



Graduate Academic Program Coordinator Handbook

AY 2025-2026

gradschool@uttyler.edu

**This handbook is a living document and will be updated/changed as needed. GAPCs will be notified when updates/changes are made.*

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*The University Catalog has a general, undergraduate, and graduate section. The graduate section of the catalog contains additional information and policies to be aware of and can be found in the [University Catalog](#).

Acronyms to Know

A lot of acronyms get used on an academic campus. Below is a list of some common ones we hear.

Abbreviation	Definition
AY	Academic Year
HOP	Handbook of Operating Procedures
SACSCOC; SACS	Southern Association of Colleges and Schools Commission on Colleges
Coordinating Board; THECB	Texas Higher Education Coordinating Board
UTS/System	The University of Texas System
NGF Funds	New Graduate Fellowship awards
GTF	Graduate Teaching Faculty
GRF	Graduate Research Faculty
GA/GTA/GRA	Graduate Assistant, Graduate Teaching Assistant, Graduate Research Assistant
ORSSP/OSP	Office of Research, Scholarship, and Sponsored Programs
CIA	Office of Continuous Improvement and Accreditation
OIP	Office of International Programs
COA	Cost of Attendance
CAD	Council of Academic Deans
CMS	Curriculum Management System
Academic Campus/Main Campus	Primary academic campus located in Tyler (3900 University Blvd)
HSC/North Campus	Health Science Center located in Tyler that houses graduate programs in medicine and health professions

Section 1. The Graduate School

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Vision and Mission

Graduate School Vision

The UT Tyler Graduate School serves as a catalyst for leadership, excellence, and innovation in graduate education.

Graduate School Mission

The mission of the UT Tyler Graduate School is to enable graduate and professional students and graduate faculty to thrive intellectually and professionally and achieve academic success. The Graduate School enhances the intellectual life of the university by:

- Promoting the highest-quality education for graduate and professional students, including outstanding academic experiences, opportunities to engage in cutting-edge

research, and professional development that prepares them for success at school and at work.

- Advancing the graduate education at UT Tyler through recruitment, retention, and support of all graduate student groups.
- Fostering an environment in which graduate faculty can reach their potential as teachers, researchers, and mentors to graduate students.
- Engaging graduate faculty and students in research and graduate programs that address the critical issues that challenge our state, our nation, and our world.

Dates and Deadlines

Dates and deadlines to be aware of include:

- Census Date. Official enrollment count date for that semester; date the contact for GTA's who received funding from the Graduate School for that semester must submit the names of GTAs.
- Last day to schedule thesis/dissertation defense.
- Last day to submit completed thesis/dissertation to The Graduate School.

The Graduate School will also send announcements to coordinators and graduate students about dates and deadlines for workshops, seminars, events, etc.

[Graduate School Calendar](#)

[University Academic Calendar](#)

[Professional Development Calendar](#)

If you have news or events related to graduate students/education, please let us know and we can share that information in the appropriate venues. Contact: gradschool@uttyler.edu

Section 2. Program Management

Graduate Academic Program Coordinator Roles & Responsibilities

*See *Graduate School Policy & Procedure Document. No. 0001. Graduate Academic Program Coordinator* on The Graduate School's [Faculty Resources](#) webpage.

Graduate Academic Program Coordinators (GAPCs) must hold graduate faculty status and are responsible for coordinating curriculum oversight, advising, and program review. The specific responsibilities of GAPCs according to Graduate School policy include (but are not limited to):

- i. Providing planning and proactive problem-solving for the benefit of the students and the program.
- ii. Coordination of curriculum development, revision, and on-going assessment.
- iii. Providing leadership for program approval, program review, and accreditation.
- iv. Development and initiation of advisory programs for students in the program.
- v. Coordination of recruitment efforts with the Department Head/Chair, College, Admissions/Graduate School.
- vi. Assistance with orientation information sessions.
- vii. Assisting the Department Head/Chair with recruitment and support of part-time faculty; and
- viii. Staying abreast of current issues through professional development activities.

Additional responsibilities for graduate programs include, but are not limited to,

- i. Evaluation, with program faculty consultation, of applicants for admission to the program.
- ii. Acting as a liaison to the Graduate School.
- iii. Responding to reporting requirements of the Graduate School.

