

# G800

Office of Academic Affairs  
Graduate College  
Illinois Institute of Technology  
110 Main Building  
Chicago, IL 60616

## New Graduate Degree / New Certificate Program Proposal Form

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Check one

New Graduate Degree

New Certificate Program

Academic Unit \_\_\_\_\_ Date \_\_\_\_\_

Program Name \_\_\_\_\_

Program Directors \_\_\_\_\_

*(Persons named as the Program Director are eligible to receive the New Program Development Incentive from the Graduate College. If someone other than the Program Director should be considered for this incentive, please attach a memo to this effect.)*

### Select a CIP Code

The CIP code takes the following structure: **xx.xxxx** Where each x is a number between 0 and 9

This 6-digit code identifies, to the greatest specificity possible, an entire instructional program. The classification scheme seeks to comprehensively address all areas of study. Because of the dynamic nature of education, however, new CIP codes are frequently added to the list.

The first 2-digits are the first cut off of detail and describe the general discipline of the program. For example, any program with a CIP that starts with 14 is within the Engineering discipline; anything with a 22 is within the legal discipline.

The next 2 digits increase the level of detail, and the final 2-digits provide the highest level of detail.

Find CIP codes at <http://nces.ed.gov/ipeds/cipcode>

**Enter 1st CIP Code:**   .

### Required if a new CERTIFICATE PROGRAM - select a SOC code

If this is a new graduate certificate, a SOC code is required.

The SOC code takes the following structure: **xx-xxxx** Where each x is a number between 0 and 9

Find the SOC code at <http://www.onetonline.org/crosswalk>. Locate the "Education" search box and enter the CIP code, perform a search and enter the most appropriate job from the options presented.

**Enter SOC Code:**   -     .

**\*Note: A new certificate program requires Higher Learning Commission and U.S. Department of Education approval, which may take up to an additional 90 days after all internal IIT approvals are obtained.**

**Required if a new CERTIFICATE PROGRAM - include additional sheets with the following information:**

**Gainful Employment Criteria:**

1. How the department determined the need for the program.
2. How the program was designed to meet local market needs, or for an online program, regional or national market needs.
3. How the program was reviewed or approved by, or developed in conjunction with, business advisory committees, program integrity boards, public or private oversight or regulatory agencies, and businesses that would likely employ graduates of the program.
4. Include documentation of approval by its accrediting agency. *Documentation of approval by the Higher Learning Commission (HLC) of the North Central Association (NCA) of Colleges and Schools will be obtained by the Office of Academic Affairs, Graduate College.*
5. Information that describes how a program would be offered in connection with, or in a response to, an initiative by a governmental entity (if applicable).
6. Include any consideration of Bureau of Labor Statistics wage data that is related to the new program.
7. Are more than 50% of the courses offered for the certificate program offered exclusively for the program? Yes or No

**Approval Signatures**

Approved NotApproved

1) Academic Unit Curriculum Committee Chair	<input type="checkbox"/>	<input type="checkbox"/>		Print		Sign		Date
2) Academic Unit Head	<input type="checkbox"/>	<input type="checkbox"/>		Print		Sign		Date
3) College Dean	<input type="checkbox"/>	<input type="checkbox"/>		Print		Sign		Date
4) Graduate Studies Committee Chair	<input type="checkbox"/>	<input type="checkbox"/>		Print		Sign		Date
5) Main Campus Faculty Council Chair	<input type="checkbox"/>	<input type="checkbox"/>		Print		Sign		Date

**Additional approvals required only  
for certificate programs**

6) Board of Trustee Approval received from the Office of the Provost	Yes <input type="checkbox"/>		Provost		Date
7) Approved by the Higher Learning Commission by email (certificate program only)	Yes <input type="checkbox"/>		Approver Name		Date
8) Submitted to IIT Office of Financial Aid for Title IV eligibility consideration	Yes <input type="checkbox"/>		Approver Name		Date
9) Confirmation of Title IV eligibility	Yes <input type="checkbox"/>		Confirmed by IIT FA staff member		Date

**Directions:**

**Fill out the section appropriate to your degree/certificate and attach additional pages on which a detailed discussion regarding the following items is provided.**

**It is vital that you DO THE MATH. There is an appropriate sample in each of the degree/certificate sections.**

1) Program Overview:

- a) Describe the objective of the new program.

2) Program Justification:

- a) Provide a detailed discussion on why the program is needed.
- b) Provide a detailed description of the relationship of the proposed program to other degree programs offered by IIT and by the academic unit.
- c) Provide an estimate of the expected number of students.

