

**Checklist for new Graduate Programs**

**Board-Approved  
Program Name**

\_\_\_\_\_

**Degree Offered**

\_\_\_\_\_

**Program Director**

\_\_\_\_\_

**Administrative Associate**

\_\_\_\_\_

**Contact Information  
(for inquiries/applicants)**

Mailing Address

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

**Terms for which the  
program will admit  
(spring, summer, fall)**

\_\_\_\_\_

**Deadline for admission**

\_\_\_\_\_

**Number of required recommendations**

\_\_\_\_\_

**Required entrance tests (GRE, MAT, TOEFL)**

\_\_\_\_\_

Please return to Marla Jones ([mcjones@uab.edu](mailto:mcjones@uab.edu)).

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**The following requirements\* are needed for the Graduate School catalog and should be provided in a separate electronic file and sent to Kellie Carter ([kcarter@uab.edu](mailto:kcarter@uab.edu)).**

- Contact Information
- Program Information
- List of faculty in program
- Admission Requirements
- Degree Requirements
- Complete Course Descriptions

\* Please review a current entry in the Graduate School catalog (<http://catalog.uab.edu/graduate> for an example.