Procedure for Approving Graduate Program Catalog Changes
(Approved by the University Graduate Council on November 14, 2012)

Graduate catalog revision requests that clearly require full faculty governance approval (as outlined in the GPC Guidelines, Policies and Procedures) shall be submitted to the University Graduate Programs Committee (UGPC) by the faculty member(s) requesting the change. All other graduate catalog revision requests shall be submitted to the Catalog Revision Committee (CRC) for review and recommendation. The CRC shall be comprised of three members: Dean of the Graduate College, University Graduate Council Chair, and University Graduate Programs Committee Chair. The CRC will determine which level of approval is required for each specific catalog revision request.

There are three levels of approval for proposed graduate catalog changes:

I.	Represents approval process for significant changes that require full faculty governance (UGPC, UGC, UFS) approval prior to being submitted to the Office of the Registrar

II.	Represents approval process for changes less-substantial than level I that require GPC and UGC approval prior to being submitted to the Office of the Registrar

III.	Represents changes that are relatively minor and are judged by the Catalog Revision Committee to be sufficient for submission directly to the Office of the Registrar

Level I - Typical catalog change requests requiring UGPC, UGC and UFS approval:

1. GPA changes, whether GPA for admission into a major or GPA that must be maintained while in the program

2. Adding, deleting or changing GRE scores or other test scores required for admission

3. Changes to a degree program's core requirements

4. Changes to the total required credits for a degree program, minor, certificate, concentration

5. Reorganization of degree requirements for a program, such as moving core courses to electives, electives to core, adding tiers of course selections either core or electives, removing or adding concentrations

6. New degree programs, minors, tracks, certificates, concentrations or terminations of the same

7. Changing program names, including major name changes, minors, concentrations and certificates

8. Course changes, such as course description, credits, prerequisites, corequisites, grading mode, etc.

9. Significant program description changes, department vision, mission and learning outcome changes; accreditation statement changes

Level II - Typical catalog change requests requiring UGPC and UGC approval:

1. Editorial changes, including program description changes; department vision, mission and learning outcomes changes; accreditation statement changes

2. Adding or removing courses from a table of electives when students are provided a choice of courses to select from, such as "choose two courses from the following list"

3. Application deadlines for admission to a major, whether adding the deadline to the catalog, changing the date or deleting the deadline

4. Adding, changing or deleting admission requirements for a major, including submission of portfolios, submission of letters of recommendation, completion of background checks and deadlines associated with these required materials; note: this entry does not include GPA changes or GRE and other test score changes as these are included above under changes requiring faculty governance approval

5. Adding or removing prerequisite course requirements for admission to a major

Level III - Typical catalog change where CRC approval is sufficient for submission to the Office of the Registrar:

1. Adding or removing permission of instructor or department

2. Minor editorial changes, including program description changes; department vision, mission and learning outcomes changes; accreditation statement changes