

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: COEPD Dept/Division: Counseling

Contact Person: Carol Smith Phone: 304-746-1921

Rationale for Request:

Clarify, simplify and streamline admissions process and language in Graduate Catalog.

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 Dr. Jonathan Lent Digitally signed by Dr. Jonathan Lent
Date: 2021.08.18 06:58:24 -04'00' Date Fall 2021

Registrar Sonja G. Cantrell-Johnson Digitally signed by Sonja G. Cantrell-Johnson
Date: 2021.08.18 09:45:56 -04'00' Date _____

College Curriculum Committee Chair  Date 8/30/21
(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.

Please see relevant pages from Current Catalog Description attached -- pages 123, 124, 139 and 140 attached.

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- 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.

Please see attached PDF with current catalog, edits to catalog and new description to catalog.

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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.

Please see attached PDF with current catalog, edits to catalog and new description to catalog.

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

Type of change request: **Catalog description of admissions process**

Department: **COEPD; Counseling Program**

Degree program: **Graduate Certificate of Advanced Studies in Violence, Loss and Trauma Couns**

Effective date (fall/spring/summer, year): **Fall 2021**