School of Medicine Graduate Program Procedures

This document provides guidance for School of Medicine (SOM) fac.7 (t)0.7t

programs. An individual faculty member or a group of faculty members may propose a new program or substantial changes to a degree or certificate. For group proposals, one faculty member must be designated as the "faculty sponsor" and serve as the main point of contact in the following processes.

*Please note that the following process gives the details for a full new degree program. Please consult the CWRU Academic Approval Matrix at the end of this document for details on what approvals are necessary for your curricular initiative. This matrix is also available here: https://docs.google.com/spreadsheets/d/1FLh5FvXxVSgsTUvHYuQslyI9zNu0GF0Nre98miKROus/edit#gid=0

1. Initial Inquiry and Consultation:

Once the faculty sponsor has developed a preliminary idea of the educational program goals, they should notify the Associate Dean of Graduate Education in the SOM ("Assoc. Dean") in the Graduate Education Office (GEO) for a PhD program or the Assistant Dean of Educational Initiatives in the GEO for a master's or certificate program. In addition to this first point of contact, the sponsor should notify his or her Department Chair.

> While developing the initial proposal, the Department Chair, appropriate committees and faculty within the hosting department or center should be consulted to ensure Departmental faculty approval.
> If the proposed initiative is considered to be a minor revision to an existing program, the faculty sponsor will be advised on the appropriate next step by the Assoc. Dean.
> If the proposed initiative is considered "new" or a "major revision," the faculty sponsor should work closely with the Assoc. Dean of Graduate Education and/or Assistant Dean of Educational Initiatives to review the steps in the process and develop an approach to accomplishing these steps. For interdisciplinary proposals within the SOM, the discussions between SOM departments may be facilitated by the Assoc. Dean or Assistant Dean of Educational Initiatives. For proposals involving multiple schools, the Assoc. Dean and Assistant Dean of Educational Initiatives

2. Preliminary Proposal:

The faculty sponsor should submit a preliminary proposal describing the plans for the curricular initiative via email to the Assoc. Dean. This should be copied to the Assistant Dean of Educational Initiatives in the case of a master's program or certificate program. This proposal should include, at a minimum, the following elements. The following order and format is suggested as well to expedite the review process, although some may not be relevant and could be left out. The faculty sponsor should work closely with the Assoc. Dean or Assistant Dean of Educational Initiatives to address any concerns and to ensure sufficient information. It may or may not also be useful to contact the CWRU Dean of Graduate Studies and/or Deans from other schools for input at this time as well.

I. Introduction
a. Proposed title and degree designation, if applicable. Rationale for designation.
b. Proposed effective semester and year.
c. Department(s) involved.
d. Brief description of its disciplinary purpose and significance.

II. Proposed curriculum
a. Description of the proposed curriculum with total number of credit hours. If a master's program, please indicate if this is plan A or plan B.
b. Details on how the curriculum was developed, including specific learning objectives and how they were developed. It is highly encouraged to include skills as well as specific knowledge gained, such as specific lab techniques, professional skills, etc.
c. Description of requirements and electives, which should closely match the learning objectives stated
    i.   Clearly state how many hours of coursework are required, as well as other requirements (e.g. internships, thesis or dissertation credits). It is sometimes helpful to have an "example curriculum" of how a student may choose to take classes to fulfill requirements.
    ii.

a. Are there similar programs in the region or state addressing this need and

    iii.   For clinical resources, contact the appropriate Department Chair
    iv.   If

- x After FSCGSreviewand approval,the proposal will be scheduled to be reviewed by the University Faculty Senatefor a vote. You will be expected to be present at that meeting as well. Meetings are once a month and only occur in the academic year:
  - o http://case.edu/president/facsen/meetings/index.html
- x You may be asked to make revisions and/or gather additional support letters or information prior to approval.

5. Ohio Board of Regents (BOR) Approval
  - x The Office of Graduate Studieshandles the approval through the Ohio BORodl 4 ( )-5.5se Ohihrh 4 ( )9 ( )9

Appendix A: Academic Approval Matrix

Academic Approval Matrix	Department	School/College Curriculum Committee	School/College Faculty	School/College Dean	International Affairs Office	Faculty Senate Committee on Undergraduate Education (FSCUE)	Faculty Senate Graduate Studies Committee	Faculty Senate	President or Provost	Board of Trustees	Board of Regents	Board of Regents	Higher Learning Commission (NCA)	Higher Learning Commission (NCA)
	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Acknowledgment only	Action Required	Action Required	Information Only	Action Required	Information only
Academic Programs														
Degrees (new)	X	X	X	X		U	G/P	X	X	X	X		X	
Degrees (name change)	X	X	X	X		U	G/P	X	X	X	X			X
Degrees (change in delivery mode)	X	X	X	X	I	U	G/P	X	X	X	X		X	
Programs/Majors (new)	X	X	X	X		U	G/P	X	X	X	X		X	X
Programs/ Majors (name change)	X	X	X	X		U	M Tm							

Appendix B: Process Summary

New graduate program:

1. Discuss with Department Chair
2. Discuss withDepartmentFaculty and Department Curriculum Committee
3. Discuss proposal with Associate Dean of Graduate Studies and Assistant Dean of Educational Initiatives
4. Determineappropriateapproval pathway
5. Draft Proposal
6. Submit Proposal to appropriate committees within the SOM
7. Present materials to appropriate committees within the SOM and Senate
8. Present materials to Ohio Board of Regents (if applicable)