Admissions & Recruitment

The Graduate School has base admission requirements that must be met, and programs can require additional admission requirements. Base requirements include a bachelor's degree or recognized comparable international degree, international transcript evaluation (with exceptions for computer science and engineering programs), and proof of English proficiency if undergraduate degree is from a foreign institution. While The Graduate School encourages programs to remove unnecessary admissions requirements to minimize barriers for student admission, note that changes to admissions requirements must be submitted to UTS for approval.

Two programs to be aware of that apply to graduate programs are the Patriot Admit program and the 4 + 1 program. The Patriot Admit program allows current UT Tyler students and UT Tyler alumni with a minimum cumulative GPA of 3.0 to fast-track their graduate admissions process using this program. Patriot Admit is a way to provide a simplified application process to your undergraduate students and alumni to encourage their pursuit of a graduate degree in your program. The 4 + 1 program allows current UT Tyler undergraduate students to enroll in up to 9 graduate semester credit hours, which can be used for both their undergraduate and graduate degrees. This is not an overlap/jump start program where students take graduate courses that will be used for their graduate degree only but is a way for a student to essentially 'double dip' by applying graduate credits to both degrees. Programs that want to create a 4 + 1 track should contact The Graduate School to learn more about the process.

Several mechanisms can be used for recruitment. These include application fee waivers, graduate assistantships, and the New Graduate Fellowship (NGF). NGF funds provide a financial award and allow non-Texas residents, including international students, to qualify for in-state tuition. There is limited NGF funding, and the university is given a limited number of tuition waivers. Students must be enrolled full-time to be eligible for award consideration. Early and continuous enrollment is essential for students to qualify for NGF awards. More information can be found at: <https://www.uttyler.edu/academics/colleges-schools/graduate/fin/>

Issues to be aware of:

- Graduate Transfer Credit Approval forms must be submitted in the first semester following admission to a program that identifies the transfer credit to be awarded.
- When readmitting a student (for example if a student has been inactive and wants to return to finish their thesis), it is essential to review the student's record to make sure the student is within the timeline and that all coursework will fall within the accepted timeline. A request can be made to reinstate coursework and/or extend the student's degree timeline.
- Students who are provisionally admitted are given one semester to furnish all materials needed for the program to determine whether to grant full or conditional admission.

Graduate Faculty Status

UT Tyler provides a set of guidelines on graduate faculty credentialing. Specific policies can be found in [HOP 3.07](#). The purpose of graduate faculty credentialing is to ensure that graduate programs are supported by faculty who have the expertise to teach graduate courses and mentor students as researchers. Those faculty who teach graduate-level courses, advise graduate students, or otherwise participate in graduate education at UT Tyler must be members of the Graduate Faculty. Graduate program coordinators must hold graduate faculty status. There are two classifications of Graduate Faculty – Graduate Teaching Faculty and Graduate Research Faculty. You must have graduate research faculty status to serve on thesis or dissertation committees. For information on the process of obtaining GRF status, visit [Graduate Faculty Credentialing](#).

Note – The Graduate School maintains a running list of faculty with GRF status. Contact gradschool@uttyler.edu to check your or other faculty members' status.

Graduate Assistants

There are three types of graduate assistant appointments available at UT Tyler. These include graduate assistant (GA), graduate teaching assistant (GTA), and graduate research assistant (GRA). GAs perform duties outside their academic departments and do not have a tuition remission attached to their GA appointment. GRAs perform research related to their field of study. GTAs assist faculty in tasks such as grading undergraduate work, classroom/laboratory instruction, preparing demonstrations, leading tutoring sessions, and posting web-based materials. A GTA could qualify as an instructor of record, but to do so must meet the faculty credentialing standards found in the HOP.

The Graduate School funds a limited number of GTAs for departments each academic semester. These funds are restricted to students engaged in thesis/dissertation research and/or writing. Graduate Academic Program Coordinators should consult with their Department Chairs for more information on the availability of funds for graduate assistants within their department.

Onboarding

Program Coordinators should consider how new faculty in their department and new students in their programs become integrated into their unit. The university provides new faculty orientation and new student orientation (optional for non-international graduate students but highly encouraged). [Graduate student orientation](#) is available online to all graduate students.

Program coordinators may want to develop materials that will expose new faculty (or faculty new to graduate teaching) to the details of their program and the expectations that come with being part of the graduate faculty. In addition, an orientation specific to your graduate program for students should help the students, especially those in distance programs, understand what they must do to be successful in your program. If you would like The Graduate School to assist you in developing onboarding materials for your program, please contact us at gradschool@uttyler.edu.

