

Instructions: A cover sheet should accompany proposals for new programs and revisions to existing programs. A cover sheet is not needed for course additions, changes, or deletions submitted on a UTPB Course Update form.

Section A: To be completed by the proposer.

Date of this draft of the proposal: _____

Title or brief summary of proposal: _____

Proposer(s): _____

Section B: Circulation list. The proposer should circulate information concerning the proposal to faculty whose courses may be affected.

Section C: Approving signatures. Signatures depend on the College.

_____ Printed Name of Proposer	_____ Signature of Proposer	_____ Date
_____ Printed Name of Graduate Program Coordinator	_____ Signature of Graduate Program Coordinator	_____ Date
_____ Printed Name of College Dean	_____ Signature of College Dean	_____ Date
_____ Printed Name of Graduate Studies Dean	_____ Signature of Graduate Studies Dean	_____ Date
_____ Printed Name of VP Academic Affairs	_____ Signature of VP Academic Affairs	_____ Date

Submit proposal form to: Graduate Studies
MB 4103
4901 East University Odessa, TX
79762

Phone: 432-552-2530
Fax: 432-552-3530
Email: gradstudies@utpb.edu

Section D: To be completed by the Graduate Studies Office.

Proposal Status:	☐ Approved	☐ Denied	☐ Approved as stated below:
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