GUIDELINES FOR GRADUATE ASSEMBLY REVIEW OF GRADUATE DEGREE PROGRAMS AND CERTIFICATES
(Approved by the Graduate Assembly 11/10/2005, & Revised 04/03/2014)

These guidelines were developed to assist Colleges and Schools at the University of Texas at Arlington (UT Arlington) to determine which proposals for graduate degree program creation or revision or certificate creation or revision require the review and approval of the Graduate Assembly (GA). The general guidelines for determining if a proposal requires GA approval are presented below.

1. **Proposals for new graduate degree programs or certificates MUST receive Graduate Assembly (GA) approval.** The guidelines for degree proposals and for certificate proposals are attached.

2. Changes to an existing degree or certificate require GA approval, if they satisfy **BOTH** of the following conditions:

   a. The proposed changes concern graduate program admission requirements, the minimum grade point average (GPA) for graduation, or the minimum number of credit hours required for graduation.

   AND

   b. The proposed changes lower any of the above requirements below the minimum levels published by the Office of Graduate Studies (OGS) in the current UT Arlington Graduate Catalog.

3. In addition, changes to an existing certificate require GA approval, if they raise the number of credit hours above 15.

4. Changes to an existing degree or certificate that concern the topics of the required or elective didactic courses as well as the research needed to complete the degree do not require GA approval. The GA views these changes as internal program modifications and believes that the program's Graduate Studies Committee (GSC) is qualified to judge their appropriateness in consultation with the Dean of the Graduate Studies (GS). However, such changes need to be reflected in the Graduate Catalog and should be submitted to the Associate Dean of the Office of Graduate Studies after ratification by the appropriate GSC.

   Please remember that the GA must have written approval from the appropriate GSC and Dean of the submitting unit before it can begin consideration of a proposal for a new graduate degree program or a certificate. Any new proposal will contain the approval letters from the GSC and Dean as the first attachments to the proposal transmittal letter. Once these letters are received, the GA will initiate the review process of a new graduate degree or certificate proposal.

   Please direct any questions on this subject to the Chair of the Graduate Assembly and/or the Associate Dean of the Graduate Studies.

GUIDELINES FOR SUBMITTING A DEGREE PROPOSAL

A degree program proposal preparation:

For submission of a degree program proposal at UT Arlington, the Graduate Assembly (GA) recommends to follow the steps outlined below.

1. Contact the Associate Dean of Graduate Studies to discuss the nature of the proposal request and to determine UT Arlington as well as the Texas Higher Education Coordinating Board (THECB) requirements.

2. Develop the proposal based on guidelines and forms provided by THECB. The forms have been phased in and links to the current forms may be found at http://www.uta.edu/provost/administrative-forms/index.php. The new forms for Bachelor's, Master's, or Doctoral degree proposals may be found at http://www.thecb.state.tx.us/reports/Docfetch.cfm?Docid=2601&Format=DOC and http://www.thecb.state.tx.us/reports/PDF/1062.PDF?CFID=7546239&CFTOKEN=88837685

3. Seek approval for the proposal from the appropriate Dean(s), and obtain their input on facilities, equipment, costs and funding.

4. Contact the Director of Libraries to coordinate writing of the required section on Library resources.

5. For proposals for new degrees, prepare a draft Unit Effectiveness Plan (UEP) for the degree program as an appendix. A UEP must be included in the degree proposal because all UT Arlington graduate programs are required to have a UEP.[1]

6. Seek approval[2] for the proposal from the Graduate Studies Committee (GSC), or the participating graduate faculty if a GSC has not been formed, of the appropriate department, school and/or college.

7. Seek additional approval[2] for the proposal from all other Graduate Studies Committees or the participating graduate faculty (if a GSC has not been formed), if the proposal involves more than one department, school and/or college.

