

**Guidelines for Graduate Assembly Review  
of Graduate Degree Programs and Certificates**  
Approved by the Graduate Assembly 11/10/05

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 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 Graduate School (GS) in the current UTA 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 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 and Dean 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 letters from the GSC and Dean as the first attachments to the proposal transmittal letter of any new proposal. Once we receive these letters, 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 DEGREE PROPOSAL**

If you desire to submit a 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 coordinating board requirements.
2. Develop the proposal based on guidelines and forms provided by the coordinating board. At present, new forms and standards are being phased in. Links to the current forms may be found at <http://www.uta.edu/provost/facultysupport/forms/>. The new forms for Bachelor's and Master's degree proposals may be found at <http://www.uta.edu/provost/facultysupport/forms/DegreeRequestForm.doc> and <http://www.uta.edu/provost/facultysupport/forms/DegreeRequestStandards.doc>. (Note: at the time of drafting active links to forms for doctoral proposals were unavailable).
3. Seek approval for the proposal from the appropriate Dean, 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, attach a draft Unit Effectiveness Plan (UEP) for the degree program as an appendix. A UEP must be included in the degree proposal because all UTA graduate programs are required to have a 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
6. 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.
7. 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. completed proposal according to Higher Education Coordinating Board format
  - b. Unit Effectiveness Plan (UEP)
  - c. letter of approval from the appropriate GSC
  - d. letter of approval from the appropriate Dean
8. 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 Creation Committee or the Program Review Committee (for revisions of existing programs) of the GA for review.

2. The relevant Committee may request revisions in the proposal and seek input from the Dean, Department Chair, and/or the Program Director.
3. The Library's Coordinator for Information Resources is an ex officio member of the committee.
4. The relevant Committee will make a recommendation to the GA.
5. 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.
6. The GA will review and vote on the proposal.
7. 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) and Dean.** 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 notification and review by the Coordinating Board. 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 Creation Committee or the Program Review Committee (for revisions of existing programs) of the GA for review.
2. The relevant Committee may request revisions in the proposal and seek input from the Dean, Department Chair, and/or the Program Director.
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 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.