



### GUIDELINES FOR ESTABLISHING A GRADUATE CONCENTRATION

- 1) **Definition.** A concentration is defined here as a unique educational experience obtained as an integrated course of study as determined by the sponsoring program. A concentration must be submitted to the Graduate Council and be approved by Graduate Faculty.
- 2) **Objectives.** The concentration should be formulated in such a way as to include educational objectives and goals for the concentration as a whole, a brief marketing plan for the concentration, including an articulation of the added value of the concentration to student degree or career prospects, and a leadership plan (including designating a director/contact) to ensure that: a) academic and student issues that arise are managed within the program requesting the concentration, and b) certification of performance of the required hours is submitted to the Graduate School upon completion;
- 3) **Hour requirement.** The concentration must comprise a minimum of 9 semester hours of study. Other activities, such as workshops, may be counted toward this total only if they are structured as part of a graduate course for credit. If a training activity does not fall under the requirements of an existing course, such an activity may be formulated as a graduate level course denoted "directed study" as established by the department or program, and treated as elective hours that count toward this total, as long as the course comports with accredited academic standards;
- 4) **GPA Standard.** The student must achieve a B (3.0) or higher in the concentration in order for it to be noted on the transcript.
- 5) **Notation.** A concentration will be noted on the transcript only upon completion of the major degree of study.
- 6) **Certification of completion.**  
Masters students: The director will certify completion of the courses taken in the concentration on a routing form that must be signed by the program director. The form must be submitted before advancing to candidacy.  
Ph.D. Students: the routing form should be submitted to the Graduate School upon completion of the concentration requirement.
- 7) **Assurance of teaching.** If the concentration involves teaching faculty that are outside the sponsoring program, separate assurance that the course must be provided annually by the outside program for teaching within the new concentration, if the effort exceeds one course is required.
- 8) **Dissolution.** The concentration can be dissolved by the academic unit by notifying the Graduate School in writing. This may occur (for example) if the director steps down and cannot find a replacement, or if the teaching load for the concentration cannot be managed. If the Graduate School determines that the concentration is no longer viable for these or similar reasons, the Dean of the Graduate School may dissolve the concentration. Reactivation will require a new submission to the Graduate Council for approval.