8. Submit the materials electronically to the Associate Dean of Graduate Studies and the Chair of the Graduate Assembly (GA) by the deadlines published by GA. These materials should be complete and include all of the following:

   a. A letter of intent, directed to the Associate Dean of Graduate Studies and the Chair of the Graduate Assembly (GA), briefly explaining the new degree proposal, timeline, and list the components of the package.

   b. Completed proposal according to Texas Higher Education Coordinating Board

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[1] UEP: Although the proposal text and the UEP overlap somewhat in the information presented make sure that the proposal text addresses all necessary issues. The UEP shows useful details of a program's objectives and assessments, and can be linked to the Evaluation of section III of the proposal.

[2] Graduate Assembly must be provided with the detail documentation of these approvals in written format. Proposing faculty or unit may use item (8a, 8d, or 8e) as well as additional letter to communicate the details of the approval process attained from the appropriate GSCs and/or the participating graduate faculty from the appropriate department(s) and department chair(s).

(THECB) latest format

    c. Unit Effectiveness Plan (UEP) for the proposed degree[1]

    d. letter of approval from the appropriate GSCs and/or the participating graduate faculty from the appropriate department(s) and department chair(s), if a GSC has not been formed

    e. letter of approval from the appropriate Dean(s)

    f. other supporting/recommendation letters from other participating faculty, department(s), school(s) and/or college(s) are optional, but not required

    g. All support/letters must have a current date and reflect the approval of the current departmental chair(s), Dean(s) and relevant administrators.

9. Submit materials according to the deadlines of GA. Please be aware that the deadlines are set by GA with the assistance from Office of Graduate Studies in the beginning of academic year. Deadlines are at least five weeks before the GA general meeting. Direct inquiries about deadlines should be made to the Chair of the GA.

Once a proposal has been submitted, the following process will occur:

1. The Chair of the GA will submit the proposal to the Program Creation Committee or the Program Review Committee (for revisions of existing programs) of the GA for review.

2. The relevant Committee may request editorial changes or revisions in the proposal. Their goal is to ensure that the proposal conforms with required format guidelines and meets all requirements in a clear and unambiguous fashion. The Committee's review may also help eliminate unwanted overlap or identify synergistic activities with other efforts on campus. The committee will seek input from the proposal's authors, and appropriate Dean, Department Chair, the Program Director, as needed to clarify and resolve issues that it believes affect the strength or coherence of the proposal.

3. The relevant Committee will vote[3] and make a recommendation to the GA.

4. Chair of the GA will place the proposal on the agenda for the next meeting, based on the dates set for the academic year by Graduate Assembly with the assistance of Office of Graduate Studies for agenda development and GA meetings.

5. The GA will review and vote on the proposal.

6. The GA vote will be forwarded to the Associate Dean of Graduate Studies.

For all questions about these guidelines and procedures, please contact the Chair of the GA or the Associate Dean of Graduate Studies.

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[3] Simple majority of the quorum will carry the recommendation.

ADDITIONAL STEPS FOR SUBMITTING A NEW DOCTORAL DEGREE PROGRAM:

Although a new doctoral degree program must follow the guidelines outlined above, there are additional steps these proposals must take into consideration prior to GA review.

1. Review Texas Higher Education Coordinating Board (THECB) §5.46, Criteria for New Doctoral Programs. Links to the criteria may be found at
    http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=5&rl=46
    and the 18 Characteristics of Texas Public Doctoral Programs may be found at
    http://www.thecb.state.tx.us/index.cfm?objectid=E0014CFE-F86C-6F22-A794036BF682835E&flushcache=1&showdraft=1

2. If the proposed doctoral program is not on the THECB's Table of Programs http://www.thecb.state.tx.us/apps/top/ or the University, the University must submit a preliminary planning notification request prior to submitting a new program request in that CIP area for the following:

    a. Doctoral programs in any discipline

    b. Engineering (CIP code 14) programs at any level

    A preliminary planning notification should be provided through the online submission portal in the form of a letter to the Assistant Commissioner of Workforce, Academic Affairs and Research that includes the title, degree designation, and CIP code of the program, along with the anticipated date of submission of the proposal. This should be sent by the Provost.

3. After submitting the preliminary planning notification (if necessary) program must complete and submit a New Doctoral Degree Proposal form,
    http://www.thecb.state.tx.us/reports/Docfetch.cfm?Docid=2703&Format=DOC

4. The steps outlined above for a new Doctoral degree program must be taken into consideration by GA as part of their proposal review.

