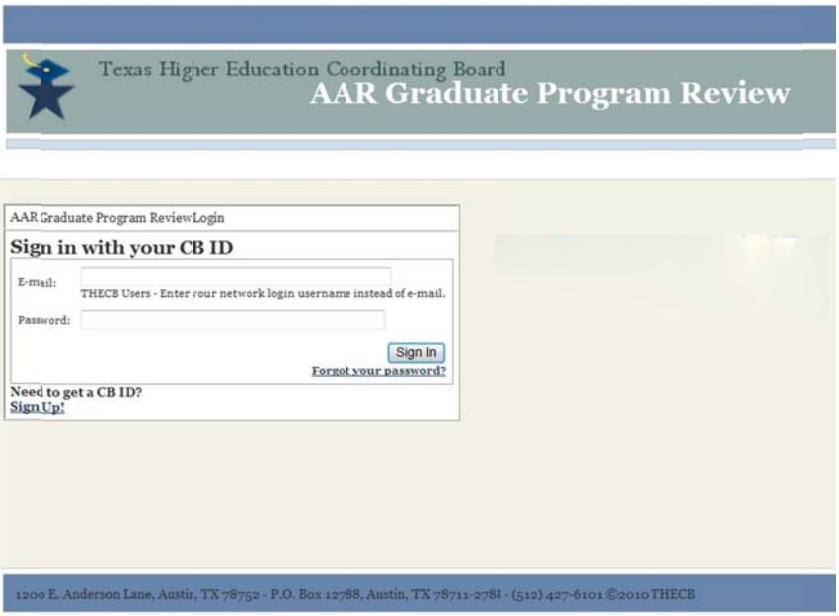
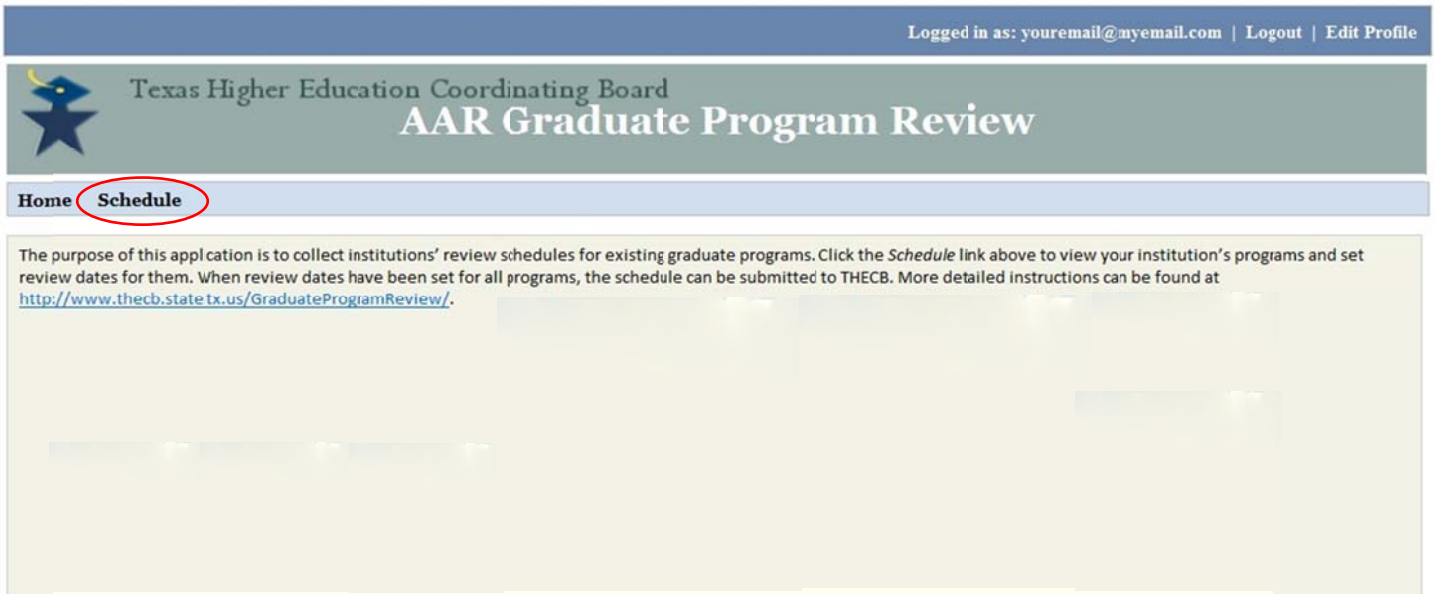
Graduate Program Review Instructions

