

REQUEST FOR MODIFICATION OF EXISTING GRADUATE-LEVEL COURSE

INSTRUCTIONS: Report not more than one course modification on a form. Indicate the type(s) of change(s) being made to the course, and route through proper channels for signatures in the order listed under APPROVALS. **If the changes to the present course are so extensive that the course after modification is essentially a NEW COURSE, THE TYPE OF MODIFICATION SHOULD BE *Course Cancellation* and the modified version should be submitted with all required documentation on a REQUEST FOR NEW GRADUATE COURSE form.** After signing, the Academic Unit Dean / Director should forward the form to the School of Graduate Studies Office (343 Administrative Center).

1. **Type of Modification** (*check ALL that apply*)

<input type="checkbox"/>	Catalog Number	<input type="checkbox"/>	Credit hours	<input type="checkbox"/>	Course Cancellation
<input type="checkbox"/>	Course Title	<input type="checkbox"/>	Course Description	<input type="checkbox"/>	Other: _____

2. **Present Course:**

Course Number: _____ Dept./Div.: _____ No. _____ Credit Hours: _____

Course Title: _____

Prerequisites: _____

Course Description (in catalog): _____

3. **Course After Proposed Modification**

1st term modification is to be effective: _____

Course Number: _____ Dept./Div.: _____ No. _____ Credit Hours: _____

Course Title: _____

Prerequisites: _____

Course Description (in catalog): _____

4. **APPROVALS:**

Department Chair/Division Head: _____ **Date:** _____

Academic Unit Curriculum Committee Chair: _____ **Date:** _____

Academic Unit Dean/Director: _____ **Date:** _____

On behalf of the Graduate Officers Committee, I certify that this modification request meets the standards for graduate offerings.

Chair, Graduate Officers Committee: _____ **Date:** _____

Official Administrative Approval:

Provost/Vice Chancellor for Academic Affairs: _____ **Date:** _____

DATE APPROVED COURSE MODIFICATION REQUEST TRANSMITTED TO RECORDS OFFICE: _____

(Revised 10/21/99)