OFFICE OF GRADUATE EDUCATION

Home » Faculty & Staff Resources » Programs & Courses » Program Creation

Program Creation

All new graduate programs must be approved by the UHM Board of Regents before they can be offered. University of Hawaiʻi Executive Policy E5.201, Approval of New Academic Programs and Review of Provisional Academic Programs, governs the administrative procedure for creating new academic programs.

The process begins with the submission of an Authorization to Plan (ATP). An ATP is a request made at the beginning of the formal planning process, before resources are committed to developing new academic programs. Upon approval of the ATP, graduate programs have one year to prepare and submit a formal proposal.

Proposal Policy

UHM policy stipulates that every proposal for a new master's or doctoral program must:

1. demonstrate the program's potential to rank in the top 50 percentile of all such programs in the nation,
2. specify exactly how the program will demonstrate its top 50 percentile ranking,
3. indicate the year before which such ranking will be achieved, and
4. agree in writing to close the program voluntarily in case of failure to demonstrate the desired ranking by the specified date.

Every proposal for a new professional graduate program must demonstrate a clear need by the State of Hawaiʻi for such a program.

Proposal Guidelines

Proposals must follow guidelines provided in Appendix B of Executive Policy E5.201 and include the following:

a) Faculty resources currently available — indicate rank, graduate faculty status, current activities, etc. and estimated impact on existing programs if these resources are diverted. Attach faculty CVs.

b) Library resources currently available — include a letter from the UHM librarian. (N.B. Allow at least two months for the library to conduct a thorough survey of resources.)

c) Additional resources required (staff, graduate assistantships, fellowships, as well as any physical

resources). Include justifications for each.

1. An executive summary, not to exceed three pages.
2. A statement of goals and objectives.
3. A discussion of how the program meets the criteria of the Board of Regents.
4. A comparison with similar programs at comparable institutions.
5. A description of relationship to other programs at UHM — including statements from affected programs.
6. A discussion of anticipated student demand and enrollment. What types of students will want to enroll in the program and where will they come from?
7. A discussion of proposed program parameters — admission requirements, degree requirements, academic advising (how and by whom, etc.).
8. A discussion of the anticipated cost per student, students per faculty, average class size, … etc, in comparison with other graduate programs at UHM.
9. A description of resources required and resources available, including

   a) Faculty resources currently available — indicate rank, graduate faculty status, current activities, etc. and estimated impact on existing programs if these resources are diverted. Attach faculty CVs.

   b) Library resources currently available — include a letter from the UHM librarian. (N.B. Allow at least two months for the library to conduct a thorough survey of resources.)

   c) Additional resources required (staff, graduate assistantships, fellowships, as well as any physical resources). Include justifications for each.
10. A discussion of how student performance will be assessed.
11. A discussion of how program effectiveness will be assessed (e.g., number of graduates, placement of graduates, student satisfaction, employer satisfaction, etc.).

Proposal Review

Program proposals will be reviewed by the appropriate department, college and university administrators, the Graduate Division, the Faculty Senate, the Council of Chancellors and the Board of Regents.

Information Dissemination

All official graduate programs must be indicated in appropriate UHM publications such as the Catalog. Include pertinent information such as degrees offered, admission requirements, degree requirements (including language requirements and other skills required), faculty list, and courses offered. Graduate program Web sites, brochures and other literature need to be approved by the Graduate Division prior to dissemination.

Search

- Graduate Programs
- Prospective Students
- International Students
- Current Students
- Financial Support
- Forms
- Graduate Division
- Faculty & Staff Resources
  - Faculty & Chairs
  - Programs & Courses
    - Program Creation
    - Program Modification
    - Course Policies
    - Course Creation
    - Course Modification
- Contact Us

Emergency Information | A-Z Index | Work at UH | Contact Us | Feedback | Site Map

University of Hawaiʻi at Mānoa · 2500 Campus Road · Honolulu, HI 96822 · 808-956-8111