Graduate Advisor Brownbag

Graduate Catalog and CARS update
September 22, 2017

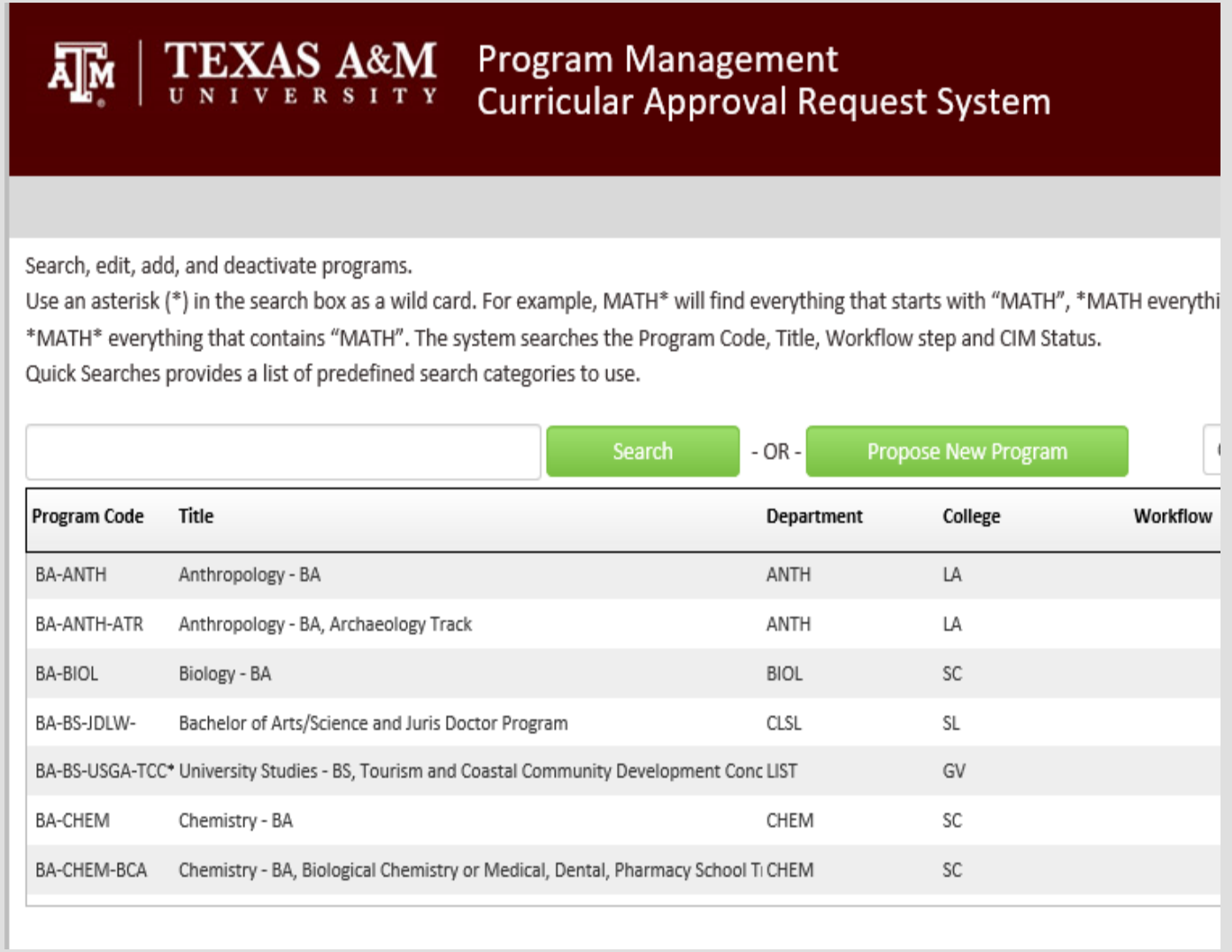
Russell Ramirez – Assistant Director - Processing Graduate Records Processing
Sandra Williams - Associate Registrar – Registrar
Angela Allensworth - Assistant Registrar - Registrar

