

Graduate Advisor Brownbag

Graduate Catalog and CARS update
September 22, 2017

Russell Ramirez – Assistant Director - Processing Graduate Records
Processing

Sandra Williams - Associate Registrar – Registrar
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Agenda

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



The screenshot shows the Texas A&M University Graduate and Professional Catalog website. At the top, there is a navigation bar with the university logo, a search bar, and links for CALENDAR, MAPS, MOBILE, and CONTACT US. Below the navigation bar, there are links for FUTURE STUDENTS, PARENTS, CURRENT STUDENTS, FORMER STUDENTS, FACULTY & STAFF, and VISITORS. The main content area is titled "GRADUATE AND PROFESSIONAL CATALOG" and includes a "PRINT CATALOG" button. The page is divided into two tabs: "OVERVIEW" and "PUBLICATION". The "PUBLICATION" tab is active, showing a paragraph of text: "The Texas A&M University Graduate and Professional Catalog, published annually, provides information about the graduate and professional studies programs of Texas A&M University to students, prospective students, and faculty and staff of the university. Included is information concerning requirements for admission to graduate and professional studies at the university, services available to students, graduate and professional course offerings and listings of the administrative officers and the graduate faculty." To the right of the main content is a sidebar menu titled "2017-2018 CATALOG" with a list of links including: UNDERGRADUATE CATALOG, GRADUATE AND PROFESSIONAL CATALOG, ACADEMIC CALENDARS, ACADEMIC EXPECTATIONS AND GENERAL DEGREE REQUIREMENTS, ADMISSION, BOARD OF REGENTS AND ADMINISTRATIVE OFFICERS, CAMPUS LIFE AND RESOURCES, COLLEGES, SCHOOLS AND INTERDISCIPLINARY DEGREE PROGRAMS, DEGREES AND PROGRAMS OFFERED, FACULTY, INTERNATIONAL OPPORTUNITIES FOR STUDENTS, OMBUDS SERVICES FOR GRADUATE EDUCATION, TUITION, FEES AND OTHER FINANCIAL INFORMATION, UNIVERSITY INFORMATION, UNIVERSITY POLICIES, COURSE DESCRIPTIONS, TEXAS A&M UNIVERSITY GALVESTON CAMPUS, TEXAS A&M UNIVERSITY QATAR CAMPUS, APPENDICES, and ARCHIVES.

Agenda Continued

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

ATM | TEXAS A&M UNIVERSITY
Program Management
Curricular Approval Request System

Search, edit, add, and deactivate programs.
 Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that starts with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
 Quick Searches provides a list of predefined search categories to use.

Search - OR - Propose New Program

Program Code	Title	Department	College	Workflow
BA-ANTH	Anthropology - BA	ANTH	LA	
BA-ANTH-ATR	Anthropology - BA, Archaeology Track	ANTH	LA	
BA-BIOL	Biology - BA	BIOL	SC	
BA-BS-JDLW-	Bachelor of Arts/Science and Juris Doctor Program	CLSL	SL	
BA-BS-USGA-TCC*	University Studies - BS, Tourism and Coastal Community Development Conc LIST		GV	
BA-CHEM	Chemistry - BA	CHEM	SC	
BA-CHEM-BCA	Chemistry - BA, Biological Chemistry or Medical, Dental, Pharmacy School Ti	CHEM	SC	

- 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.



