

New Course, Modified Course, Course Deletion, Change in Course Title/Description

The process is an electronic one, through the software Curriculog. The proposal is uploaded to Curriculog. The correct form to use is: “GRAD Course Modification/Deactivation” OR “GRAD New Course.”

Fill out all sections and use track changes to show modifications.

The College of Graduate Studies Associate Dean (or Dean) reviews proposal. If proposal has all required information and appears correct, the Associate Dean (or Dean) approves and the proposal is moved on to the next step in Curriculog (usually the Registrar). If there are any questions at the Graduate College step, the proposal will be placed on a Graduate Council Agenda for review and approval.

If the course modification is part of a more involved process (new degree, major revisions to a degree), the proposal may need to be sent to Graduate Council and UCC for further review as a whole.