Assessment

Faculty engage in assessment in a variety of ways, and for the GACP role, the focus is on program assessment (not individual student assessment). Assessment can reveal how courses fit together into the program and whether students (not individuals but as a group) are successful in the program based on the overall objectives of the particular program. Program assessment can provide for continuous improvement of a program by showing programs and faculty the strengths and weaknesses of the program that are not based on individual students or an individual faculty member.

The [Office of Continuous Improvement and Accreditation](#) (CIA) is the main unit that oversees assessment and reporting for the institution. Programs undergo annual assessments and are required by the state to conduct full external reviews every ten years. Program coordinators are responsible for collecting and analyzing the assessment, which they then submit to their college's assessment coordinator. Each college has an assessment coordinator. Program assessment plans and results are collected and stored in Nuventive Improve Analytics.

CIA collects a variety of information that program coordinators may find useful such as the UT Tyler Graduation Exit Surveys.

Online & Certificate Information

Online

Faculty and graduate assistants that oversee online or hybrid courses must complete an online instructor certification course. To obtain the online teaching credential, contact the Office of Digital Learning at digitallearning@uttyler.edu. The Office of Digital Learning can also help in developing online components for courses and the creation of online courses.

Certificates & Micro-credentialing

Professional certifications and micro credentials have witnessed growth in the past several years. They serve as a means to update programs to be in line with the modern workplace and can draw students to your program. Contact the Office of Digital Learning (digitallearning@uttyler.edu) for more information on how to develop/expand the certificate and microcredentials that your program can offer.

Note that if you have a student who enrolls in a stand-alone certificate program, that student must register as non-degree seeking. You should complete the Certificate-Only Graduate Student Exemption form on The Graduate School's [Faculty Resources](#) webpage to be sure that limits placed on general non-degree seeking students are not placed on certificate-only students.

Matriculation Management

The Registrar's Office uses the official student records to determine whether a student has met all degree requirements. These records sit within PeopleSoft and Perceptive Content.

- PeopleSoft lists the student's information including coursework, GPA, and milestones.
- Perceptive Content is where additional documentation about the student is stored.

Currently, the Registrar must check the student's record against available degree plans provided by programs. Your program likely has a degree plan on file with the Graduate School. If you need to update your program's degree plan template, you can contact the Graduate School for assistance. Degree plan templates are also available on the [Faculty Resources](#) page.

It is essential that a program coordinator has a clear understanding of what a student must do to complete their degree. This includes a working knowledge of total degree hours, required coursework, elective coursework, finishing options (proficiency exams, thesis, capstone, project, dissertation), course rotations, graduate research faculty status (for thesis and dissertation committees), and forms/documentation requiring coordinator signatures.

Issues to be aware of:

- Timelines for degree completion must be adhered to, or a student can time out from completing their degree – Master's is 6 years total; Doctoral is 9 years total with an additional candidacy timeline within the 9 years (5 years of candidacy).
- The student catalog year needs to be accurate. The catalog year determines the degree requirements a student must meet. If coursework or other changes in programs have taken place and the student is under a different catalog year from when they entered the program, the information needs to be changed in PeopleSoft.
- All "I" and "IP" grades must be changed before the degree can be conferred.
- Required milestones must be entered into the student's record in PeopleSoft. Some milestones such as thesis/dissertations are entered by The Graduate School.
- Students must be active and registered during the semester they intend to graduate.

Completion Options

Unlike most undergraduate programs, graduate programs require students to take steps beyond coursework to show they have mastered their discipline.

Most doctoral programs require a proficiency exam and a dissertation, with some distinctions within specific programs (MD for example). The Graduate School has a set of policies for doctoral proficiency exams (see [Dissertation Process](#)) that provides broad guidance but leaves details to the program. The primary policy considerations are:

- Before writing the dissertation or being admitted to candidacy, Ph.D. students must successfully complete their proficiency exam.

- To take the proficiency exam, doctoral students must be in good academic standing and be registered for a minimum of three credit hours in the semester in which any portion of the exam or re-exam is taken.
- Proficiency exam committees are composed of the program's Ph.D. faculty.
- The policies and rules for the form, timing, scheduling, sequence, and conduct of the proficiency examination must be uniform for all students in the program and available in written form (handbook, etc.) to all students.
- A student who fails the proficiency examination twice is not allowed to take an additional examination and is automatically dismissed from the university.

