

Ph.D. Affiliation with an Existing DE Checklist

See policy GC1988-01 (rev.07)
Designated Emphasis Policy and Proposal Guidelines

DE Chair should electronically forward to the Graduate Council:

- Letter from the Chair of the Ph.D. program to the DE Chair** requesting affiliation.
- Chairs' Letter.** The Ph.D. program Chair's letter should:
 - Declare the intent of the Ph.D. program to be affiliated with the DE.
 - Describe the impact of the DE curriculum on the normative time to degree for students in the Ph.D. program, including commentary on whether any courses in the DE curriculum may be used to satisfy requirements of the Ph.D. program.
 - Describe how the Ph.D. program Chair assessed the level of support for the Ph.D. program's affiliation with the DE (e.g., a meeting vote or an e-mail ballot).
- Affiliated Faculty Roster.**
 - Provide a roster of faculty who intend to participate in the DE.
 - Request a letter from each faculty member who intends to participate. This letter should indicate the intent to participate and agreement to participate in DE functions such as teaching, administration, qualifying examinations, and Dissertation Committee service, or any other criteria specified in the DE's bylaws. Faculty support for the DE is considered critical. A lack of participation of affiliated faculty will be a major factor considered in DE reviews.
- Letter from DE Chair to Graduate Council Chair** requesting affiliation and affirming the DE's Executive Committee approval.

Upon receipt, Graduate Council:

- Analyst reviews** materials for completeness, and corresponds with the requester.
- Once requested materials are complete, Analyst **forwards** the request to the Educational Policy Subcommittee (EPC).
- EPC reviews** the request and associated materials, and
 - Forwards the request to the Council with the EPC's endorsement; *or*
 - Returns the request to the DE Chair for revisions
 - DE Chair resubmits or withdraws
- Graduate Council reviews** the affiliation request and the EPC comments, and then votes on the request.
- Graduate Council provides written notification** of the vote to the DE Chair with a copy to the Ph.D. program Chair.