Agenda

- Graduate Catalog
  - Main Areas for Info
  - Resource Pages
  - Additional Catalog Info
  - Student Rules as a companion resource

Agenda Continued

- CARS – Curricular Approval Request System
  - Training
  - Features
  - Demonstration
  - Commonly Asked Questions

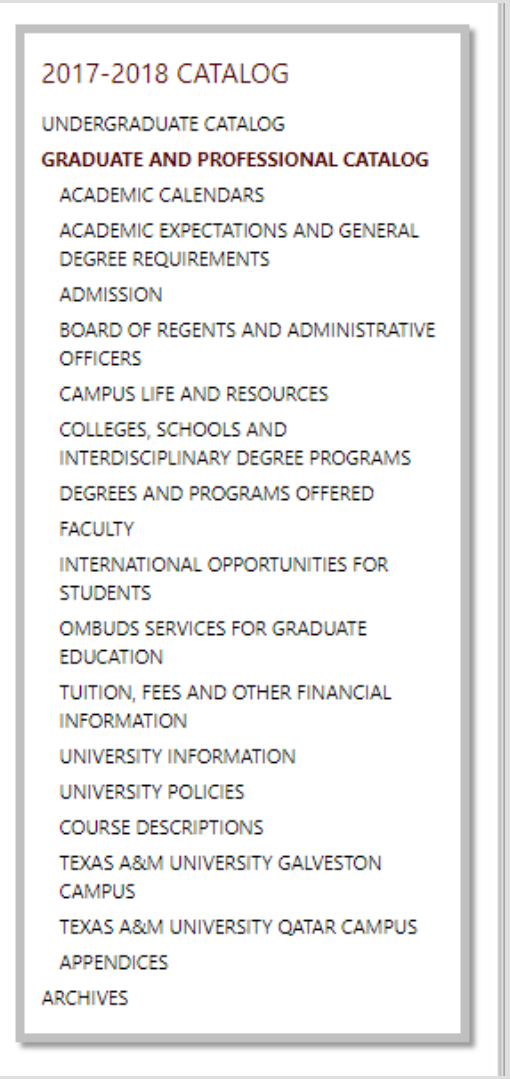


Graduate Catalog

- Provide information about the academic programs of Texas A&M University to students, prospective students, faculty and staff
- Included is information concerning admissions, academic regulations and requirements, services available to students, academic offerings and a list of the administrative officers and faculty of the University.
  - While every effort has been made to make this catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula and courses listed in these catalogs.

Graduate Catalog – Areas for Info

- Academic Calendars
- Admission
- Campus Life & Resources
- International Opportunities
- Ombuds Svcs for Grad Ed
- University Policies
- Course Descriptions
- Archives



Graduate Catalog – Resource Pages

- Academic Expectations and General Degree Requirements
  - Academic Expectations
  - Degree Requirements
  - Registration & Academic Status

Graduate Catalog – Resource Pages Con't

- Colleges, Schools and Interdisciplinary Degree Programs
  - Main source of approved programs requirements
  - Should be used to ensure students and programs are following approved requirements

COLLEGES, SCHOOLS AND INTERDISCIPLINARY DEGREE PROGRAMS

Home > Graduate and Professional Catalog > Colleges, Schools and Interdisciplinary Degree Programs

- Interdisciplinary Degree Programs
- College of Agriculture and Life Sciences
- College of Architecture
- Mays Business School
- College of Dentistry
- College of Education and Human Development
- Bush School of Government and Public Service
- College of Engineering
- College of Geosciences
- School of Law
- College of Liberal Arts
- College of Medicine
- College of Nursing
- Irma Lerma Rangel College of Pharmacy
- School of Public Health
- College of Science
- College of Veterinary Medicine and Biomedical Sciences

Graduate Catalog - Tabs

- Each program listed in the Graduate Catalog has 3 tabs
  - Overview Tab
  - Program Requirements Tab
  - Additional Requirements Tab

