

THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

POLICY MEMORANDUM 80-III.21-38

Issued: May 12, 1980
Editorial Amendments: February 2, 1998
Editorial Amendments: September 1, 2000
Editorial Amendments: January 11, 2007
Revised: March 21, 2008

**ASSOCIATE DEANS FOR UNDERGRADUATE EDUCATION
AND COUNCIL FOR UNDERGRADUATE EDUCATION**

The Associate Deans for Undergraduate Education (ADUE or Associate Deans) are appointed by the Executive Vice President and Provost (Provost) on recommendation of the Deans of the respective Schools. The Associate Deans as a group comprise the Council for Undergraduate Education (CUE or Council), with the Council being chaired by the Dean of Undergraduate Education. The Associate Deans individually, and collectively as the Council, advise the Deans of the Schools and the Provost on all matters pertaining to undergraduate education and are responsible for coordinating the various undergraduate curricula and degree programs in consultation with the Deans of their respective Schools, the Provost, the Committee on Educational Policy, and the Academic Senate.

The Council has a primary advisory responsibility for setting undergraduate admission standards, both for freshmen and transfer students, for monitoring and advising their respective Deans on the effectiveness of the academic advising efforts of the Schools, for administering the various “fast-track” baccalaureate-master’s programs in their Schools, and for administering many individual student matters such as academic drops, withdrawals, probations, suspensions, and readmissions. In concert with the Office of Records and Registration, the Associate Deans are responsible for maintaining their School’s various degree profiles and electronic degree audits.

In the vital dimension of undergraduate instruction, the Undergraduate Dean and the Council have responsibility for advising the Provost and the respective School Deans on the quality of undergraduate instruction and the scheduling of classes, for ensuring that individual school offerings, programs, and practices in the domain of undergraduate education are consistent with general university standards, and for certifying students for graduation and academic honors. They are responsible, in concert with the Dean for Undergraduate Education, for assembling and approving the content of the Undergraduate Catalog from their Schools and forwarding the catalog to the Provost and the Committee on Educational Policy for further approvals.

The Associate Deans have primary responsibilities in their Schools for working with

other university offices charged with associated aspects of undergraduate education, such as generating student applications, converting applications into enrollments, retaining students, and, finally, graduating these students in a timely fashion.