

APPROVAL PROCESS TO CREATE A GRADUATE CERTIFICATE

College Level Approval

1. Forward the memo, approval page, proposal, and attachments to your department chairperson or program director. Please archive all proposals in your department.
2. Following signature by your department chair or program director, forward the proposal to your college curriculum committee for review and signature by the committee chairperson.
3. The chairperson of your college curriculum committee should forward the proposal to your College Dean for review and signature.
4. The chairperson of your college curriculum should then forward the signed proposal to the Office of the Provost in hardcopy to Administration Building, Room 310 and via email to curriculum@utep.edu. Please see the proposal submission deadlines.

University Level Approval

1. The Provost's staff and the Dean of the Graduate School review the program proposal concurrently. Collaboratively they edit the proposal and develop questions, if necessary. Edits, suggested changes, and questions are then returned to the Dean's office for proposal revision.
2. Once revised, the Dean's office resubmits the proposal and course forms to the Provost. Upon the Provost's approval, the proposal is sent to the Graduate Council for consideration. **A representative from your department must be present at the Graduate Council meeting to introduce your proposal and answer questions.**
3. The Graduate Council reviews all documents and either approves the proposal or proposes edits and returns the proposal to the College Dean's office. If approved, it will be held one month, awaiting approval of the Graduate Council minutes.
4. Upon approval by the Graduate Council of the Graduate Council meeting minutes, the Dean of the Graduate School will draft an Action Report consisting of all of the items approved in the minutes.
5. The Action Report will then be sent to the Chair of the Graduate Council, Provost, and President for endorsement.

External Approval

1. Following internal approval, the Office of the Provost will notify other public institutions within a 50 mile radius 30 days prior to submitting it to the Board of Regents.
2. Upon completion of the 30-day notification, the Office of the Provost will forward the proposal to the UT System's Executive Vice Chancellors.
3. If approved, the UT System's Offices of Academic Affairs and Health Affairs process the proposal, and then electronically submit the proposal to the THECB.
4. After the proposal is approved by the THECB, the Registrar's Office will make the appropriate changes in the Catalog and on Banner.