

**INSTRUCTIONS FOR GRADUATE COUNCIL REQUESTS (Rev. 8/08)**

**ADD/DELETE:** If you are adding or deleting a course, curriculum, etc., circle the "Type of Action Requested" and type in the space provided for "Catalog Text" the text which should be added or deleted. If the space available is not sufficient, please use a separate page and type the words "see attachment" in the space provided on this form. **If you are requesting graduate credit for a previously approved undergraduate course, this should be treated as a revision as shown below.**

**REVISE:** If you are requesting a revision, include the most recently approved wording (not necessarily the wording in current catalog) as well as the new wording and/or numbering. Draw a line through any portions of the current text which you want to delete. Place brackets "[ ]" around any new wording/numbering (examples below). If you have questions, call the Graduate Studies Office (3121).

**A. REVISING AN EXISTING COURSE**

The complete catalog description of the course should be provided even if the change is limited to one part such as the course number, title, or credit hours.

Example 1: Change in Course Number

~~301 (501)~~ [401 (601)] Political Theory (3) A review of major political ideas through a systematic study of key philosophers from ancient Greece to the present

Example 2: Change in Credit Hours

401 (601) Political Theory (~~3~~ [4]) A review of major political ideas through a systematic study of key philosophers from ancient Greece to the present

Example 3: Request to Grant Graduate Credit for an Existing Undergraduate Course

401 [(601)] Political Theory (3) A review of major political ideas through a systematic study of key philosophers from ancient Greece to the present

Example 4: Change in Course Title and Description

710 [Modern] Political ~~Theory~~ [Thought] (3) A seminar on ~~key~~ [selected] political philosophers from ~~1500 to~~ the [20th century] ~~present~~

**B. REVISING ADMISSION, ACADEMIC CONTINUATION, OR DEGREE REQUIREMENTS**

Only the pertinent sections of the most recently approved text need to be provided. If the space available does not suffice, please use a separate page and type the words "see attachment" in the space provided on this form.

Example 5: Change in Tabular List of Degree Requirements

<b>II. LIBRARY SERVICE CORE</b>		<b>Hours</b>
LServ <del>644</del> [614]	Librarianship and the Administration of the Public School	
	Library Media Center .....	2
LServ 625	Cataloging and Classification .....	2
LServ 633	Information Resources and Services .....	<del>2</del> [3]
LServ 651	Book and Non-Print Materials for Children .....	<del>3</del> [2]
<del>LServ 652</del>	<del>Books and Non-Print Materials for Adolescents and Adults .....</del>	<del>3</del>
LServ 675	Introduction to Educational Media: Materials, Techniques, and Preparation .....	3
LServ 676	Advanced Educational Media Production .....	3
[LServ 680	Overdue Books and How They Affect Your Circulation .....	<u>3]</u>
		18

**Submit the signed original to the University Catalog Office (303 Administration) no later than noon on the 2nd Thursday prior to the next Graduate Council meeting.**