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| **ssulogo** | University Faculty Senate Graduate Council |
| **Minor Course Change**  |

This form will be completed for the following course changes. Please check all that apply. If multiple courses have exactly the same change, submit one form for all.

 1) Change in Course Prefix

 2) Change in Course Number

 3) Change in Course Title

 4) Change in Course Credit

 5) Change in Course Description

\_\_\_\_\_\_ 6) Change in Prerequisites/Corequisites

\_\_\_\_\_\_ 7) Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Procedures**

1. The sponsoring program's graduate faculty vote to approve the minor course change proposal. The graduate program committee approval is necessary for a proposal to be forwarded to the Graduate Council.
2. The graduate program director forwards the electronic copy of the proposal to the Graduate Council chair and the hard copy of theproposal with his/her advisory recommendation to the appropriate dean.
3. The dean forwards the hard copy of the proposal with his/her advisory recommendation to the Graduate Council chair.
4. The chair of the Graduate Council will then conduct a 5 working day campus-wide e-mail hearing with the electronic copy of the proposal attached to the e-mail announcing the open hearing.
5. If the Graduate Council approves the proposal, the Graduate Council chair will forward it, along with all e-mail hearing responses, to the UFS for approval.
6. Upon UFS approval, the UFS president will forward the proposal to the provost.
7. The provost will maintain an electronic archive of all approved Graduate Council proposals that will be accessible to the registrar, the Graduate Council chair and the graduate program director of originating programs as necessary. Hard copies will be made available to faculty and staff upon request to the provost’s office.
* In order to be considered by the Graduate Council in a given month, proposals must be submitted 2 weeks prior to the second Wednesday of that month. The Graduate Council will meet the second Wednesday of the month if there are enough proposals submitted to warrant a meeting and under the discretion of the Graduate Council chair.
* It is the responsibility of the initiator to incorporate the text of any approved friendly amendments to the original proposal, in both the paper and electronic forms of the proposal. The Graduate Council or UFS chair will review the revised proposal to verify that the text was altered accurately. The proposal will **NOT** be forwarded until both paper and electronic copies with appropriate revisions are received.

1. Initiator Date

 Program

 Course Prefix/Catalog Number/Title

2. Checklist (signatures required):

Graduate Program Director\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

Department Chair\* \_\_\_\_\_\_ Date

Dean of College\* \_\_\_\_\_\_ Date

Graduate Council Chair \_\_\_\_\_\_ Date

UFS President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Provost \_\_\_\_\_\_\_ Date

 \*These signatures merely indicate that they have reviewed the proposal. If any of these parties oppose the proposal or recommend changes, they should append a written statement to that affect before forwarding the proposal to the next level.

3. Briefly describe the proposed change:

4. Reason(s) for change:

5. Proposed Date of Change

6. The course should be listed as (**complete only those items to be changed**):

 Department

 Course Prefix/Catalog Number/Title

 Course Title

 Course Credit

 Course Prerequisites/Corequisites\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Catalog Course Description:

7. How will the proposed change(s) affect other departments/programs/courses? Attach documentation.