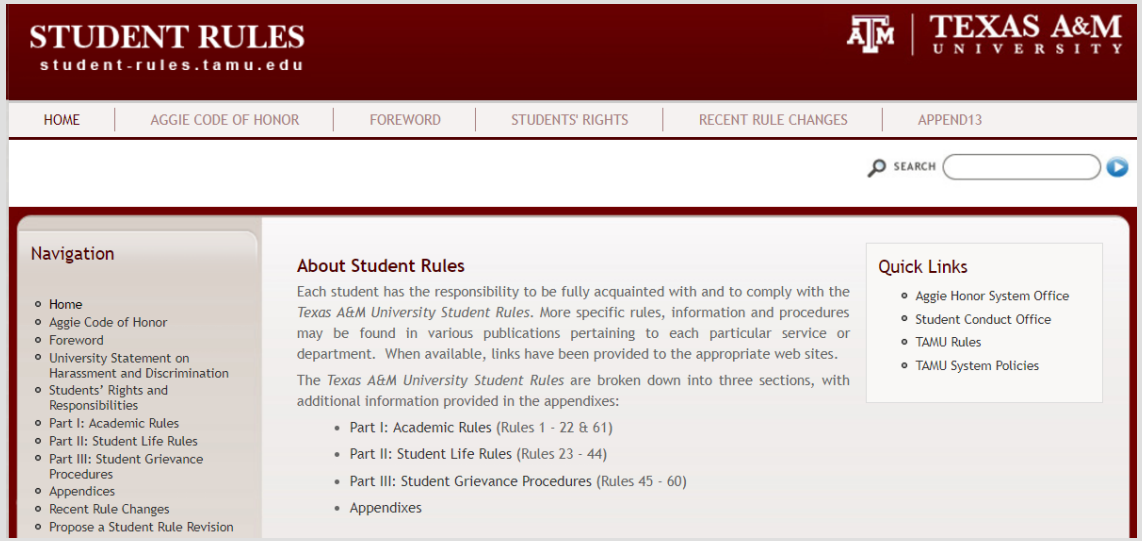
- Overview Tab
  - Program information (Program Chair, mission statement, program website link, etc) updated in nextcatalog.tamu.edu
- Program Requirements Tab
  - Specific requirements listed for students to graduate (Committee, Degree Plan, Thesis/Non-Thesis info, etc) updated in CARS by December GC deadline
- Additional Requirements Tab
  - General Requirements common to all similar programs (Residency, Time Limit, etc.) updated in CARS by December GC deadline

Additional Graduate Catalog Info

- Please note:
  - Faculty - Update via the Dean of Faculties Office
  - Courses - Update in CARS
  - Style Guide Available at the Curricular Services Website
  - Catalogs will be published online May 1 (subject to change)

