

Submit original and 6 copies

Cover Memo for Proposed Curriculum Changes

TO: Graduate Council

FROM:

RE: Proposed Curriculum Changes

DATE:

I request that the following item(s) be considered by the Graduate Council:

<input type="checkbox"/>	Proposed New Course(s)	<input type="checkbox"/>	Inactivation of Course
<input type="checkbox"/>	Course Number/Title Change	<input type="checkbox"/>	Reactivation of Course
<input type="checkbox"/>	Changes in Credit Hours	<input type="checkbox"/>	Change in Grading System
<input type="checkbox"/>	Dual-Listed Courses	<input type="checkbox"/>	Change in Admission to Program (Major)
<input type="checkbox"/>	Non-Substantive Revisions in Curriculum of Existing Major, Minor, Emphasis	<input type="checkbox"/>	Other

Description of Proposed Change (or attach separate sheet). If new course proposal(s), list titles of courses.

The proposed changes will be effective beginning _____ semester _____ year.

If proposed new course, change of title or reactivation of a course may affect other departments, attach letters from the department chair certifying they have been consulted and concur with the proposed action. Check current catalogs for similar course titles and offerings.

Signatures:

_____	_____
Department Chair	Date
_____	_____
Applicable College Dean	Date
_____	_____
University Curriculum Chair (if applicable)	Date
_____	_____
Council of Teacher Education (if needed for Teacher Licensure)	Date
_____	_____
Dean, College of Graduate Studies	Date
_____	_____
Senior Vice Provost for Academic Affairs	Date