The screenshot shows the Texas A&M University Graduate and Professional Catalog website. The header includes the university logo, navigation links (CALENDAR | MAPS | MOBILE | CONTACT US), and a search bar. Below the header is a navigation menu with links for FUTURE STUDENTS, PARENTS, CURRENT STUDENTS, FORMER STUDENTS, FACULTY & STAFF, and VISITORS. The main content area is titled "GRADUATE AND PROFESSIONAL CATALOG" and includes a "PRINT CATALOG" button. A breadcrumb trail shows "Home > Graduate and Professional Catalog". There are two tabs: "OVERVIEW" (selected) and "PUBLICATION". The main text describes the catalog's purpose: "The Texas A&M University Graduate and Professional Catalog, published annually, provides information about the graduate and professional studies programs of Texas A&M University to students, prospective students, and faculty and staff of the university. Included is information concerning requirements for admission to graduate and professional studies at the university, services available to students, graduate and professional course offerings and listings of the administrative officers and the graduate faculty." On the right side, there is a table of contents for the 2017-2018 catalog, listing various sections such as UNDERGRADUATE CATALOG, GRADUATE AND PROFESSIONAL CATALOG, ACADEMIC CALENDARS, ACADEMIC EXPECTATIONS AND GENERAL DEGREE REQUIREMENTS, ADMISSION, BOARD OF REGENTS AND ADMINISTRATIVE OFFICERS, CAMPUS LIFE AND RESOURCES, COLLEGES, SCHOOLS AND INTERDISCIPLINARY DEGREE PROGRAMS, DEGREES AND PROGRAMS OFFERED, FACULTY, INTERNATIONAL OPPORTUNITIES FOR STUDENTS, OMBUDS SERVICES FOR GRADUATE EDUCATION, TUITION, FEES AND OTHER FINANCIAL INFORMATION, UNIVERSITY INFORMATION, UNIVERSITY POLICIES, COURSE DESCRIPTIONS, TEXAS A&M UNIVERSITY GALVESTON CAMPUS, TEXAS A&M UNIVERSITY QATAR CAMPUS, APPENDICES, and ARCHIVES.

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

2017-2018 CATALOG

UNDERGRADUATE CATALOG

GRADUATE AND PROFESSIONAL CATALOG

ACADEMIC CALENDARS

ACADEMIC EXPECTATIONS AND GENERAL
DEGREE REQUIREMENTS

ADMISSION

BOARD OF REGENTS AND ADMINISTRATIVE
OFFICERS

CAMPUS LIFE AND RESOURCES

COLLEGES, SCHOOLS AND
INTERDISCIPLINARY DEGREE PROGRAMS

DEGREES AND PROGRAMS OFFERED

FACULTY

INTERNATIONAL OPPORTUNITIES FOR
STUDENTS

OMBUDS SERVICES FOR GRADUATE
EDUCATION

TUITION, FEES AND OTHER FINANCIAL
INFORMATION

UNIVERSITY INFORMATION

UNIVERSITY POLICIES

COURSE DESCRIPTIONS

TEXAS A&M UNIVERSITY GALVESTON
CAMPUS

TEXAS A&M UNIVERSITY QATAR CAMPUS

APPENDICES

ARCHIVES

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

ACADEMIC EXPECTATIONS AND GENERAL DEGREE REQUIREMENTS

[Home](#) > [Graduate and Professional Catalog](#) > Academic Expectations and General Degree Requirements

- [Academic Expectations](#)
- [Degree Requirements](#)
- [Registration and Academic Status](#)