For all questions about these additional steps concerning new doctoral programs, please contact the Associate Dean of Graduate Studies.

GUIDELINES FOR GRADUATE CERTIFICATE PROPOSAL

The Office of Graduate Studies at UT Arlington requires that proposals for Graduate Certificates be submitted using the following format. **The Certificate Proposal must include letter(s) of approval from the appropriate Graduate Studies Committee(s) and Dean.**

A certificate proposal preparation:

The proposal needs to include the following content:

1. **Certificate Title and Department, School, or College**: Indicate the title of the Proposed Certificate and the department(s), school(s), or college(s) involved in offering the certificate. The certificate can be a single discipline or multidisciplinary.

2. **Program Objective(s)**: Indicate what is to be accomplished by offering the certificate, such as listing specific outcome objectives.

3. **Need/Demand:** Describe the need for the Certificate. Discuss the impact of the Certificate Program on field/discipline and person completing certificate. Briefly indicate the demand for individuals with this type of certificate and the potential job market. Indicate if this will interfere with enrollment in other graduate programs/courses. Discuss the link of this Certificate Program to national certifications, if this exists.

4. **Program Manager**: Identify who will be the administrator(s) for the program and the program advisor(s).

5. **Admission Requirements**: Admission requirements can be flexible but need to include at least a Bachelor's Degree and indicate the grade point average (GPA) required. Applicants can be admitted as special or certificate students through the Graduate Office for the University.

6. **Requirements for the Certificate**: Include a listing of the graduate course numbers, credit hours, title and description of the courses included in the certificate, and identify those courses that are new. Indicate the format for providing the courses, i.e., long semester versus intersessions. Number of hours for the Certificate usually ranges from 12-15 semester credit hours.

   A Certificate Program greater than 15 hours requires notification and review by the Texas Higher Education Coordinating Board (THECB). Complete **The Certification Form for New Academic Certificate**, available at
   http://www.thecb.state.tx.us/reports/DocFetch.cfm?DocID=2434

   a. If form is needed, submit the form as an appendix or attachment to the proposal

   b. prepare a cover letter to the OGS and Provost indicating how the proposal meets or conforms to items a-e on the signature page of The Certification Form for New Academic Certificate that the Provost will have to sign. Both the form and the cover letter are also be reviewed by the Committee.

7. **Certificate Awards**: Identify the number of hours involved in the certificate, and the GPA required to complete the certificate. A 3.0 is recommended. The certificate completion could be posted to the transcript at the discretion of unit. Degree seeking

students could also obtain the Certificate as well as their Master's Degree. Students enrolled as <u>Certificate Only</u> (non-degree seeking) students can transfer in nine hours toward a Master's Program. Time limit for completion of a Certificate Program is 6 years.

8. **Faculty**: List the faculty name, terminal degree and academic status at UTA and their contribution to the certificate program.

9. **Resources:** Discuss in detail resources including but not limited to faculty/staff, facilities, and/or needs for implementing certificate.

Once the certificate proposal has been submitted, the following process will occur:

1. The Chair of the GA will transmit the proposal to the Graduate Program Creation Committee or the Graduate Program Revision Committee (for revisions of existing programs) of the GA for review.

2. The relevant Committee may request edits and revisions in the proposal and seek input from the Dean, Department Chair, the Program Director, and/or Proposing faculty.[4]

3. The relevant Committee will make a recommendation to the GA.

4. Chair of the GA will place the proposal on the agenda for the next meeting, based on the dates set for the academic year by Graduate Assembly with the assistance of Office of Graduate Studies for agenda development and GA meetings.

5. The GA will review and vote on the proposal.

6. The GA vote will be forwarded to the Associate Dean of Graduate Studies.

For any questions about these guidelines and procedures, please contact the Chair of the GA or the Dean of the Graduate Studies.

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[4] The goal of this process is to ensure that the proposal conforms with guidelines and meets all requirements, to eliminate unwanted overlap and doubling efforts on campus, to identify synergistic activities and to resolve subjects or reservations brought forth.