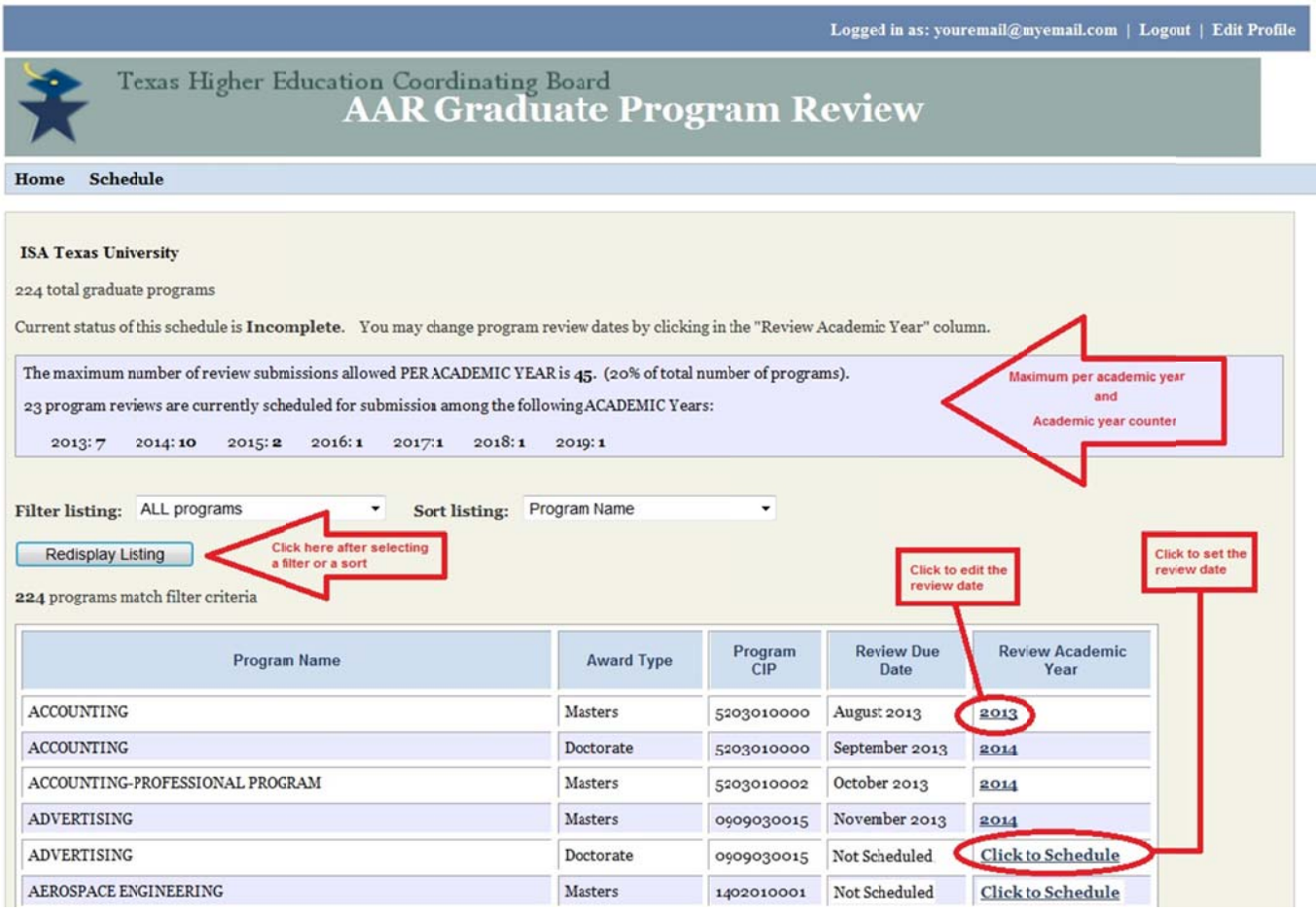
1. Run the web application from a browser: https://www1.thecb.state.tx.us/apps/AAR_Graduate_Program_Review/
2. Enter your email and password, and click the ***Sign In*** button.

