TRANSMITTAL for GRADUATE PROGRAMS: Changes or Proposals

I. INFORMATION:

A. Check all that apply: Existing Program ☐ New Program ☐

Name Change ☐ Credits Change ☐ Change in Curriculum ☐

B. Program Title:

C. Department(s) (Originating): **D. College(s) (Originating):**

E. Programs / Departments Consulted (Requires letters of comment from all departments or programs substantially affected. Signatures of dept. chairs & deans affected by this proposal are required on the attached addendum.):

1) 2) 3) 4)

F. Catalog year of Implementation: Semester Year

G. Have all courses in this program been approved? Yes ☐ No ☐

H. Attach Request Narrative

Include in narrative on attached pages clarification concerning which courses have not been approved, and a rationale for the requested changes or creation of program. If requesting a program change also include a listing of course array for both the current and proposed program?

II. UNIT APPROVALS: Requires signatures of all Department Chairs and Deans whose programs will be substantially affected by the changes or proposal. Signature lines for the affected Departments and Colleges (noted in "E" above), are on the addendum to this form. These signatures should be obtained prior to review by all other shared governance levels.

Signature Date

Department Curriculum Committee Chair (optional) _____

Department/Program Chair _____

College Curriculum Committee Chair _____

Dean of College _____

Graduate Curriculum Cmtt. Chair _____

University Curriculum Cmtt. Chair _____

Academic Policy & Program Cmtt. Chair _____

Faculty Senate Chair _____

Provost / Vice Chancellor _____

Chancellor _____

Signature Date

***NOTE: The master copy of this transmittal & accompanying documents must be filed in the Provost's office upon final approval. The Provost's office will notify all appropriate administrative offices [Registrar, Office of Graduate Studies, Dean(s), Department Chair(s)] of approvals & necessary actions to implement changes.**

TRANSMITTAL for GRADUATE PROGRAMS: Changes or Proposals - Addendum

Signatures of Additional Department & Colleges Affected

	Signature	Date
Department Chair		
Dean of College		

- -

	Signature	Date
Department Chair		
Dean of College		

- -

	Signature	Date
Department Chair		
Dean of College		

- -

	Signature	Date
Department Chair		
Dean of College		