduate Degree Programs** for details.