

MODIFICATION OF GRADUATE DEGREE PROGRAM REQUIREMENTS  
UCR Graduate Council

The following guidelines are meant to assist you in preparing program changes to existing graduate programs.

1. A Request for Approval to Modify Graduate Program Degree Requirements Cover Sheet (**see attached**) must accompany all proposed changes. A cover letter from the Dean, Associate Dean, Chair, Director or Program Advisor as appropriate, must be included. The cover letter should briefly describe the proposed changes as well as provide a justification for the changes. In addition, the cover letter should include the date of the faculty meeting when the proposed changes were approved. The Request for Approval to Modify Graduate Program Degree Requirements Cover Sheet, cover letter, and proposed changes should be sent to the Graduate Council Staff Analyst – [Sarah Miller](#).
2. The proposed changes need to be submitted in "catalog copy" style (two columns). The exact current catalog copy wording should be listed on the left side of the page. The proposed new wording should be listed on the right side of the page. On the current side, you need to strikethrough any text that is to be deleted. On the proposed side of the page, you need to underline any text that is being added (please see example on the Cover Sheet for Request for Approval to Modify Graduate Program Degree Requirements).
3. If the proposed changes include a change/addition/deletion of any courses, the program should indicate whether the affected courses have already been submitted into CRAMS for review/approval.
4. Proposed changes should be submitted as early in the academic year as possible, but no later than **April 1**, if the desired changes are to be inserted in the General Catalog for the following year.
5. Once the Graduate Council has approved the changes, no further approval is needed. The program will be notified of the Graduate Council's approval, and report the approval in its annual report to the Division.

## UCR: GRADUATE COUNCIL FLOW OF BUSINESS

*The following document is based upon anticipated current practice in our office, not on official policy. We will continue to work with the Graduate Division on best practices for the flow of Graduate Council business, as well as roles and responsibilities.*

1. A department sends a draft proposal for changes to their M.A./Ph.D. program to the Academic Senate
2. All proposals are forwarded to the Graduate Council analyst (in the Academic Senate) for placement on the Graduate Council's record of pending business.
3. The draft proposal will undergo administrative review by the Academic Senate and the Graduate Division, who will work with the initiators to ensure the proposed change adheres to regulations and policies governing graduate education. The Graduate Council Analyst will distribute the proposed changes to Linda Scott in the Graduate Division who will distribute them to Associate Deans and the Admissions Director in the Graduate Division for review and comment.
4. The draft proposal may be returned to the department/program with suggested changes. If revisions are necessary, the Graduate Council analyst drafts a response to the department, requesting additional information, clarification, or noting any issues which will need to be addressed before the proposal can be added to one of the Graduate Council's next agendas. The response is reviewed by the appropriate Graduate Council sub-committee member, who suggests revisions if necessary. Each proposal may undergo several iterations.
5. The final proposal is submitted to the Graduate Council analyst for placement on the next available Graduate Council agenda.
6. The UCR Graduate Council meets every month. One week prior to Graduate Council meetings, the Graduate Council Analyst prepares a tentative agenda for the Chair. Agendas are sent out the Friday prior to a meeting.
7. The Graduate Dean attends each Graduate Council meeting as an ex-officio (non-voting) member.
8. Graduate Council's final action will be reported to the Department/Program with a memo from the Graduate Council Chair and copied on the Academic Senate Graduate Council homepage.