Master's programs offer a variety of completion options. Completion options such as capstones, projects, clinical hours, and master's proficiency exams are left to the discretion of the program. The Graduate School does suggest that for each completion option offered within the program, that a signatory form be used to show the student has successfully completed that requirement. See Form Templates for a sample form for a master's capstone project.

The Graduate Catalog provides a process for thesis and dissertation defenses which is explained in the next section.

Thesis and Dissertation Process Overview

Completion of a thesis or dissertation is a crucial step in the academic and professional life of students. The Graduate School wants to ensure the integrity of this step. While the topic, content, research methodology and other internal parts of the manuscript are left to the program, The Graduate School does require specific procedures to be followed regarding committee formation, oral defense proceedings, and manuscript formatting/submitting. The general process for most programs is outlined below with indications of where program coordinator involvement is required:

- The student will consult with faculty and determine a faculty chair for their committee. The student will work with the chair to determine the rest of the makeup of the committee (minimum is chair + 2 faculty members). All committee members must have Graduate Research Faculty status.
- The Committee Chair must fill out and submit the Appointment of Thesis/Dissertation Committee form. This form will be stored with The Graduate School.
- After The Graduate School receives the form, the student will be able to register for thesis or dissertation hours. If the committee members change during the student's time, a committee change form will need to be completed by the committee chair. The Program Coordinator is in the signature rotation for committee creation and change forms.
- After a student forms their committee, they have their research proposal approved and will be able to seek research compliance with IRB or IACUC (if necessary).
- After the student has conducted the research and written and finalized their drafts, the committee chair completes and submits an oral defense date request form. After the student has successfully defended their manuscript, the committee chair completes an oral defense report form. The Program Coordinator is in the signature rotation for both oral defense forms.

[Three-Minute Thesis \(3MT®\) Competition](#)

The Graduate School hosts an annual competition challenging graduate students to present their research in 180 seconds using language that people outside the discipline can understand.

The competition, founded by the University of Queensland, AU, is open to students at UT Tyler presenting research completed for their thesis, dissertation or capstone research projects. The top three winners receive a monetary award.

Issues to be aware of:

- Students who are working on their thesis/dissertation including research and writing must be active and registered for coursework. Students should be registered for coursework even if only in the defense stage of their thesis or dissertation.
- Only 6 hours of thesis coursework may be applied to a master's degree.
- Doctoral students must have a minimum of 9 hours of dissertation coursework for their degree. Programs can require more.
- Doctoral students cannot enroll in dissertation hours until they have successfully completed their proficiency exam.
- The "IP" grade designation should be used when a student has not completed the thesis/dissertation but was enrolled in hours. All "IP" thesis and dissertation hour grades must be changed to actual grades for the student to graduate.
- Students go through a manuscript formatting review process with The Graduate School after all committee members have signed off on the thesis/dissertation. A student must complete this process and notify The Graduate School that Scholar Works has accepted their materials before the student can graduate.
- Upon entering candidacy, a doctoral student has 5 years to complete the dissertation. These 5 years must fall within the 9-year overall time span for a doctoral student.

Program Materials

Each graduate program should have a set of materials, some of which are required by law whereas others aid in management and coordination of the program.

1. *Degree Requirements.* This is an explanation of the elements of the degree such as the number of credit hours, required and elective coursework, and finishing options (proficiency exams, thesis required or optional, clinical hours, etc.).
2. *Degree Plan.* This is an outline of what the student plans to take to complete their degree. It is contractual in nature and should be signed by the student and faculty advisor. When changes are made to a program, it is important to revise the degree plan template to reflect the changes. Sample in Form Templates section of this document and at [Faculty Resources](#).
3. *Course Descriptions.* Each course should be clearly described, for example it should be explained if a student is allowed to take a course more than once or if a course is offered for variable credit hours.
4. *Course Rotations.* It is required that programs make available to students the rotation of the courses they are offering. This helps students plan a long-term schedule. Sample in Form Templates section of this document.
5. *Milestones.* It is required by the UT System ([Rule 40311](#)) that all Ph.D. students receive an individualized milestone form agreement on an annual basis. The form shows students the milestones they must reach to make satisfactory progress in their program. It is not required for master's students but is recommended. Sample in Form Templates section of this document.
6. *Marketable Skills.* The state requires programs to develop a set of marketable skills that reflects the value of their degree in relation to the workplace.

