

## **Modification of Existing Program Including new Tracks or Specializations**

1. Complete a Curriculum Proposal Transmittal Form. Include:
  - a. Title
  - b. CIP code
  - c. Effective Term
  - d. Rationale and description of program
  - e. Catalog Copy
2. Approval by Department
3. Approval by College Curriculum Committee
4. Approval of College Faculty
5. Approval of Graduate Council.
6. Approval of the University Curriculum Committee
  - a. If judged to be a “minor” change by UCC, the review is complete. UCC will notify the Graduate Dean and the program that the change has been approved.
  - b. If judged to be a “major” change by UCC, the proposal, and UCC recommendation, will be forwarded to Steering Committee for possible inclusion on the Faculty Senate agenda.
7. Steering Committee determines if full Senate review is required. If it is judged to require Senate approval, Steering Committee will ask UCC to present the proposed change to Senate.
8. Approval by Faculty Senate.
9. Faculty Senate notify’s Graduate Dean and program of approval.
10. If approved an Academic Plan Set Up Form (if a new track or specialization) will be completed by Graduate Dean or Dean’s designee and forwarded to the University Registrar.