New Concentration⁴ or Minor Form

New Concentration or Minor Program Form (2017 Word version)

Effective for the fall 2017 catalog, new concentrations¹ 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 of Undergraduate Education or Graduate Council as applicable, Committee on Educational Policy, and 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 Assistant Provost for Policy and Program Coordination (serenity.king@utdallas.edu) who will review them for compliance with THECB and SACSCOC before routing them through the governance approval process.

Approval Process for Concentrations

Internal Review
1. Evidence of vote/approval by program and/or school faculty²
2. Submit the completed New Concentration or Minor Program Form to the Assistant Provost for Policy and Program Coordination (serenity.king@utdallas.edu) who will review and route the request through the governance approval process.
3. Council of 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 faculty²
2. Endorsement from school dean
3. Submit the completed New Concentration or Minor Program Form to the Assistant Provost for Policy and Program Coordination (serenity.king@utdallas.edu) who will review and route the request through the governance approval process.
4. Council of 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.