

Graduate Degree Action Request Form Instructions
Please follow these instructions for requests to Add, Revise, or Delete
an existing Degree in the UTRGV Inventory.

Add New Degree

1. Select ADD from the drop down list in the action box at the top of the form
2. Complete Section 1 – Degree Information
3. Complete Section 3 – Justification
4. Sign the form and secure the signatures of the director/chair (signature line #2), college committee chair, if applicable (signature line #3), and Dean (signature line #4) respectively.
5. Include and/or attach a statement of purpose (mission statement), description of learning outcomes, and requirements to including course plan, admission, progression, and completion.
6. Attach the appropriate TX Higher Education Coordinating Board TX Public General Academic and Health-Related Institutions Proposal for New Bachelor’s or Master’s Degree Program Form

Revise Existing Degree

1. Select REVISE from the drop down list in the action box at the top of the form
2. Complete Section 1 – Degree Information
3. Complete Section 2 – Updates requested
4. Complete Section 3 – Justification for the revision
5. Sign the form and secure the signatures of the director/chair (signature line #2), college committee chair, if applicable (signature line #3), and Dean (signature line #4) respectively.
6. Attach a copy of the old and new Degree plan or table indicating “Current Degree” and the “Proposed Degree”

Delete Existing Degrees

1. Select DELETE from the drop down list in the action box at the top of the form
2. Complete Section 1 – Degree Information
3. Complete Section 3 – Justification for the deletion
4. Sign the form and secure the signatures of the director/chair (signature line #2), college committee chair, if applicable (signature line #3), and Dean (signature line #4) respectively.
5. Attach a Degree teach out plan to include: (a) date of closure (date when new students will no longer be admitted into the Degree), (b) how affected parties (students, faculty and staff) will be notified of the impending closure, (c) an explanation of how all affected students will complete their Degrees with minimal disruption, (d) any costs, additional charges/expenses that will accrue to students, and how students will be notified, (e) signed teach out agreements with other institutions, if any.

Additional Notes

- The originating faculty member, director or chair, college committee chair, if applicable, and dean must sign this form in the order indicated.
- Forms should be submitted to the Graduate College at EMASS 1.158 or gradcurriculum@utrgv.edu at least 2 weeks prior to the monthly meeting of Graduate Committee (see official calendar at <https://www.utrgv.edu/graduate/about-us/graduate-college/index.htm>).
- All course changes/additions/deletions resulting in change to a Degree plan (e.g., concentrations or other Degree requirements) must be accompanied by this Degree Action Request form and a summary and explanation of the changes being requested, copy of the old and new Degree plan or a table indicating “Current Degree” and “Proposed Degree.”
- Any request that may impact or affect another school/department/Degree must include evidence of the outcome of communication (e.g., memo expressing endorsement) with the school/department/program. If an impacted unit is unsatisfied by the outcome of this communication, a representative may present the concerns to the Graduate Committee at the proposal presentation.
- New graduate Degrees must adhere to the Standards for Bachelor’s and Master’s Degree outlined by THECB. For detailed information visit the New Degrees webpage at The University of Texas System website: <https://www.utsystem.edu/offices/academic-affairs/proposing-new-degree-programs>.

Graduate Degree Program Action Request Form

Action:

1. PROGRAM INFORMATION

College: _____ School/Department: _____

Program Name: _____

Degree: _____

2. UPDATES TO BE MADE IF REVISION (Check all that apply and provide a short summary)

Total Program Credit Hours:

Admission Requirements:

Progression Requirements:

Graduation Requirements:

Course Number and/or Prefix and/or Titles:

Other:

3. JUSTIFICATION FOR CHANGES

Provide a justification for the requested changes. For new degree programs, include a statement of purpose (mission statement), student learning outcomes, and degree requirements including degree plan, admission, progression, and completion. Attach the appropriate TX Higher Education Coordinating Board TX Public General Academic and Health-Related Institutions Proposal for New Bachelor's or Master's Degree Program Form.

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4. APPROVAL SIGNATURES

Required Approval Signatures from Requesting Units (please review and approve in the order indicated; following the Dean's approval, please forward to the Graduate College at EMASS 1.158 or gradcurriculum@utrgv.edu):

1. Initiated By (please print & date)

3. College Committee Chair (if applicable; sign & date)

2. Chair/Director (please sign & date)

4. College Dean (please sign & date)

Required Approval Signatures for the Graduate Committee and Graduate College:

_____ 1. Graduate Committee Chair (please sign & date)	_____ 2. Dean of the Graduate College (please sign & date)	_____ 3: EVP for Research, Graduate Studies & New Program Development (please sign & date)
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