CHANGES TO GRADUATE DEGREE PROGRAM
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

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The proposal must include the following elements using the current graduate catalog:

I.   List old Degree prescribed courses, other requirements, credits and page number (left column)
II.   List new Degree prescribed courses, other requirements and credits (right column)
III. Include a brief rationale for the change

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CHECK LIST- Check only those that apply

	Yes	No
1. Do all courses exist in the current catalog?	☐	☐
2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal?	☐	☐
3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin?	☐	☐

If yes, attach a separate sheet indicating each course number, name, Bulletin number and Bulletin date.

If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first.

	Yes	No
4. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?	☐	☐
5. Do course descriptions match the existing catalog or proposed course descriptions?	☐	☐
6. Are all courses to be added or changed taught in the same proposing department?	☐	☐
7. Are courses to be deleted taught in the same proposing department?	☐	☐
If the answer to #6 or #7 is no, do you have the written approval/ acknowledgement of the other department(s)? (You must have written approval before submitting this document.)	☐	☐

8. The written approval(s)/acknowledgment(s) must be attached.