

GRADUATE PROGRAM

(master's degree, doctoral degree, certificate of advanced study,
Credential requiring graduate-level course work)

CATALOG STATEMENT REVISION REQUEST

Return original to:

*Division of Research and Graduate Studies
Thomas Administration Building, Room 130
Mail Stop TA 51*

Graduate Program: _____
Department: _____
Contact Person: _____
Phone: _____
E-mail: _____
Effective Term/Year: _____

PURPOSE OF FORM: To propose revision of a graduate program catalog statement (program description and/or requirements) as it appears in the University Catalog. The proposed program changes if approved will be binding on students who are advanced to candidacy under the new catalog statement. NOTE: Revisions in graduate courses and proposals for new graduate courses are submitted on separate forms available through the Division of Research and Graduate Studies, phone 8-2448.

INSTRUCTIONS: Use attachments to this sheet to indicate the changes that you propose. Make changes as space allows directly on a 8.5" x 11" xerographic copy of the entire page(s) of your graduate program statement (description/requirements) as it appears in the most recent University Catalog, including page numbers. Use "mock-up" style: cross out wording to be deleted; type new language in margins. If there is no sufficient space in the margins to type lengthy additions, designate inserts (a, b, c, etc.). Attach fully typed language for each insert on additional sheets. Address question on these instructions to the Dean, phone 8-2448.

Routine proposals for graduate program changes are reviewed by the Graduate Curriculum Subcommittee. Extensive, substantive changes are reviewed by the University Graduate Committee.

Those planning to propose a new or extensively revised graduate program (master's, doctoral, or certificate of advanced study), including a proposal for a revised or an additional option under an existing graduate degree, should schedule a meeting with the Research and Graduate Dean.

JUSTIFICATION: Explain why the proposed changes in the graduate program are needed. Attach additional pages as necessary. Special justification and approval are required for proposals to increase master's degree program units above 30 units in academic fields, and 60 units in professional fields. Such justification must include comparative information concerning similar programs at representative universities, and outline adherence to accreditation standards if applicable. Document the impact of the proposed change and/or any increased program units on program students and department resources.

CONSULTING SIGNATURES (if required)

In an effort to avoid misunderstandings, signatures must be obtained from those **departments potentially affected** by proposed changes(s).

I have read the catalog statement revision request and support the proposed change(s).

Yes No

If no, please explain your concern (s):

Department Chair (of department being consulted)

_____	_____
Department	Department
_____	_____
Department Chair (typed name)	Department Chair (typed name)
_____	_____
Department Chair Signature	Department Chair Signature
_____	_____
Date	Date

REQUIRED SCHOOL SIGNATURES (verifies proposal has been approved)

Graduate Program Coordinator

_____	_____	_____
Typed Name	Signature	Date

Department Chair

_____	_____	_____
Typed Name	Signature	Date

School Curriculum (or Credential) Committee Chair (if applicable)

_____	_____	_____
Typed Name	Signature	Date

School Dean

_____	_____	_____
Typed Name	Signature	Date

- For committee use only -

**UNIVERSITY GRADUATE COMMITTEE/GRADUATE CURRICULUM
SUBCOMMITTEE REVIEW RECOMMENDATION:**

Request Approved

Request Denied

Request Deferred

Date of Action

Explanation:

Recommendation approved by:

Dean, Research and Graduate Studies/or designee

Typed Name

Signature

Date