3) Program Resources:

- a) Describe the personnel requirements necessary to offer the program. Include faculty, teaching assistant, and support staff. For faculty, indicate current faculty to be associated with the program, detail any requirements for additional faculty hires, and note the number of part-time faculty needed to support the program. Describe how and when resources will be made available to hire any additional personnel that are required.
- b) Describe the facilities necessary to offer the program. Describe how and when resources will be made available to obtain any additional facilities that are required.

4) Program Description:

- a) Provide the detailed degree requirements for the program.
  - 1) The minimum number of credit hours.
  - 2) Whether a thesis is required, not required, or optional.
  - 3) Whether there is a project course.
  - 4) Whether there is a project report.
  - 5) Whether there is a comprehensive exam (for M.S. and MAS)
  - 6) If a thesis is required, indicate that a thesis defense is required.
  - 7) For Ph.D.'s, indicate the mandatory qualifying exam, comprehensive exam, dissertation, and oral exam.
  - 8) List all required courses.
  - 9) List all elective options.
- b) Indicate the admission criteria for the program.
- c) Provide a timeline and schedule for offering the program.

**Graduate Program Type: Certificate**

**Directions: fill in blanks or circle answers**

**List Standard Graduate Certificate Requirements:**

1. Minimum credit hours: \_\_\_\_\_
2. Can certificate program be completed concurrently with a graduate degree program? Yes or No
3. Restrictions if any: \_\_\_\_\_
4. List Certificate Course Options: \_\_\_\_\_

**Make sure that you have completed the Gainful Employment Criteria on page 2**

**Graduate Program Type: Professional MastersDegree**

**Directions: fill in blanks or circle answers**

**List Standard MAS (or other) Professional Masters Degree Program Requirements:**

1. Minimum credit hours (no ranges) \_\_\_\_\_
2. Project course required? Yes or No or Optional
  - a. List specific details about the project option \_\_\_\_\_
3. Project report/review required? Yes or No or Optional
4. Comprehensive exam? Yes or No
5. Required specialization/concentration? Yes or No
  - a. Specialization or Concentration
  - b. List specific details about specialization or concentration requirements \_\_\_\_\_

**List MAS (or other) Professional Masters Degree Program Credit Hour Requirements:**

1. Core course credit hours required \_\_\_\_\_
  - a. Core course credit hours rules
    - i. List of core course options
    - ii. List of core group options
2. Seminar or colloquium (circle one) credit hours required: \_\_\_\_\_
  - a. List seminar or colloquium course number \_\_\_\_\_
3. Project course credit hours (range allowed): minimum \_\_\_\_\_ and maximum \_\_\_\_\_
  - a. List project course number \_\_\_\_\_
4. Elective course credit hours (range allowed): \_\_\_\_\_
5. List course numbers (see instructions on the final page for providing elective options and follow appropriate example)
  - a. Elective course credit rules:
    - i. 400 credit hour limit? Yes or No
    - ii. If yes, how many hours allowed? 3, 6, 9 or 12
    - iii. 500-600 level credit hour limits: \_\_\_\_\_ min and \_\_\_\_\_ max rules
    - iv. 700 level credit hour maximum: \_\_\_\_\_
6. List specialization/concentration credits hours required \_\_\_\_\_

**Math Example**

Core + Seminar or Colloquium + Project + Elective + Specialization must equal Minimum Number of Credits for Degree  
 $12+0+0+20+0=32$  or  $12+0+6+14+0=32$

**Graduate Program Type: Master of Science (M.S.) Degree**

**Directions: fill in blanks or circle answers**

**List of Standard M.S. Degree Requirements:**

1. Minimum credit hours (no ranges) \_\_\_\_\_
2. Thesis required? Yes or No or Optional
  - a. List specific details about the thesis option \_\_\_\_\_
3. Project course required? Yes or No or Optional
  - a. List specific details about the project option \_\_\_\_\_
4. Project report/review required? Yes or No or Optional
5. Comprehensive exam? Yes or No
6. Thesis defense? Yes or No (if a thesis is required, then a thesis defense is mandatory)
7. Required specialization/concentration? Yes or No
  - a. Specialization or Concentration
  - b. List specific details about specialization or concentration requirements \_\_\_\_\_

