

## GRADUATE PROGRAM STANDARDS

Each graduate program shall have:

1. Clearly stated program goals
2. Clearly stated expected student outcomes and methods for measurement
3. Specific entry and exit requirements
4. Student advisement and tracking procedures
5. Appropriate number of qualified faculty and students
6. A consistently high level of instruction and assignments
7. Adequate library resources for graduate study
8. Adequate non-library resources for graduate study
9. Evidence of faculty and student research, scholarship, and/or creative activity
10. A climate of intellectual/professional curiosity and achievement
11. A clear statement of students rights and responsibilities
12. Regular and systematic alumni follow-up
13. Periodic review and evaluation procedures
14. An analysis of program strengths and weaknesses
15. An action plan for the future

Approved by Graduate Council  
Date 5/6/02

## GRADUATE PROGRAM EVALUATION FORM

Presenting Department or Program \_\_\_\_\_ Date \_\_\_\_\_

Met	Not Met		GRADUATE PROGRAM STANDARD
		1	Clearly stated program goals
		2	Clearly stated expected student outcomes and methods for measurement
		3	Specific entry and exit requirements
		4	Student advisement and tracking procedures
		4a	*Advising: There are published processes and office hours consistent with program offerings
		4b	*Scheduling: Three to five course rotation plan is published and followed. Sufficient courses are scheduled each semester to permit a matriculated student to follow his or her planned program full time or part time, and some provision is made for summer coursework
		5	Appropriate number of qualified faculty and staff
		5a	*Faculty participation: At least three qualified, tenure track faculty are teaching in the program on a regular rotation; no faculty member teaches a majority of courses (excluding thesis and IDS) in a typical student's program
		5b	*Direction: At least one tenure track faculty member who holds the appropriate terminal degree in the discipline is responsible for the program. There is an appointed coordinator with sufficient reassigned time to carry out these responsibilities
		6	A consistently high level of instruction and assignments
		7	Adequate library resources for graduate study
		8	Adequate non-print resources, such as audio-visual, computer, labs, practica
		9	Evidence of faculty and student research, scholarship, and/or creative activity
		10	A climate of intellectual/professional curiosity and achievement

		11	A clear statement of students' rights and responsibilities
		12	Regular and systematic alumni follow-up
		13	Periodic review and evaluation procedures
		13a	A clear presentation of statistical data concerning admissions, graduations, courses offered and cancelled, and other relevant statistics
		13ai	*Admissions: Three-year average is at least 10 per year
		13aii	*Graduation/Certification: Three-year average is at least 3 per year
		13b	Presentation of the results of the graduate program survey by students
		13c	Presentation of the results of the graduate program survey by faculty
		13d	Evidence of analysis of the data in 13 a-c
		13e	Relationship between graduate and undergraduate programs
		14	Analysis of program strengths and weaknesses
		15	Action plan for the future

\* Viability criteria: Demographic and statistical documentation of the ability of the program to sustain itself effectively