

MEMORANDUM

TO: Deans; Chairs; Graduate Advisors; Chairs, Graduate Studies Committees

FROM: Philip Cohen, Dean, Graduate School

RE: Graduate Assembly Approved Policies

DATE: 5 November 2004

cc: Dana Dunn, Vice President for Academic Affairs and Provost; Pam Haws, Assistant Vice President for Academic Affairs; Graduate School Staff

At its October 7th meeting, the Graduate Assembly approved the following policies concerning new degree program proposals and offers of financial support for prospective graduate students. These two policies are effective immediately and will go into the Graduate Catalog. Please notify your graduate faculty of these changes.

New Degree Program Proposals and Unit Effectiveness Plans: Because academic units are required to design a separate Unit Effectiveness Plan (UEP) with competencies and student learning outcomes for each existing degree program they administer, new degree program proposals, starting in the Spring 2005 semester, must include a draft UEP in an appendix that is linked to the assessment portion of the proposal. Although the UEP would be created during the new program proposal process, actual assessment of student learning outcomes would be delayed until the assessment period of the next regular UEP cycle.

Council of Graduate Schools resolution and Offers of Financial Support: UTA is a signatory to the Council of Graduate Schools April 15th Resolution. This resolution gives graduate applicants until April 15th to consider their offers of financial support and treats acceptances in force after that date as binding. Accordingly, all written offers of financial support, including assistantships and fellowships, should include the following sentences: "The University of Texas at Arlington supports the Council of Graduate Schools resolution for timely responses from students receiving offers of financial assistance. The University will consider the accompanying award offer valid until April 15th unless declined at a prior time. If your reply is not received by April 15th, this offer of financial award may be rescinded."