7. *Syllabi.* A syllabus lets students know what to expect in a course and protects both faculty and students. UT Tyler requires that certain items be in all syllabi. This material is listed below and can also be found on the Academic Affairs website:
<https://www.uttyler.edu/offices/academic-affairs/faculty-resources/>

- a. Instructor name, office, phone, and email contact
- b. Office hours (3 hours minimum per week, plus by appointment)
- c. TA Contact (if appropriate)
- d. Course Overview
- e. Student Learning Outcomes
- f. Required Textbooks and Readings and Recommended (if applicable)
- g. Special Course Notes (e.g., external websites or resources required, proctoring requirements, field trips, etc.)
- h. Assignments with weights/point values and grading scales. Brief descriptions of significant assignments are required.
- i. Late Work and Make-Up Exam expectations
- j. Attendance policy (optional)
- k. Calendar of Topics, Readings, and Due Dates
- l. Artificial Intelligence Language (options can be found on the Academic Affairs website linked to above)

Note – It is important to remember that when a student enters a program, they enter under the catalog for that AY. While a student may choose to switch to a catalog that has been changed after they began their program, in the majority of situations, you cannot require that the student do so, and you must allow them to complete their degree under the program requirements listed in the catalog at the time they began their program.

Section 3. Coordinator Tools & Resources

Training & Professional Development

There are several opportunities for professional development for program coordinators. Information on webinars and workshops can be found on the Professional Development Calendar housed within the [Center for Excellence in Teaching & Learning](#), (CETL) and through the [Office of Sponsored Programs](#) (OSP) where you can find information about potential sources of external funding. OSP also houses the [Research Design & Data Analysis Lab](#) which provides support and guidance to students, faculty, and staff on research design, methodologies, data analysis, etc.

Policy Resources: UT Tyler Handbook of Operating Procedures, Graduate Catalog, THECB, SACSCOC, US Department of Education, Texas Administrative Code

Data/Technology Resources

Website

The university website is a valuable resource for students and faculty and is examined by accrediting agencies. GAPCs should make sure the information about their programs is accurate across the university website, for example, that the information on the program, department, college, and catalog websites are in sync. Be aware that there is a designated person in each department with the ability to submit updates and amendments to the website. If you are unsure who this person is, you can contact web@uttyler.edu or complete a marketing request form at <https://www.uttyler.edu/offices/marketing/marcom-request/index.php>.

Resources Overview

Below you will find a list of technology-related resources that may be useful in your role as a graduate academic program coordinator. This is not an exhaustive list.

Program	Use	How to Access
Civitas	Used for advising and communicating with students. Includes information on student courses and their progress. Can be used to send automated messages to groups of students through campaigns that will email and/or text students.	Under Helpful Tools for Faculty & Staff – Civitas Learning https://uttyler.inspire.civitaslearning.com/login
PeopleSoft	Considered official student record of university. Used to review student degree progress, degree review, and conferral. This is where service indicators* are placed on a student's record.	Under Helpful Tools for Faculty & Staff – My UTTyler – This takes you to where you can view student records. UT Share – This takes you to the employee portion of PeopleSoft.
Perceptive Content (ImageNow)	Considered official student record at the university. Used as a document repository.	If you are involved with your program's admissions process, you will be offered

		training through the Graduate Admissions office.
Fact Book	Compiles data presented as dashboards on the university, programs, students, faculty, and staff.	https://www.uttyler.edu/offices/information-analysis/fact-books/ This site contains a lot of data-based information including common data sets, student achievement, peer institution data, a data request form, etc.
OAS	Used to store and analyze student data and reports.	Under Helpful Tools for Faculty & Staff – Choose OAS Login (formerly OBIEE) and sign in with your UT Tyler credentials.
Nuventive Improve Analytics	Used to organize, document, and report assessment data for all UT Tyler academic programs, and administrative/academic student support units.	To obtain access, contact cia@uttyler.edu Each college has an assessment coordinator. If you are unsure who yours is, contact the Office of Continuous Improvement and Accreditation at qualtrics@uttyler.edu

*PeopleSoft service indicators come in many forms and can include different holds on a student record or can indicate a student completed a requirement such as a thesis.

Other systems you can use your UT Tyler account with: Canva, Qualtrics, DocuSign.

The following are examples of how to find information in some of the systems. If you have questions about where to find data on specific issues, please feel free to contact our office and we will help you find the information or direct you to the appropriate office to get the information from. There is a good amount of data out there across a number of platforms and we are here to help.

How many students are enrolled in your program this year?

