

INSTRUCTIONS FOR GRADUATE COUNCIL REQUESTS (Rev. 3/11)

ADD/DELETE: If you are adding or deleting a course, curriculum, etc., indicate the "Type of Action Requested" and type in the space labeled "Catalog Text" the text to 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 the 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 this is a revision, type the most recently approved wording (not necessarily the wording in current catalog) as well as the new wording/numbering. Draw a line through any portions of the current text which you want to delete. Place brackets "[]" around any new wording/numbering. See the examples below. If you have any questions, call x3121.

COURSES AVAILABLE FOR GRADUATE CREDIT: You must complete both Undergraduate and Graduate Curriculum Request forms if you are adding a new undergraduate course you want to make available for graduate credit **or** revising the course number, credit hours, cross listing, and/or description of an existing undergraduate course which is also available for graduate credit. The Graduate form is **not needed** if you delete the undergraduate course or if your revisions are limited to changes in the title or prerequisite/corequisite.

A. REVISING AN EXISTING COURSE

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

Example 1: Change in Course Number Only

~~401 (601)~~ [410 (610)] 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 Only

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, Description, & Prerequisites

401 (601) [Modern] Political Theory [Thought] (3) A review of major political ideas through a systematic study of key philosophers from ~~ancient Greece~~ [1500] to the present. [Prereq: POSC 210-220 or instructor's approval.]

B. REVISING ADMISSION, ACADEMIC CONTINUATION, OR DEGREE REQUIREMENTS

The pertinent sections of the most recently approved text must be provided. If the space available does not suffice, please use a separate page and type the words "see attached" in the space provided on the form.

Example 5: Change in Degree Requirements

II. LIBRARY SERVICE CORE

LServ 641 [614] Librarianship & the Admin of the Public School Library Media Center	2
LServ 625 Cataloging and Classification	2
LServ 633 Information Resources and Services	2 [3]
[LServ 680 Overdue Books and How they Affect Your Circulation	3]

Submit the approved original curricular request form to University Catalog Office, 303 Administration, no later than the second Thursday prior to the next Graduate Council meeting.