Student Rules

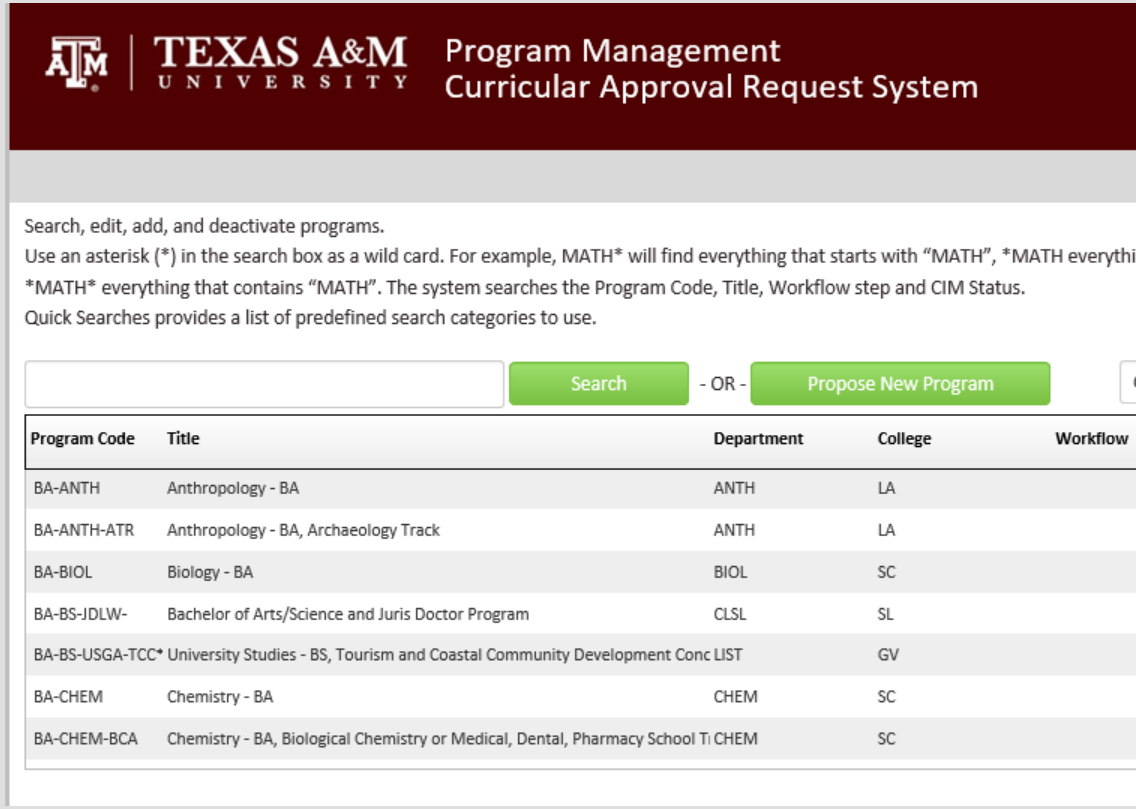
- Additional resource for students, prospective students, faculty and staff of the University.
- Part 1: Academic Rules is the companion guide to the Graduate Catalog
- Basically, search both Graduate Catalog and Student Rule 1 for answers to Graduate student issues



CARS – Curricular Approval Request System

CARS is available through Howdy. Effective September 1, 2016, paper submission of curricular proposals will no longer be accepted through the curricular approval process.

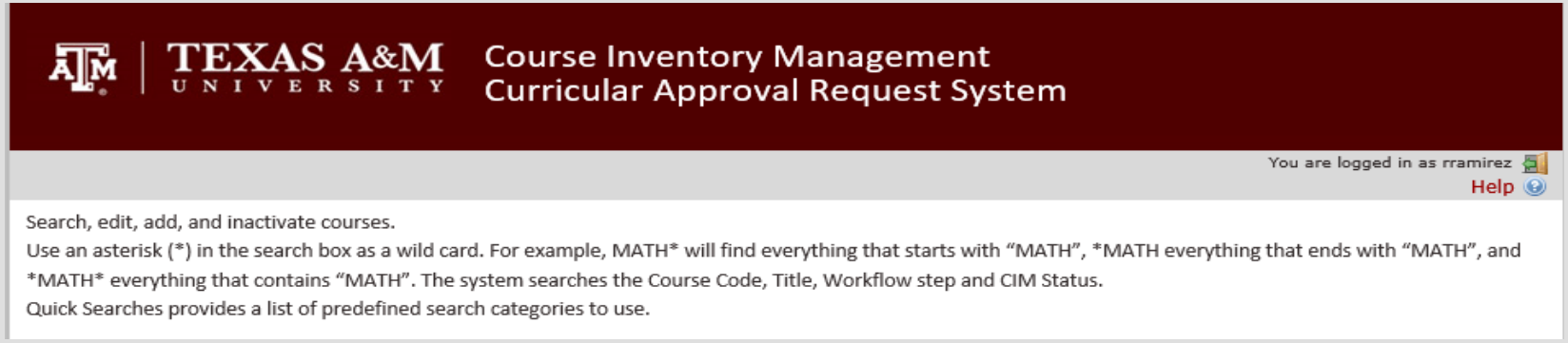
- The University's 2018-2019 Graduate and Professional Catalog are open for edits. Changes for catalog content will be accepted Monday, September 11, 2017, through Friday, March 9, 2018.
- If your office has experienced new employees, changes in responsibility, etc., your catalog workflow needs to be updated. Please see the communication sent via Distribution A regarding the University Catalogs.
- If you have any questions about this process, please contact us at cars@tamu.edu or catalog@tamu.edu or 845-8201.

