GRADUATE CURRICULUM PROPOSAL GUIDELINES

INSTRUCTIONS, DEADLINES, AND PROCEDURES FOR SUBMISSION OF REQUESTS FOR CHANGES IN GRADUATE CATALOG MATERIAL.

I. PROCEDURES AND DEADLINES FOR THE SUBMISSION OF GRADUATE CURRICULUM PROPOSALS

A. Eight (8) copies of the proposal are to be sent by the Undergraduate College Dean to the Graduate Dean. Upon receipt a number will be assigned by the Graduate Dean's Office for record keeping purposes. New program proposals shall be submitted no later than April 15. All other proposals shall be submitted no later than October 5. (Proposals not submitted by these deadlines will be reviewed, but will not go into effect until the following year).

B. Graduate Dean's Office retains one copy and forwards five copies of the proposal to Chairman Graduate Curriculum Committee. Deadline same as step A.

C. Graduate Committee performs initial review of each proposal. The Chairperson of the committee will inform the relevant Department Chairperson of the Committee's recommendation and either,

1. Ask that additional copies of the proposal be forwarded (as is) to members of the Graduate Council.
2. Suggest minor changes and/or corrections of typographical errors, etc., and ask that corrected copies be sent as in 1 above, or,
3. Arrange a meeting with the Department Chairperson to discuss and work out any problems perceived by the Curriculum Committee.

D. Graduate Curriculum Committee Chairperson submits recommendations of Committee to Graduate Council's at its October meeting.

E. Graduate Council submits accepted proposals, through the Graduate Dean, to the Provost by mid-November.
II. PROPOSAL FORMAT

A. Proposals for changes of title, description, etc.
One sheet (or more if needed) per proposed change containing:
1. Proposal number and request identification.
2. Present catalog material. (exactly as is now in catalog).
3. Proposed catalog material. (exactly as it should appear in same).
4. Rationale.
5. Pages involved. (indicate where in the Graduate catalog this change needs to be noted).

B. Proposal for deletion of courses.
One sheet (or more, if needed) per proposed deletion containing:
1. Proposal number and request identification.
2. Present catalog material (exactly as is now in catalog).
3. Rationale.
4. Pages involved. (indicate where in the Graduate catalog this deletion needs to be noted).

C. Proposals for addition of courses.
1. Departmental information sheet.
2. One sheet (or more, if needed) per proposed addition containing:
   a. Proposal number and request identification.
   b. Proposed catalog material.
      Course description exactly as it should appear in the catalog. Indicate level (5XXX, 6XXX) but do not assign a number; after course is approved, the Registrar will assign a number for it. Be sure to include prerequisites, if any; laboratory fees, if any.
   c. Text.
   d. Syllabus
   e. Nature of course.
      Goals of new course. Type (lecture, seminar, "skills,".....) Optimum enrollment. Supporting library holding (do we have enough library materials?) or laboratory facilities.
   f. General information.
      Who will teach this course? Number of Graduate faculty available to teach this course? How often will it be taught? Estimated enrollment. If it affects any degree program at A&M-Kingsville, specify. If it has inter-departmental or inter-school consequences, indicate. Indicate also whether other concerned have been consulted. Does it have graduate standing?
g. Precedent.
Which Texas colleges and universities offer it? Which require it? What level course is it there? What other representative out-of-town colleges offer it?

h. Rationale.

i. Pages involved. (Indicate where in the Graduate catalog this addition needs to be noted).

D. Proposal for addition of new programs.

Call Provost's Office for current guidelines issued by the Coordinating Board on requirements for proposals to add new programs.