

**TBR PROGRAM STRUCTURE FORM
INSTRUCTIONS and EXAMPLES**

Note for Graduate Program Development: SACS 3.6.1 The institution's post-baccalaureate professional degree programs, master's and doctoral degree programs, are progressively more advanced in academic content than its undergraduate programs. (Post-baccalaureate program rigor)

FORM: PS (Program Structure)

Don't alter contents of form. If an item on this form is not applicable for the proposal, enter NA.

- A. Total credits required for graduation: An undergraduate degree program should not exceed 120 credit hours**
- A master's degree program should represent the credit hours representing the best practices of the discipline.**
- There is no formal policy for number of credit hours for doctoral programs, but the rule-of-thumb is 60+ hours post-masters.**
- B. Residency requirements (if any): Doctoral programs must specify how residency requirements are fulfilled (see ETSU Graduate Catalog). Residency requirements for non-doctoral programs are optional.**
- C. General Education: Total credits: If appropriate to this proposal, enter number of credits (41-42) and list courses below in the format presented or, if there are no specific required general education courses, say "The general education component of this program meets the approved University requirements". Otherwise enter, NA.**

Courses (specific courses OR distribution areas) and credits:

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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List courses here.

D. Major Field Core: Total credits: **If appropriate, enter number of credits and list courses below in the format presented. Otherwise enter, NA.**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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List courses here.

E. Concentrations(s): Total credits: **If appropriate, enter number of credits and list courses below in the format presented. Otherwise enter, NA. At the graduate level, the rule-of-thumb is a minimum of 12 credit hours for a concentration.**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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List courses here.

F. Electives: Total credits: **If appropriate, enter number of credits for electives. There are two approaches for use in this section. You can indicate that the electives are Guided Electives with advisor approval or list courses below in the format used in the items C-E. Otherwise enter, NA.**

(Include descriptions, directions, or restrictions that may apply.)

G. Other credits: **If appropriate (note parenthetical remarks below), enter number of credits and list courses below in the format presented. Otherwise enter, NA.**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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(If applicable, describe requirements for thesis, dissertation, clinical experience, internship, or other capstone experience.)

Note: The sum of C, D, E, F, and G should equal A.

H. Admission, Retention, and Graduation Requirements. (Provide complete statement only if requirements are different from standard institutional requirements as stated in the *Catalog*.)

If there is any variation from the standard institutional requirements as stated in the undergraduate or graduate catalog, it should be presented here exactly as the wording will be in the catalog or other recruitment materials. Enter NA unless there are different requirements.

Graduate program proposals should include *Graduate Catalog* reference pages for standard information about transfer of credits, differences in admission requirements for ETSU graduates and students from other institutions, and admission of students from foreign universities. If doctoral

proposals permit admission from students with either a bachelor or master's degree, explain how the credits from each are considered.

I. Describe any unique features such as interdepartmental cooperation, collaboration with other institutions, articulation, industry partnerships, etc.

Enter NA or state unique features.

J. Description of New Courses: Provide rubric, number, title, credit hours and catalog description of each new course needed for full implementation of the proposed program.

Create table or text

Rubric/Number	Course Title	Credits
Xxxx xxxx		
Description		
Xxxx xxxx		
Description		

Or

Text

Xxxx xxxx	title Description	3
Xxxx xxxx	title Description	3