UCR Graduate Council
REQUISITE STEPS
for
SUBMITTING GRADUATE DEGREE PROGRAM CHANGES

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

1. A cover memo from either the Program Chair or Program Graduate Advisor, addressed to the current Graduate Council Chair, needs to accompany all proposed changes. The memo should briefly describe the proposed changes as well as provide a justification for the changes. In addition, the cover memo should include the date of the faculty meeting when the proposed changes were approved. The cover memo and proposed changes should be sent to the Graduate Council Staff Analyst – Sellyna Ehlers.

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 "bold" any text that is being added.

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 Council’s approval, and report the approval in its annual report to the Division.