

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in existing or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog).

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council Chair.

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.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Science Dept/Division: Biological Sciences
 Contact Person: Dr. Anne Axel Phone: 304-696-2426

Rationale for Request:

We are requesting catalog changes to reflect changes in guidelines (deadlines and procedures) for applying for Graduate Teaching Assistantships.

2018 FEB 15 P 1:40
 COS Dean Office

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.
 NOTE: all requests may not require all signatures.

Department/Division Chair [Signature] Date Fall 2018
 Registrar [Signature] 260101 Date 2-15-18
 College Curriculum Committee Chair [Signature] Date 2/28/18
 (or Dean if no college curriculum committee)
 Graduate Council Chair _____ Date _____

NOTE: please complete information required on the following pages before obtaining signatures above.

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1. **Current Catalog Description (if applicable):** Please insert the catalog description from the current catalog for entries you would like to change.

Graduate Assistantships

Students interested in applying for teaching assistantships must submit a completed Application for Graduate Assistantship by April 15 or November 15 for the Fall or Spring semester, respectively. The Application for Graduate Assistantship Form is available from the Department of Biological Sciences, One John Marshall Drive, Huntington, WV 25755.

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2. **Edits to current description:** Attach or insert 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.

See document attached.

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3. **New Catalog Description:** Provide a “clean” copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

Graduate Teaching Assistantships

Once application has been made to the Graduate College for admission to the Biological Sciences graduate program, students who are interested may also apply to become a teaching assistant. To do so, visit the Human Resources website's Employment section, select “Graduate Assistant Employment,” and search for Biological Sciences listings. Open positions are generally posted in late Spring and late Fall; offers are made on a rolling basis.

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Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: Catalog change

Department: Biological Sciences

Degree program: M.S. and M.A.

Effective date (fall/spring/summer, year): Fall 2018

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