**UNIVERSITY OF TEXAS AT AUSTIN**

**GRADUATE CURRICULUM UPDATE REQUEST FORM**

**2025-2026**

Per [HOP 9-1240](https://policies.utexas.edu/policies/graduate-school) a Graduate Studies Committee may propose updates to the graduate curriculum for approval by the dean of the Graduate School. This form can be used to propose updates to graduate-level credentials (degrees, certificates, portfolios, etc.) and their associated descriptions in the Graduate Catalog. **Requests received by November 1, 2024, are eligible for inclusion in the *2025-26 Graduate Catalog* pending approval of the graduate dean.**

This form is *not* used to report changes in GSC membership or the Course Inventory. Changes in GSC membership may be reported online at <https://utdirect.utexas.edu/apps/ogs/auth/gsc/gsc_update/>. Changes to the Course Inventory may be initiated through the [Course Inventory Management (CIM) system](https://nextcatalog.utexas.edu/courseadmin/). Related resources and training are available at <https://registrar.utexas.edu/about/us/op>.

**SUBMISSION INSTRUCTIONS**: Prepare a copy of new or revised catalog text in a separate Word.docx, ~~striking through~~ text that is to be deleted and underlining words to be added. This tracking style is available as an option in the Microsoft Word ‘track changes’ tool. Submit this signed form and the proposed catalog text to the Graduate School via email at rebekah.sylvia@austin.utexas.edu.

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1. Indicate the graduate program for which updates are being proposed:

College/School (e.g., Liberal Arts):

Area of Study/Discipline (e.g., Classics):

Degree or credential title (e.g., PhD):

1. Indicate the type of change(s) being proposed *(Note: Multiple types may be selected)*:

**Academic changes** are changes to program requirements or academic policies that affect a student’s pursuit of an existing degree, major, concentration/track/option, portfolio, certificate, etc. Academic changes require final approval by the Graduate Dean. Some examples of graduate academic changes are:

* changing the requirements of an existing degree or other graduate credential;
* adding, deleting, or changing restrictions on electives;
* adding, deleting, or changing a track or option, including changing the name of the track;
* establishing, changing, or dropping program-based requirements for admission.

**Degree program changes** require approval by the Graduate Dean and Provost with subsequent notification to or approval by UT System, the Texas Higher Education Coordinating Board (THECB), and/or the Southern Association of Colleges and Schools (SACS). Some examples of graduate degree program changes are:

* creating new graduate degrees;
* adding remote delivery (online) program options;
* changing the number of hours required to earn a graduate degree or certificate;
* renaming a degree major.

**Nonacademic changes** are updates that do not change the academic policies or requirements of the graduate program. Some examples of nonacademic changes are:

* changing program contact information, phone number, physical address, email, etc.
* minor editorial updates in program description which do not impact policies or requirements

1. Identify relevant sections of catalog text and provide an explanation of each proposed change.

For example: Degree Requirements: Updated core coursework for the MA degree. Replaced CRS 3XX: *Introduction to Discipline* with CRS 3XX: *Historical Theories of Discipline.* Admission Requirements: Added reference to newly approved $1500 enrollment deposit.

1. Note all program instances to which updates apply:

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\_\_\_\_\_ Formula-funded (Option I) degree program

\_\_\_\_\_ Non-formula-funded (Option III) degree program

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\_\_\_\_\_ Portfolio program

\_\_\_\_\_ Dual-degree program

\_\_\_

\_\_\_

\_\_\_\_\_ Integrated-degree program

\_\_\_\_\_ Traditional graduate certificate

\_\_\_\_\_ Stackable graduate certificate

\_\_\_\_\_ Other

1. Additional items of note:

* Is the program STEM-eligible, as defined by Yes No Unknown

the [Department of Homeland Security](https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/eligible-cip-codes-for-the-stem-opt-extension)?

* Is there a new or changing fee? Yes No

(*If yes, please attach approval from Graduate School Business Officer Jake Wyatt. All fees must be approved prior to publication.)*

* Are the total hours required for program completion changing? Yes No

If so, please describe.

* REMINDER: Graduate programs are required to provide copies of annual graduate student handbooks for publication in coordination with the annual Graduate Catalog. Handbooks must be static, and the submitted version must match the version published on the program website. Handbooks are placed in a public-facing [UT Box folder](https://utexas.app.box.com/v/UTAustinGraduateHandbooks) that is linked to the Graduate Catalog.

1. Have all proposed changes been recommended for approval by the Graduate Studies Committee for this area of study/discipline?

Yes No

Signature of GSC Chair or Graduate Adviser

(Electronic signatures are accepted but not required)

Form Prepared By:

Name Date Email Address

Graduate School Notes:

Graduate School Approval:

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Graduate Dean Date