**List of M.S. Program Credit Hour Requirements:**

1. Core course credit hours required \_\_\_\_\_
  - a. Core course credit rules
    - i. List of core course options
    - ii. List of core course group options
2. Seminar or colloquium course (circle one ) credit hours: \_\_\_\_\_
  - a. List seminar or colloquium course number \_\_\_\_\_
3. Research course credit hours (typical range 6-8 credits): minimum \_\_\_\_\_ and maximum \_\_\_\_\_
  - a. Course number \_\_\_\_\_
4. Project course credit hours (range allowed): minimum \_\_\_\_\_ and maximum \_\_\_\_\_
  - a. List project course number \_\_\_\_\_
5. Elective course credit hours (range allowed): \_\_\_\_\_
6. List course numbers (see instructions on the final page for providing elective options and follow appropriate example)
  - a. Elective credit rules:
    - i. 400 level credit hour limit? Yes or No
    - ii. If yes, how many hours allowed? 3, 6, 9 or 12
    - iii. 500-600 level credit use: \_\_\_\_\_ min and \_\_\_\_\_ max rules
    - iv. 700 level credit hour use \_\_\_\_\_ maximum
7. List specialization/concentration credit hours required \_\_\_\_\_

**Math Example**

Core + Seminar or Colloquium + Research + Elective must equal Minimum Number of Credits for Degree –  
 $16+1+8+7=32$  or  $18+0+6+8=32$

**Graduate Program Type: Ph.D.**

**Directions: fill in blanks or circle answers**

**List Standard Ph.D. Degree Requirements:**

1. Minimum credit hours: \_\_\_\_\_
2. Qualifying exam
3. Comprehensive exam
4. Dissertation and oral defense

**List Ph.D. Program Credit Hour Requirements:**

1. Core course credit hours required \_\_\_\_\_
  - a. Core course rules
    - i. List of course options
    - ii. List of group options
2. Seminar or colloquium (circle one ) course credit hours required: \_\_\_\_\_
  - a. List seminar/colloquium course number \_\_\_\_\_
3. Research course credit hours (range allowed not to exceed 50% of program hours): \_\_\_\_\_
  - a. Research course number \_\_\_\_\_
4. Elective credit hours (range allowed): minimum \_\_\_\_\_ maximum \_\_\_\_\_
5. List elective course credit rules
  - i. 400 level credit hour limit? Yes or No
  - ii. If yes, how many hours allowed? 3, 6, 9 or 12
  - iii. 500-600 level credit hour limits: \_\_\_\_\_min and \_\_\_\_\_max rules
  - iv. 700 level credit hour maximum: \_\_\_\_\_

**Math Example:**

Core + Seminar or Colloquium + Research + Elective must equal Minimum Number of Credits for Degree,  
 $18+2+42+22=84$  or  $18+0+24+42=84$

**This is an example of how to organize the information about any degree/certificate, after the previous worksheets have been completed:**

**Narrative:**

This is any information that you wish to convey, in narrative form.

**A list of all core required courses, presented like this:**

Required courses  
ABC 501 Course Name  
ABC 502 Course Name  
ABC 503 Course Name

**A list of additional required courses, presented like this:**

Additional requirements  
ABC 501 Course Name  
ABC 502 Course Name  
ABC 503 Course Name

**A list of elective courses, presented like this:**

Elective courses  
ABC 501 Course Name  
ABC 502 Course Name  
ABC 503 Course Name

**A group list of courses (required separately from elective)**

*Example:*

Group Name: Theory of Computation  
Group Number: 1  
Group Course List: CS 530, CS 533, CS 535, CS 538  
Number of credits 3 or Number of Courses 1  
Group List  
Select AND \_\_\_\_\_ (or) Select OR \_\_\_\_\_  
Group Name: \_\_\_\_\_  
Group Number: \_\_\_\_\_  
Group Course List: \_\_\_\_\_  
Number of credits \_\_\_\_\_ or Number of Courses \_\_\_\_\_

**If elective courses may be chosen from a range, follow this method:**

Indicate electives that are allowed:  
\_\_\_\_\_ elective credits in any 400 or 500 level course with adviser approval (subject to the restriction on 400 level credit)

Indicate electives that are allowed from other academic discipline(s):  
\_\_\_\_\_ elective credits in specific academic disciplines:  
\_\_\_\_\_ (list here) i.e. any ECE 400 or ECE 500 level

**Indicate elective options from a group list:**

*Example:*

Group Name: Theory of Computation  
Group Number: 1  
Group Course List: CS 530, CS 533, CS 535, CS 538  
Number of credits 3 or Number of Courses 1

Select AND \_\_\_\_\_ (or) Select OR \_\_\_\_\_  
Group Name: \_\_\_\_\_  
Group Number: \_\_\_\_\_  
Group Course List: \_\_\_\_\_  
Number of credits \_\_\_\_\_ or Number of Courses \_\_\_\_\_