**College of Graduate Studies and Research**

**Revision of Existing Degree or Certificate program**

|  |  |
| --- | --- |
| Name of program |  |
| Department or School or College |  |

Contact Person:

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone |  |

|  |
| --- |
| Indicate type(s) of revision:  |
| \_\_\_\_Change in catalog description\_\_\_\_Change in course requirements\_\_\_\_Add/modify/delete subarea\_\_\_\_Change in total credit hours\_\_\_\_ Delete program\_\_\_\_Other(s) describe |

|  |  |
| --- | --- |
| Consult with SCHEV liaison regarding SCHEV reporting or review | \_\_\_ not needed\_\_\_ report as simple modification\_\_\_ submit proposal for approval as a substantial modification |
| Consult with SACS liaison regarding SACS reporting or review | \_\_\_ not needed\_\_\_ submit letter of notifications\_\_\_ submit substantive change prospectus |

**Proposal Description with Rationale:** Include the current language and use track changes to indicate proposed changes. Explain why the change is desired.

Approval/recommendation pathway:

 Department Curriculum Committee (if for one discipline)

 College Curriculum Committee

 College Dean

 Academic Course and Program Review

 Graduate Affairs Council

 Faculty Senate (recommendation)

 Provost

 SCHEV if required

 SACS if required

Instructions:

* Indicate the type of change in the current degree program that is requested. The proposal can include more than one change in a program.
* Consult with the SCHEV liaison to determine if the proposed program revision would require notifying SCHEV of the change or SCHEV approval. The current SCHEV liaison is George Santopietro, Assistant Provost for Academic Operations, gsantopi@radford.edu x5460.
* Consult with the SACS liaison to determine if the proposed program revision would require notifying SACS of the change or SACS approval. The current SACS liaison is Sandra Baker, Director of the Office of Institutional Effectiveness and Quality Improvement, sbaker10@radford.edu x5792.
* Attach graduate proposal signature page.