APPENDIX 4

GRADUATE DEGREE PROGRAM REVISION
GRADUATE COMMITTEE FOR PLANNING AND POLICY PROGRAMS
SCHOOL OF GRADUATE STUDIES
Curriculum Submission

Graduate Degree Program Revisions must be submitted to the Graduate Committee for Planning and Policy Programs for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

DEPARTMENT/PROGRAM:

DEGREE PROGRAM:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _________________________________

Signature of Coordinator of Graduate Studies: ____________________________________

Program revision forms should be submitted whenever a course addition, course deletion or course revision affects the graduate degree program requirements OR whenever a substantive change to current degree program requirements is proposed. Examples of substantive changes: reducing the coursework requirement of the degree program; restructuring of core course requirements.

For EACH program revision, COMPLETE SECTIONS 1 through 7:

1. Description of Change: Indicate the degree program or SGS Calendar section to be revised.

2. Rationale: Provide a detailed justification explaining the proposed change(s).

3. Calendar copy: This is the text that will appear in the SGS Calendar. Provide the revised text with revisions in bold.

4. Timing: Please provide dates when these changes will come into effect. Describe how you will ensure that students who began their programs before this change will be allowed to continue in their programs (grandparenting arrangements).

5. Resources: If these changes will affect specific resource requirements in terms of rooms, equipment, computers, TAs, etc., please provide details. Will any new funds be required
for these changes? If so, how will these costs be covered? Please include any relevant correspondence.

6. Submission Contact: Name: _______________________

Internal Phone # _______________________

E-mail: _______________________

7. EMAIL the completed forms and any attachments to the Graduate Committee for Planning and Policy Programs administrative assistant, on or before the deadline for agenda items for the next Committee meeting.

FOR SGS USE ONLY:

Date of approval by GCPPP: _______________________

Date of approval at GSEC: _______________________