Office of the Provost

New Concentration or Minor Form

**New Concentration or Minor Program Form (2018 Word version)**

Effective for the fall 2017 catalog, new concentrations and minors should be approved by the program faculty. Additional school approvals should be sought as needed pursuant to the school’s bylaws. The New Concentration or Minor Form can be completed with the new or revised catalog text in order to facilitate discussion and review by the Academic Governance Committees (Council for Undergraduate Education or Graduate Council as applicable, Committee on Educational Policy, and Academic Council/Senate). As requested by Committee on Educational Policy and approved by Academic Council/Senate on February 17, 2016, all new concentrations and minors must be submitted to the Associate Provost for Policy and Program Coordination (serenity.king@utdallas.edu) who will review them for compliance with THECB and SACSCOC standards before routing them through the governance approval process. For assistance with concentrations and/or minors, please contact Serenity Rose King, Associate Provost for Policy and Program Coordination via email or by phone at 972.883.6749.

**Approval Process for Concentrations**

**Internal Review**

1. Evidence of vote/approval by program and/or school faculty

2. Submit the completed New Concentration or Minor Program Form to the Associate Provost for Policy and Program Coordination (serenity.king@utdallas.edu) who will review and route the request through the governance approval process.

3. Council for Undergraduate Education or Graduate Council approval

4. Committee on Educational Policy approval

5. Academic Council/Senate approval

**Approval Process for Minors**

**Internal Review**

1. Evidence of vote/approval by program and/or school faculty

2. Endorsement from school dean

3. Submit the completed New Concentration or Minor Program Form to the Associate Provost for Policy and Program Coordination (serenity.king@utdallas.edu) who will review and route the request through the governance approval process.

4. Council for Undergraduate Council approval

5. Committee on Educational Policy approval

6. Academic Council/Senate approval

1. The term Concentration is often used interchangeably with other terms such as Designation, Emphasis, Option, Pathway, Specialization, or Track.

2. Pursuant to school's bylaws.