1. Go to the log in page for **OAS** (formerly OBIEE). An easy way to get there is to go under the 'Helpful tools for faculty & staff' section of: <https://www.uttyler.edu/faculty-staff/>. Log in using your UT Tyler credentials.
2. After you log in, you will be taken to the Dashboard Directory. Under the Academic Departments section, you will see Student Enrollment. Click on Enrollment. (image 1 below)
3. I clicked the 'Student enrollment' tab, checked the 'Program/plan' box, and then 'apply'.
4. You then have a number of options depending on your needs. Below shows the selection I made followed by the results after I hit apply.
 - a. When selecting the academic year, you need to select the later part of the year to find the correct term list. ex. Choose academic year 2026 to get the Fall 2025 to Summer 2026 terms.
 - b. You can break the numbers down by department and program. Here I chose the College of Arts & Sciences as a whole and to find just graduate students, I selected Graduate under the career option. (image 2 below)
 - c. The results are a table but also include the option to download a student list so that you can see what students are currently enrolled in your graduate program. (image 3 below)

Image 1

The screenshot shows a 'Dashboard Directory' with several sections: **Academic Departments** (Admissions, Class Enrollment, Curriculum, Student Enrollment, Faculty), **Assessment Team** (Course Caps, Graduation Applicants), **Athletics** (UGRD by County/Texas, Combined Ethnic Census HC, Comb Ethnic EOT HC, Athlete Descending GPA, Athlete Student GPA, Athlete GPA by Class Census, Athlete GPA by Class EOT, Student GPA by Class), **Business Affairs** (Enrollment, Degrees and Graduates), **Career Success** (Enrollment, Houston Current Enrollment, Internship Term Enrollment), and **Houston** (Houston Campus Enrollment).

Image 2

The form includes fields for: * Select Report Preference (radio buttons for Biographical/Demographical, Program/Plan, Semester Credit Hours), * Select Enrollment Preference (radio buttons for Current Enrollment, Term Enrollment), * Select Academic Year(s) (dropdown: 2026), * Term(s) (dropdown: 2025 Fall), * College(s) (dropdown: College of Arts & ...), * Department(s) (dropdown: (All Column Value)), * Career(s) (dropdown: Graduate), * Program(s) (dropdown: (All Column Value)), * Plan Type(s) (dropdown: (All Column Value)), * Plan(s) (dropdown: (All Column Value)), * Sub-Plan(s) (dropdown: (All Column Value)), and buttons for Apply and Reset.

Image 3

The report title is 'Current Enrollment by Career' and the date is '7/18/2025'. It includes a 'Select View' dropdown set to 'Career'. Below the title is a link 'Click here to view the Student List details.' A table shows enrollment data:

	2026	2026 Total
Career	2025 Fall	
Graduate	148	148
Grand Total	148	148

At the bottom is an 'Export' button.

How many degrees did your program confer in the two years prior to the pandemic?

1. The Office of Information Analysis provides a range of data available to use for your program management. One of these is the Fact Book - <https://www.uttyler.edu/offices/information-analysis/fact-books/index.php>.
2. Click on degrees conferred. You can then use the group by and filter functions to find your specific program. This is easier to do if you view the full screen option by clicking  in the lower right corner seen on the image below.

Image 4

Fact Book - Degrees Conferred

UT Tyler Office of Information Analysis

Degrees and certificates reported are based on official state reported data (CBM009) for the preceding academic year. Use the **Group By** and **Filter** options to summarize the data as needed and click the plus sign on the left to expand the sections. Enlarge the visual using the Focus Mode icon in the upper right or expand to full screen using the icon in the lower right corner.



College	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	Total
College of Arts and Sciences (CAS)	871	561	553	553	548	2,848
College of Education and Psychology (COP)	501	461	416	416	421	2,339
College of Engineering (COE)	202	233	231	160	161	1,063
College of Nursing and Health Sciences (CNHS)	168	164	162	162	161	1,013
School of Business (SCB)	64	78	48	57	58	344
Interdisciplinary (IP)			146			146
School of Community and Health Health (SCHH)	11	9	31			54
School of Health Professions (SHP)			206	210	421	837
School of Interdisciplinary Graduate Studies (SIGS)	11	14	7			32
School of Medicine (SOM)			50	4	19	63
School of Nursing (SON)	805	751	751	621	621	3,280
Sul Ross College of Business (SCOB)	645	662	752	727	701	3,822
Total	3,637	3,644	3,698	3,766	3,791	18,441

A graduate student emails you and asks what courses they need to take and whether they can graduate next semester. Where do you look for answers?

