Changes to existing graduate courses and new graduate course proposals must be approved by the Department and College Dean before being presented to the Graduate College for distribution to the Academic Course and Program Review (ACPR) sub-committee and approval of the Graduate Affairs Council (GAC). Courses recommended by the Graduate Affairs Council to the Provost must be approved before they can be scheduled.

I. Proposal Category: (A cover sheet must be submitted for each proposal.)
Changes will be reviewed by the Graduate College Academic Course and Program Review Sub-Committee and reported to the Graduate Affairs Council and submitted to the Provost for approval.

A. Prerequisite change
B. Course Deletions
C. Program Revisions
D. New Course Proposals – Attach the New Course Proposal Form. Resources required for new courses must be approved through the college resource allocation process.
E. Course Description
F. Course Number Change
G. Course Credit Hour Change
H. Syllabus Revisions – This includes program revisions and additions or deletions of options. Attach the Revision of Existing Program Form; complete both the current and proposed programs.
J. Other Revisions – all changes are expected to go to the curriculum committee with the exception of typographical and grammatical errors.

II. Other Proposal Requirements
Check if applicable: For New Course Proposal, attach the New Course Proposal form and/or include the Library Assessment Sheet with signatures as required.

III. Proposal Description with Rationale
State current status, proposed change and why the change is desired. Attach additional sheets if necessary. If the proposal in any way alters the requirements for the program, complete the Revision of Existing Program form).

IV. Approval and Subsequent Reviews
All curriculum changes and new courses must be approved by:
A. Department Chair/School Director
B. Dean of the College
C. Professional Education Committee (if applicable)
1. If this proposal in any way affects a professional education program, it must be submitted to and approved by the Professional Education Committee.

2. The Professional Education Committee is the University-Wide Committee for all programs preparing individuals to work in PK-12 schools. This includes programs outside of the College of Education and Human Development (CEHD) as well as those in CEHD: speech language, school psychology, school social work, art, music, and dance education. We would not include nursing or occupational or physical therapy unless they had a program or set of courses specifically designed to prepare individuals to practice in schools. Speech Pathology does have a methods course and they are required to take that course in serving special needs students and they are required to do their internship in a school. That is how they differ from nursing or occupational or physical therapy.

This is a state program approval requirement and an NCATE requirement regarding governance.

D. ACPR/Graduate College Dean
E. Faculty Senate approval is required for all new or discontinued programs/degrees.
F. Provost