

Request for Graduate Addition, Deletion, or Change of a Minor

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: _____ Dept/Division: _____

Contact Person: _____ Phone: _____

Title of Minor: _____

Check action requested: Addition Deletion Change

Effective Term/Year Fall 20 Spring 20 Summer 20

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

| | |
|-----------------------------------|------------|
| Dept. Chair/Division Head _____ | Date _____ |
| College Curriculum Chair _____ | Date _____ |
| College Dean _____ | Date _____ |
| Graduate Council Chair _____ | Date _____ |
| Provost/VP Academic Affairs _____ | Date _____ |
| Presidential Approval _____ | Date _____ |

Request for Graduate Addition, Deletion, or Change of a Minor-Page 2

1. Curriculum: (Course numbers, titles and credit hours. Indicate if each course is required or optional.
(May attach separate page if needed)

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

2. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this minor, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

3. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

For catalog changes as a result of the above actions, please fill in the following pages.

Request for Graduate Addition, Deletion, or Change of a Minor-Page 3

3. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

4. **Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

5. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

Request for Graduate Addition, Deletion, or Change of a Minor-Page 4

Please insert in the text box below your summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Minor:

Credit Hours:

Type of Change: (*addition, deletion, change*)

Rationale: