

Checklist for Proposed Graduate Curricular Changes

I. “Non-Teacher Education” Proposals

Action

Completed

A. Department Level

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

Action

Completed

A. Professional Education Council

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.