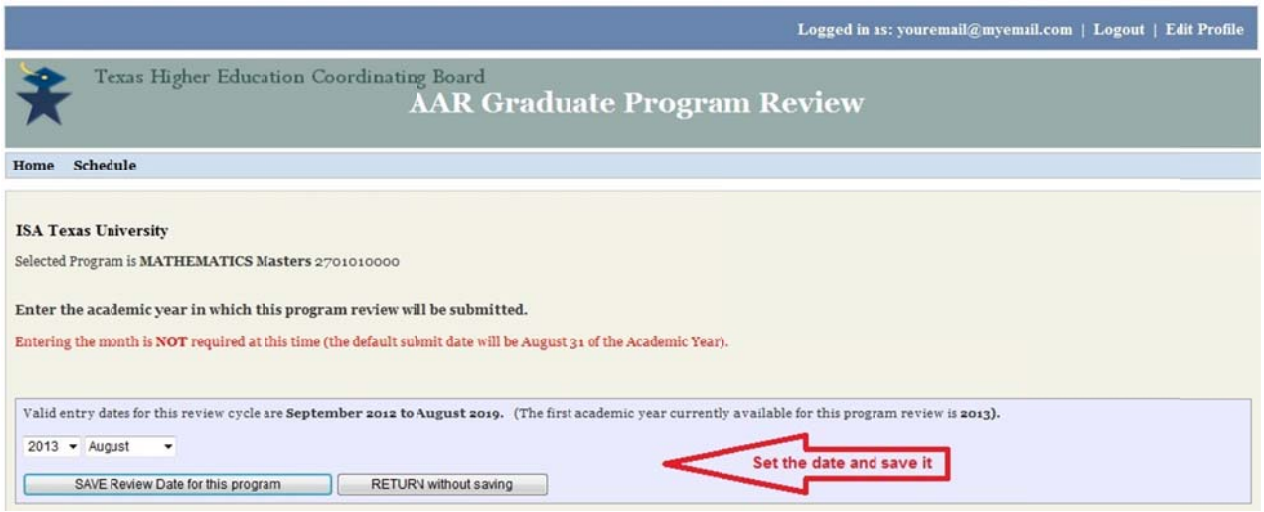


3. Click the *Schedule* link to view and/or edit your institution's schedule.



4. This page displays a listing of all of your institution's graduate programs. In the program table, under the column *Review Academic Year*, click the *Click to Schedule* link area in order to choose the year in which the program review will be submitted.

