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 (on the Graduate Council web site) 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 March 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.

1. A department sends a draft proposal for changes to their graduate program to the Academic Senate Graduate Council Analyst (Sarah Miller).

2. 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.

3. 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.

4. The final proposal is submitted to the Graduate Council analyst for placement on the next available Graduate Council agenda.

5. Graduate Council’s final action will be reported to the Department/Program with a memo from the Graduate Council Chair and copied to the appropriate staff in Graduate Division and the catalog office.