Checklist for Proposed Graduate Curricular Changes

I. “Non-Teacher Education” Proposals

A. Department Level
   Action
1. Departmental Faculty initiates the action. ________
   2. Departmental Committee Reviews ________
      a. Approved- proposal to Chair. ________
      b. Disapproved- return to Initiator. ________
   3. Department Chair signs off and forwards to College Dean. ________

B. College Level
   1. College/School Committee Reviews. ________
      a. Cross-referenced Department Chair signs off (If needed). ________
      b. Cross-referenced College Dean signs off (If needed). ________
      c. Approved- proposal to Dean. ________
      d. Disapproved- return to Initiator. ________
   2. College Dean signs off and forwards to Graduate Curriculum Committee. ________

C. Graduate Council Level
   1. Graduate Curriculum Committee Reviews. ________
      a. Approved- proposal to Dean. ________
      b. Disapproved- return to Initiator. ________
   2. Chair of Graduate Curriculum Committee signs off, prepares report for Graduate Council. ________
   3. Graduate Council receives the recommendation of the Graduate Curriculum Committee. ________
      a. Approved- proposal to Graduate Dean. ________
      b. Disapproved- return to Initiator. ________
   4. Graduate Dean signs off and prepares a report with recommendation for Academic Affairs. ________

II. “Education” Proposals

A. Professional Education Council
   Action
1. Follow established procedures in the College of Education and Human Development. ________
   2. Forward approved actions to Graduate Curriculum Committee for notification only. ________

B. Graduate Council Level
   1. Graduate Council receives notification from the Professional Education Council. ________
   2. Graduate Dean signs off and prepares a report with recommendation for Academic Affairs. ________

III. Academic Affairs
   1. The finalized proposal is received by the Office of Academic Affairs. ________
   2. Department notified of decision by the Office of Academic Affairs. ________
   3. Departmental Chair completes the necessary M-Forms. The forms are returned to the Office of Academic Affairs. ________
   4. The Office of Academic Affairs sends the signed M-Forms to the Registrar’s Office personnel for entry into the Course Catalog File. ________