

Curriculum Procedures for Graduate Council

According to the Handbook of Operating Procedures, The Graduate Council shall be responsible for graduate curriculum development and review with recommendations going to the Provost and Vice President for Academic Affairs and the President.

1. Changes in the curriculum of graduate majors and minors, core education requirements, additions, assessments, improvement, and delivery.

It is important for program coordinators to thoroughly review catalog material at the start of each academic year to catch inconsistencies and out of date information so that changes can be made in a timely manner. All information which programs forward to the Graduate Council for consideration should be received at least 4 business days prior to the scheduled meeting.

- a. Changes in the curriculum of graduate majors and minors originate in individual programs within departments of the College or School. These degree plan changes may take the form of core education requirements and additions/deletions. The Graduate Council member representing the department brings the written request forward to the Council.
- b. Curriculum changes for graduate majors and minors regarding assessments, improvement plans, and method of delivery should be sent to the Graduate Council in written form. After review and recommendations the information is forwarded to the Provost and Vice President of Academic Affairs for further action as required.
- c. Proposals for new programs and revisions to existing programs are submitted to the Graduate Council with the appropriate signatures on the on the *Cover Sheet for Proposals Submitted to the Graduate Council*. Graduate Council, which convenes monthly, discusses and reviews the proposals.
- d. Once acted upon by the Graduate Council and signed by the Chair of Graduate Council and the Assistant Vice President for Graduate Studies, the information with a recommendation is forwarded to the Provost and Vice President of Academic Affairs for further processing.

2. Additions, deletions, and changes in graduate courses.

- a. Faculty within the discipline wishing to make changes to programs complete the *Graduate Course Update Form*.
- b. The course identification system is the same for graduate and undergraduate courses with the exception that graduate courses are indicated by the first digit being designated as a "6".
- c. For changes, all information must appear on the course update form - the old number, title, contact hours, credits hours*, and descriptions as well as the new information.
- d. Two titles are used for the course title – the regular course title and the "short title." The short title will appear in the Schedule of classes and in the Active Course Inventory. The short title allows 18 letters and spaces. Careful consideration should be given to the short title entered on the update form.
- e. Courses with fee requests follow the same procedures as undergraduate courses.
- f. The form must be signed by the following in this order: Proposer, Graduate Program Head/Coordinator, appropriate school curriculum Committee, Dean, Chair of Graduate Council, Assistant Vice President for Graduate Studies and Research, and Provost and Vice President for Academic Affairs.
- g. Once acted upon by the Graduate Council the form is forwarded to the Provost and Vice President of Academic affairs. If approved, the form is sent to the Registrar, Dean, and Assistant Vice President of Graduate Studies and Research.

* Refer to HOP 1, Section 1.2 – Credit Hours for definition

3. New substantive changes in graduate programs as defined by the Southern Association of Colleges and School and/or the Texas Higher Education Coordinating Board:

- a. Any such changes originate in individual programs within departments of the College or School.
- b. After review and recommendations by the Graduate Council the appropriate forms are forwarded to the Provost-Vice President of Academic Affairs.
- c. It is the responsibility of the Provost-Vice President of Academic Affairs to prepare the prepare and send the proper documents to the Southern Association of Colleges and School and/or the Texas Higher Education Coordinating Board.

4. Approval of new graduate degree programs

- a. New graduate degree programs may originate in the College of Arts and Sciences, The School of Education, or the School of Business. After developing a plan and extensive review of the proposed degree plan it is forwarded to the Graduate Council
- b. The Graduate Council reviews the new graduate degree program, makes a recommendation, and forwards the information to the Provost-Assistant Vice President for further action.