1. Find the correct degree plan for the student. This will depend on how your program stores/files student degree plans. If there is not a systematic way this is done, you may need to create a degree plan for the student. You should have a degree plan template in your program files. If not, contact The Graduate School as we try to keep the most updated version of each program's degree plans on file.
2. Look up student in **Civitas** using either their name or student ID. You can easily find a specific student by putting their name or student ID into the search bar at the top of the log in page. Civitas can tell you the student's program, when they started, classes they took, grades received. You can use this information to fill in/update the student's degree plan.
3. Once the degree plan is filled out, you should be able to see what courses or degree completion items the student is missing.

Additional Information

Changing Programs

Students who have already been admitted to a UT Tyler graduate program may decide to change their graduate program of study. Before filling out the form to request a program change, make sure the student has consulted with the advisor of the program they would like to transfer into. The student must still meet all admission criteria for the new program and be approved by the advisor for the new program. The student's Patriots email address must be used to initiate the form.

[Graduate Change of Program Form via DocuSign](#)

[Graduate Change of Program Form for International Students via DocuSign](#)

International students must also be approved by their international counselor.

Student Accessibility

The UT Tyler [Office of Student Accessibility and Resources \(SAR\)](#) provides students equal access to all educational, social, and co-curricular programs through coordination of services and reasonable accommodations, consultation, and advocacy. We work collaboratively with students, faculty, and staff to create an inclusive educational environment.

Note – The SAR registration process may take up to three (3) weeks to complete. For more information about the registration process/timeline, please contact our office. It is the student's responsibility to apply for and obtain accommodations in a reasonable time frame within the semester. No accommodation reviews will be completed during the final three weeks of the current semester.

[Applying for SAR Services](#)

Graduate Student Association

The Graduate Student Association (GSA) mission is to positively contribute to the life of graduate students and The University of Texas at Tyler community through advocacy, professional development, volunteerism, and social collaboration. The GSA strives to fulfill this mission by serving as a vehicle of communication between graduate students and the administration, and by creating opportunities for professional development through organized activities such as symposiums, panels, and conferences. The GSA holds a commitment to group volunteer work that benefits UT Tyler, as well as the community of Tyler, and we facilitate social interaction and networking for graduate students across departmental lines. The GSA works toward these goals to create a rich experience for graduate students that reflect the mission of the university and the quality of education that we receive here.

For more information about the GSA contact: tgsa@uttyler.edu

Writing and Research Help for Graduate Students

[Research Design & Data Analysis Lab](#)

The mission of the Office of Research, Scholarship, and Sponsored Programs (ORSSP) Research Design and Data Analysis Lab is to support research at The University of Texas at Tyler by providing students, faculty, and staff with expert guidance in developing research designs and methods and conducting data analyses that are based on quantitative, qualitative, and mixed method approaches.

A multitude of resources are available through the lab including resources for academic writing and research, quantitative and qualitative research, machine learning, Qualtrics, data science as well as regularly scheduled webinars.

[Writing Center: writingcenter@uttyler.edu](#)

Provides support including meetings with consultants to help with writing projects and writing skills.

[Scholar Works](#)

Scholar Works is a repository of scholarly works and is where theses and dissertations will be submitted once finalized.

Section 4. Form Templates

These form templates are available to use or modify to fit your program's needs. If you require assistance in developing or revising your forms, please feel free to contact The Graduate School. Downloadable copies of templates can be found on The Graduate School's [Faculty Resources](#) webpage.

If you would like to insert your school/college's official logo on your document, go to <https://www.uttyler.edu/offices/marketing/brand/> and go to 'Download the Logo Kit'.

Degree Plan

Master of _____ in _____

Degree Plan (xx Hours Required)

Department Name

College/School Name

Student name:	Student ID:
Telephone:	Start date:
E-mail Address:	Expected graduation date:
Advisor:	Capstone or Thesis:
Comprehensive Exam Pass Date:	

Courses	Course Titles	Semester	Credit	Grade
Required Prerequisites (not included in total hours)				
ABCD 1234	Sample Course Title	Fall 20xx	3	A
Required Coursework (xx hours)				
ABCD 1234	Sample Course Title	Fall 20xx	3	
Elective Coursework (xx hours)				
Completion Options (xx hours)				
	Capstone			

	Thesis			
Total Hours				
Notes:				
Student Signature: Date:				
Advisor Signature: Date:				
Program Coordinator/Director Signature: Date:				

Program Name Course Elective List

ABCD 1234 Sample Course Title. Semester normally offered.