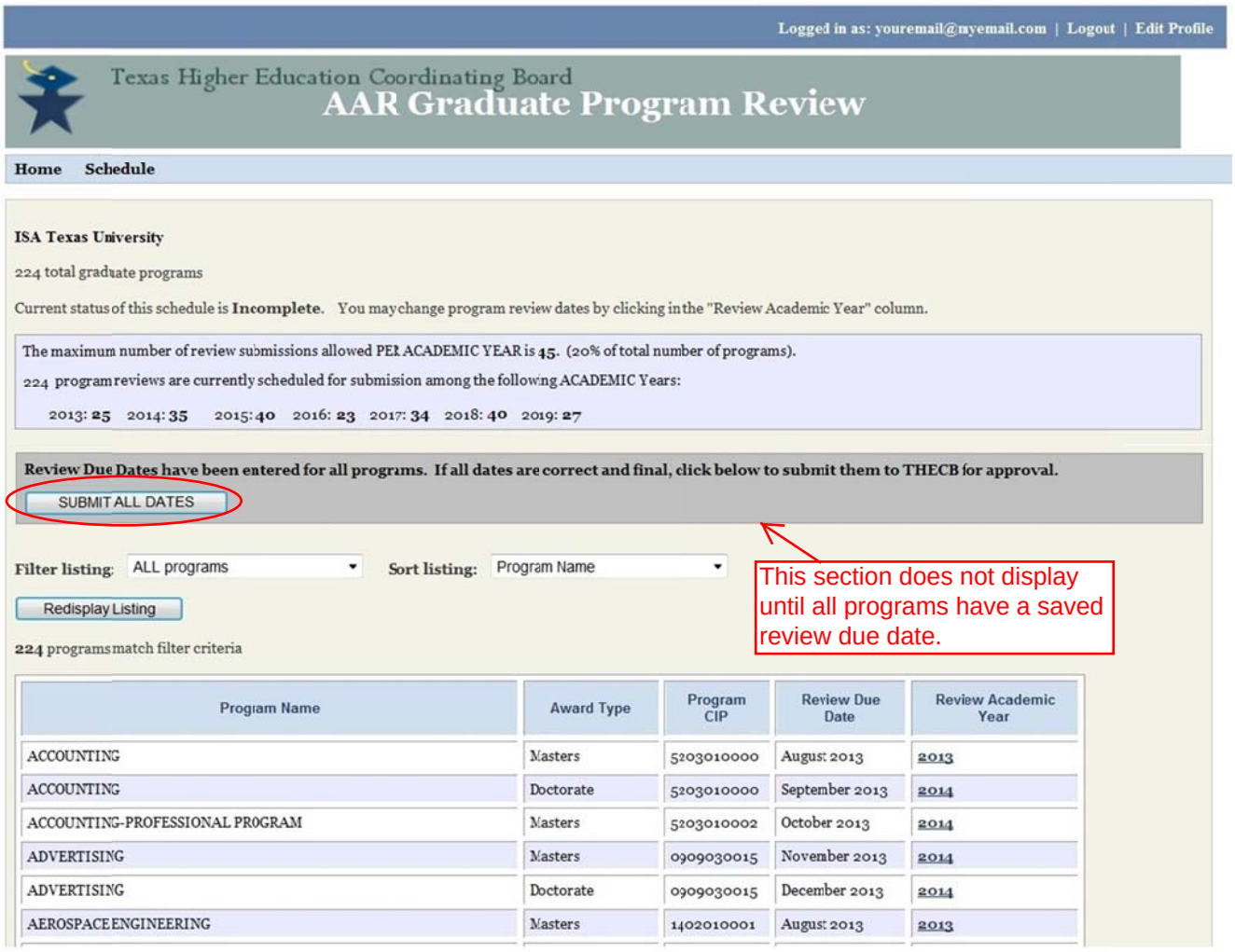




Note: at this time, institutions are required to select only the year of review—you need not choose a month unless you wish to be more specific. Choose the appropriate year and click the *SAVE Review Date for this program* button to save your work.

Continue this procedure until every program has been given a review date. Please note that you may not be able to select some years for certain programs, because the system will not allow an institution to designate more than 20% of its program reviews to occur in a single year.

Once all programs have been given review dates, check your work for accuracy before clicking the *SUBMIT ALL DATES* button. Once the *SUBMIT ALL DATES* button is selected, you will be unable to make any changes or corrections, and your schedule will be sent directly to CB staff.



5. If you need to request a variance in your schedule, such that more than 20% of your programs would be reviewed in a given year, please send your request to Dr. James Goeman at: James.Goeman@thecb.state.tx.us. Include the level, name, CIP code, and desired year of review for each program for which you want to request a variance, along with a succinct explanation of the compelling reason for the variance. You will still need to enter dates for all of your programs into the scheduling system and click the *SUBMIT ALL DATES* button in order to send the schedule to THECB staff, and then, based on your request, Dr. Goeman or his staff can make those adjustments for you in the system.

6. If you have any questions about the system, or any problems with it, please contact Dr. Goeman at the email address above.