

Guidelines for Graduate Assembly Review of Graduate Degree Programs and Certificates

Approved by Graduate Assembly, 4/10/03

These guidelines were developed to assist Colleges and Schools 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 your proposal requires GA approval are presented below.

1. Proposals for new degree programs or certificates **MUST** receive GA approval. The guidelines for substantive and nonsubstantive degree proposals and for certificate proposals are attached.
 2. Changes to an existing degree or certificate require GA approval **ONLY** 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 Graduate School (GS) in the current UTA Graduate Catalog.
3. 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 School. However, such changes need to be reflected in the Graduate Catalog and should be submitted to the Associate Dean of the GS after ratification by the appropriate GSC.

Please remember that the GA must have written approval from the appropriate GSC of the submitting unit before it can begin consideration of a proposal for a new graduate degree program or a certificate. You should provide the approval letter from the GSC as the first attachment to the proposal transmittal letter of any new proposal. Once we receive this letter, we can quickly initiate the review process of a new graduate degree or certificate proposal.

Please direct questions you may have on this subject to the Dean of the GS.

GUIDELINES FOR SUBMITTING A NONSUBSTANTIVE AND SUBSTANTIVE DEGREE PROPOSAL

If you desire to submit a substantive or a nonsubstantive degree program proposal, the Graduate Assembly (GA) would recommend you follow these guidelines.

1. Contact the Dean of the Graduate School to discuss the nature of your request and to determine if you need to submit either a nonsubstantive or a substantive proposal based on coordinating board requirements.
2. Develop the proposal based on the guidelines outlined by the coordinating board for substantive and nonsubstantive proposals that can be found at the following websites: www.thecb.state.tx.us/UHRI/polprod/polprod01.htm and www.thecb.state.tx.us/UHRI/polprod/polprod04.htm.
3. Seek approval 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.
4. Submit your materials in print and electronically to the Dean of the Graduate School and the Chair of the GA. These materials should be complete and include all of the following:
 - a. title page according to Coordinating Board Guidelines
 - b. completed proposal according to Higher Education Coordinating Board format
 - c. letter of approval from the appropriate GSC
5. Submit materials according to the deadlines of GA. The Chair of the GA can inform you of the deadlines.

Once you have submitted your proposal, the following process will occur:

1. The Chair of the GA will submit your proposal to the Program Policy Committee of the GA for review.
2. The Program Policy Committee may request revisions in the proposal and seek input from the Dean, Department Chair, and/or the Program Director.
3. The Program Policy 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 by the Graduate School 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 Dean of the Graduate School.

If you have any questions about these guidelines and procedures, please contact the Chair of the GA or the Dean of the Graduate School.

Guidelines for GRADUATE Certificate Proposal

The Graduate School 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).** 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 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 Coordinating Board approval. Special students can transfer in nine hours toward a Master's Program.
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. 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 resources for implementing certificate.

Once you have submitted your certificate proposal, the following process will occur:

1. The Chair of the GA will submit your proposal to the Program Policy Committee of the GA for review.
2. The Program Policy Committee may request revisions in the proposal and seek input from the Dean, Department Chair, and/or the Program Director.
3. The Program Policy 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 by the Graduate School 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 Dean of the Graduate School.

If you have any questions about these guidelines and procedures, please contact the Chair of the GA or the Dean of the Graduate School.