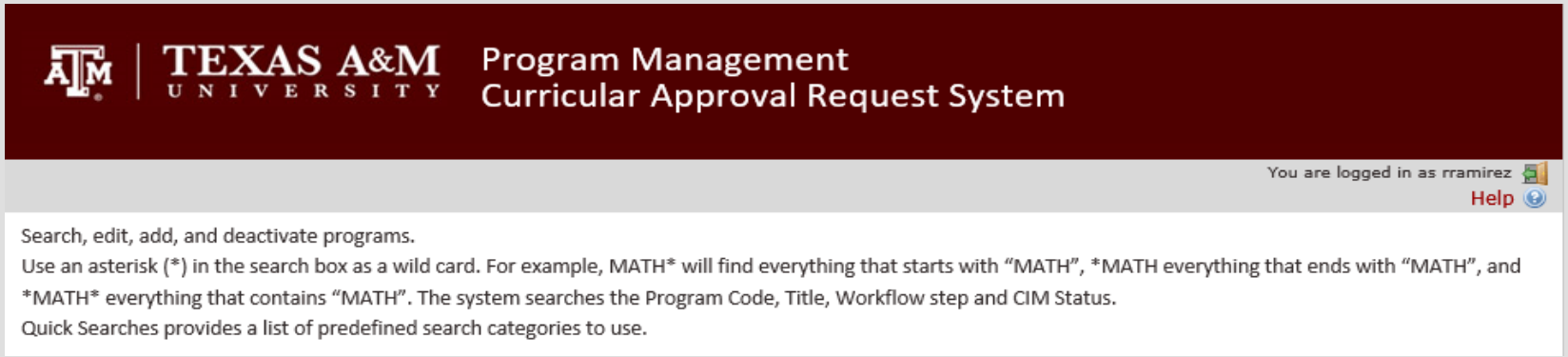


CARS – Curricular Approval Request System Con't

CARS Training covers:

- Accessing CARS
- CARS Courses
- CARS Programs
- CARS Miscellaneous Requests
- CARS Approver's Console





CARS

The December meetings of the Undergraduate Curriculum Committee (UCC) and Graduate Council (GC) are the deadlines for curricular items to be considered for the following academic year (Fall). Curricular proposals submitted through the approval process and fully approved by February (December - UCC/GC, January-Faculty Senate, February-Provost/President) will be effective in the next academic year.

CARS

Curricular proposals are initiated by originating departments or programs and submitted for approval/review through various levels (see example below).

1. Department Head or Program Chair
2. College Curriculum Committee
3. College Dean
4. Curriculum Committees
   - Undergraduate Curriculum Committee (UCC) and/or Graduate Council (GC)
5. Faculty Senate
6. Office of the Provost
7. President

Following the President's signature, some proposals may also require external approval or notification to one or more of the following: Texas A&M University System (TAMUS), TAMUS Board of Regents, Texas Higher Education and Coordinating Board (THECB), and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- The Office of the Provost coordinates external reporting as required.

CARS

All proposals for new or changed courses/academic programs must be submitted for approval or review through Texas A&M University's curricular process. Proposal types include, *but are not limited to:*

- courses
- curricula
- degrees
- minors
- certificates
- options, concentrations, tracks, emphases, etc.
- distance education

To find the status of a curricular item, please reference the tracking charts for historical information and the Curricular Approval Request System (CARS) for proposals submitted after August 2016.

Depending on the type of proposal, the internal approval/review process may take approximately one month at each level – beginning with the initiating unit and ending with the President's signature.

A proposal requiring external approval/notification can take additional months after the internal process has been completed. Once external approval/notification has been granted, the Office of the Provost notifies the respective departments, colleges/department and Curricular Services.

CARS Demonstration

Any Questions?