

## **MEMORANDUM**

**TO:** Deans, Chairs, Graduate Advisors

**FROM:** Philip Cohen  
Dean, Graduate School

**RE:** New Graduate School Policies

**DATE:** 22 October 2001

**cc:** Robert Witt, President; George Wright, Executive Vice President and Provost;  
Graduate School Staff

At the October 11<sup>th</sup> meeting of the Graduate Assembly, the following policies relating to graduate admissions and graduate students were approved. These new policies are effective immediately.

### **1) Flexible Use of Standardized Tests in the Graduate Admissions Process:**

In order to give graduate programs more autonomy and flexibility in setting admissions standards appropriate to their own disciplines without sacrificing academic integrity, the Graduate Assembly has decided that a graduate program's Graduate Studies Committee may submit to the Dean of the Graduate School for review a detailed proposal and rationale for using standardized tests in its admissions process. Proposals may waive the use of standardized tests in certain situations or may waive such use altogether. Proposals should contain a justification that addresses program integrity and quality and what the best indicators of success--including, for example, portfolios and auditions--in graduate work in the discipline are. Proposals should explain how the waiver process will be documented and consistently and uniformly applied to all applicants for a graduate program, resident and non-resident, US and international applicants alike. After the Dean of the Graduate School approves a graduate program's proposal, a graduate program will be responsible for publishing these satisfactory scores in its own recruiting and admissions materials. The Graduate School will publish these approved satisfactory scores in its recruiting and admissions materials and in the Graduate Catalog as well. A graduate program will also be responsible for assessing its approved proposal's impact in its next UTA Program Review. The Graduate Assembly will review this new policy and its results campus-wide in four years, AY 005-06.

### **2) Number of Allowable Transfer Hours:**

The Graduate Assembly also modestly increased the number of allowable transfer hours only for graduate students in professional master's programs that require more than 36 hours by setting the limit of allowable transfer hours at 25% of the total program hours.

Thus a 36-hour program will continue to allow 9 transfer hours while a 48-hour program will allow 12 transfer hours. The Graduate Studies Committee of a graduate program that requires more than 36 hours must inform the Dean of the Graduate School that it wishes to participate in this option. This option does not invalidate previous written agreements between graduate programs and the Graduate School or existing agreements that are currently in the Graduate Catalog.

**3) Maximum Undergraduate Credit Policy:**

The Graduate Assembly also revised our maximum undergraduate credit policy that “No more than nine hours of advanced baccalaureate course work may be used for graduate degree credit. Such work may be applied to a graduate degree program with the approval of the appropriate Committee on Graduate Studies and the Dean of Graduate Studies” (Graduate Catalog, p. 34). Instead we will now allow these advanced undergraduate hours to be either from UTA or another institution as long as they have not been used to earn a previous degree and have the approval of the appropriate graduate program Graduate Studies Committee and the Dean of Graduate Studies. If the advanced undergraduate courses are from another institution, a maximum of 9 credit hours may be transferred and applied to a master’s degree.

Please notify your graduate faculty of these changes.