- 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

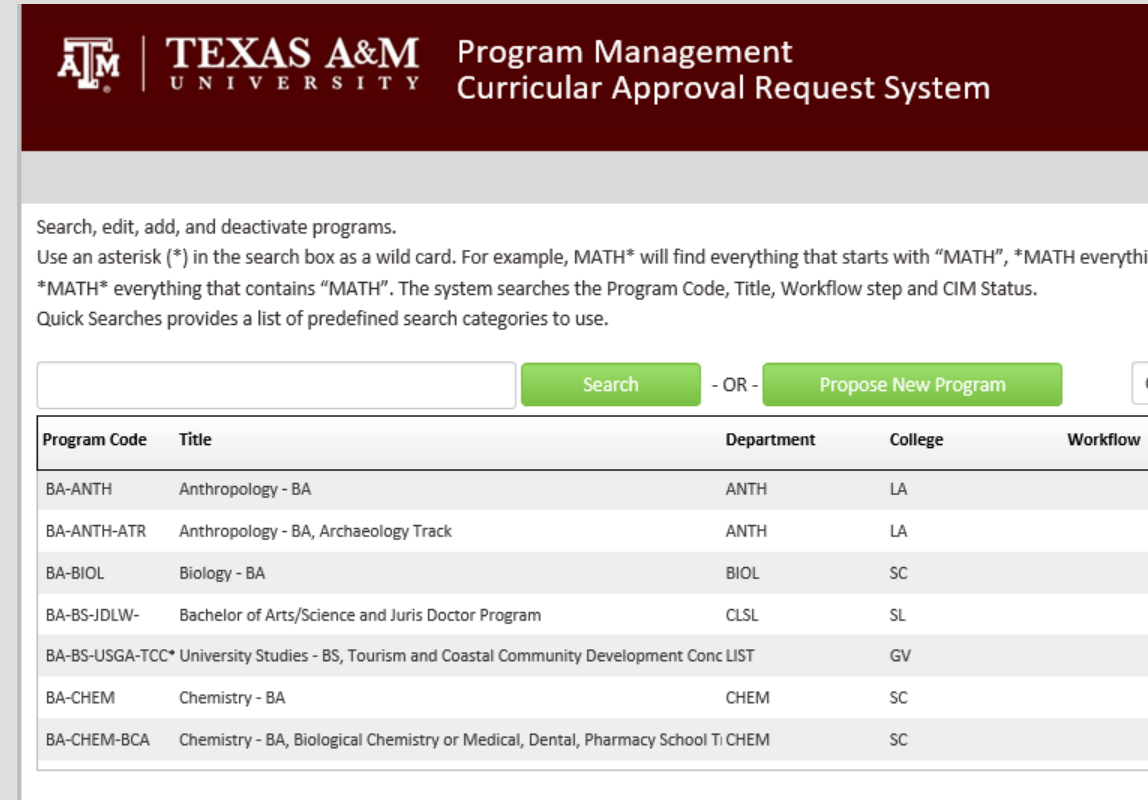


The screenshot shows the 'STUDENT RULES' website at student-rules.tamu.edu. The page features a dark blue header with the Texas A&M University logo and navigation links: HOME, AGGIE CODE OF HONOR, FOREWORD, STUDENTS' RIGHTS, RECENT RULE CHANGES, and APPEND13. A search bar is located on the right side of the header. The main content area is divided into three sections:

- Navigation:** A list of links including Home, Aggie Code of Honor, Foreword, University Statement on Harassment and Discrimination, Students' Rights and Responsibilities, Part I: Academic Rules, Part II: Student Life Rules, Part III: Student Grievance Procedures, Appendices, Recent Rule Changes, and Propose a Student Rule Revision.
- About Student Rules:** A text block explaining that each student has the responsibility to be fully acquainted with and to comply with the *Texas A&M University Student Rules*. It notes that more specific rules, information, and procedures may be found in various publications. The rules are broken down into three sections:
 - Part I: Academic Rules (Rules 1 - 22 & 61)
 - Part II: Student Life Rules (Rules 23 - 44)
 - Part III: Student Grievance Procedures (Rules 45 - 60)
 - Appendixes
- Quick Links:** A box containing links to the Aggie Honor System Office, Student Conduct Office, TAMU Rules, and TAMU System Policies.

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.



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BA-BS-USGA-TCC*	University Studies - BS, Tourism and Coastal Community Development Conc LIST		GV	
BA-CHEM	Chemistry - BA	CHEM	SC	
BA-CHEM-BCA	Chemistry - BA, Biological Chemistry or Medical, Dental, Pharmacy School TI.CHEM		SC	



CARS – Curricular Approval Request System Con't

CARS Training covers:

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







Course Inventory Management
Curricular Approval Request System

You are logged in as rramirez  [Help](#) 

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Program Management
Curricular Approval Request System

You are logged in as rramirez  [Help](#) 

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Miscellaneous Requests Management
Curricular Approval Request System

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Search, edit, add, and delete Miscellaneous requests.

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?