ABCD 5678 Sample Course Title. Semester normally offered.

ABCD 9012 Sample Course Title. Semester normally offered.

Certificate Plan

Certificate Title

Certificate Plan (xx Hours Required)

Department Name

College/School Name

Student name:	Student ID:
Telephone:	Start date:
E-mail Address:	Expected completion date:
Advisor:	<input type="checkbox"/> Embedded <input type="checkbox"/> Stand-alone
Degree Program (if embedded):	
Modality: <input type="checkbox"/> Online <input type="checkbox"/> Hybrid <input type="checkbox"/> Face to Face	

Courses	Course Titles	Semester	Credit	Grade
Required Prerequisites (not included in total hours)				
ABCD 1234	Sample Course Title	Fall 20xx	3	

Certificate Coursework (xx hours)				
ABCD 1234	Sample Course Title	Fall 20xx	3	
Total Hours				
Notes:				
Student Signature: Date:				
Advisor Signature: Date:				
Program Coordinator/Director Signature: Date:				

Course Rotation

	Fall 2025	Spring 2026	Summer 2026	Fall 2026	Spring 2027	Summer 2027
Course A	X			X		
Course B		X			X	
Course C	X	X		X	X	
Course D			X			X

**Thesis courses may be taken any semester pending approval of advisor*

Milestone Agreement

Milestones Agreement Form

Program Name

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. Advisors will work with each student to customize the list of responsibilities included in the agreement. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. If a student has ongoing concerns or grievances related to his or her Milestones Agreement, the student should follow the institution's academic grievances policy and procedures as outlined in the institution's graduate catalog (or Handbook of Operating Procedures).

Academic Advising

Upon entering the XXX program, all students will be assigned an advisor. The advisor will be a member of the program department. *Program specific information about how advisors are assigned or may be changed should be added here.*

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program.

Advisors are responsible for the following:

- Ensuring that annual (*or more frequent if program desires to make more frequent reviews a requirement*) reviews between student and advisor and/or supervising committee occur. The results of this review will be included in the program's annual doctoral progress report.
- Providing suggestions on course selection
- Reviewing the student's Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Doctoral Studies Committee and student to determine if modifications are necessary.
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements
- Providing the student with assistance in understanding the requirements for successful completion of dissertation
- Providing the student with assistance in assembling a dissertation committee
- Providing the student with experiences and information that will optimize the student's career opportunities and success.

Other program-specific elements may be included here.

Requirements for all Students in the XXX Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Review of student's progress with (advisor, Doctoral studies committee— <i>program specific method should be noted here</i>)	Annually (or every semester, as determined by program)
Successful completion of oral and/or written qualifying exam	Program-specific
Coursework successfully completed	"
Dissertation Committee appointed and approved by Graduate School	"
Research protocols and/or IRB approval (as applicable)	"
Dissertation proposal completed and approved	"
Student admitted to doctoral candidacy	"
Dissertation completed, successfully defended, and approved by Committee	"
Student completes and files all paperwork required for graduation	"
Dissertation accepted by Graduate School	"
Exit interview completed and submitted to SED	"

Other program-specific requirements may be included here.

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (*may also include summer depending on program-specific requirements*)
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the Spring semester
- Complete all required organized coursework.
- Schedule and successfully complete required qualifying exams.
- Form your dissertation committee in consultation with your advisor and dissertation Chair.
- Have your committee approved by program GSC and Graduate School
- Prepare and successfully present your dissertation proposal.
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation.
- Successfully complete your defense of your dissertation
- Submit required documentation to the Graduate School for completion and graduation.

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the XXX program, as well as the expected timeline for completing these milestones.

Signature lines for other stakeholders may be added, as appropriate.

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Supervising professor (if identified) _____ Date _____

Capstone/Project Completion

Master of _____ in _____

Department Name

College/School Name

Student name:	Student ID:
Telephone:	Start date:
E-mail Address:	Expected graduation date:
Advisor:	Capstone/Project defense date:

Capstone/Project Title: _____

Chair printed name: _____

Chair signature: _____ Date: _____

Satisfactory Unsatisfactory

Committee member printed name: _____

Committee member signature: _____ Date: _____

Satisfactory Unsatisfactory

Committee member printed name: _____

Committee member signature: _____ Date: _____

Satisfactory Unsatisfactory

Program chair printed name: _____

Program chair signature: _____ Date: _____

Approve Deny

