

Coversheet for Request for Approval To Modify Graduate Program Degree Requirements

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|--|--|
| Program | |
| Is this an interdepartmental program? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If an interdepartmental program, list other involved programs | |
| Department/Academic Unit/School | |
| Date | |
| Proposed Effective Date | |

| | | | | | |
|------------------|--|--------|--|--------|--|
| Faculty Contact: | | Email: | | Phone: | |
| Prepared by: | | Email: | | Phone: | |

Proposed Modification(s) (please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Admission requirements <input type="checkbox"/> Unit requirements <input type="checkbox"/> Professional Development Plan <input type="checkbox"/> Examination requirements <input type="checkbox"/> Time-to-degree <input type="checkbox"/> Designated Emphasis | <input type="checkbox"/> Course requirements – course changes/new courses MUST be submitted in CRS simultaneously with program change/new program submission. <input type="checkbox"/> Specializations <input type="checkbox"/> Other (please describe): |
|---|--|

Does this program change affect any other programs? If yes, check the box.

1. If the program change involves changes to any existing courses (deleting courses, changing existing courses, or adding new courses), the course changes MUST be submitted in CRS simultaneously with the program change submission so that Graduate Council can review all affected courses with the proposed program change.

2. Proposal must include a cover letter from the Dean, Associate Dean, Chair, Director or Program Advisor as appropriate, taking care to briefly describe the proposed modifications and justification for the request.

3. Attached proposal must include the proposed modifications as formatted in the example below. The existing requirements must be on the left column, and the proposed revisions on the right. Proposed additions must be underlined and deletions must be ~~stricken~~. Be sure the revised catalog copy adheres to the attached Graduate Council Policy on Graduate Program Catalog Entry. If any portion of the catalog entry does not include all items listed in the Policy, including sections the program is not making changes to; please revise the catalog entry so that it is in line with the policy.

| Existing | Proposed |
|--|--|
| Insert existing program requirements on this side of the table and strike the deletions . | Insert proposed requirements on this side of the table. <u>Underline the additions</u> |
| Justification: The Justification should include examples such as impact on time to degree, expected impact on employment prospects, expected impact on recruitment. Please address whether current students will be permitted to switch to take advantage of the revisions. If so what will the approval process be? | |
| Faculty Approval Date: Indicate the date of the faculty vote | |
| Department Chair / Program Director: | Please type name(s) as appropriate |
| Signature: | Please include signature(s) as appropriate |
| Date: | Date signed |

Checklist of Required Attachments/Appendices (please check to verify inclusion):

- Dean/Associate Dean/Chair or Program Advisor Cover Letter.

- Completed Coversheet for Request for Approval To Modify Graduate Program Degree Requirements.
- Revised Catalogue/Website Copy in proper table format including Justification as indicated above. Must be signed and dated.

Graduate Council Policy on Graduate Program Catalog Entry

Revised April 21, 2016

Graduate Council requires graduate programs state and detail the following in the General Catalog:

- Admission Requirements
- Unit and Course Requirements – specify course numbers and the number of courses/units required
- Language, Teaching, and Examination Requirements
- Specializations, concentrations, fields of study
- Designated Emphases, if applicable
- Professional Development Requirement
- Normative Time-to-Degree

Please note that web links are not permitted in place of traditional catalog copy. However, web links may be included as an additional source of information provided the site contains details duplicative of the information displayed in the catalog.