

GSEC Approval

Catalog Wording Editorial only – sent request for language editorial corrections to Beth Smith. No approval needed if the changes are non-substantive. This type of request will be presented at GSEC as an informational item only and for a record of the change.

Graduate Student degree program 1 year extension request – Send a memo that includes support and approval from the student’s advisory committee, college chairperson, and college dean. The student also needs to submit a brief explanation as to why the program extension is needed.

Course Addition/Changes/Deletion – Send a memo that includes support and approval from the college curriculum committee, college chairperson, and college dean. All changes will be updated with the records office and in the Graduate Catalog upon approval.

Course Addition/Changes/Deletion 4000/5000 level courses - Send a memo that includes support and approval from the college curriculum committee, college chairperson, and college dean. All changes will be updated with the records office and in the Graduate Catalog upon approval. These course addition/changes/deletions will also need to go onto Curriculum Committee for approval at the undergraduate level.

Exception to Graduate Catalog Policy – any exception to our Graduate Catalog. Complete the University Exception Form and attach memo of support from the student’s advisory committee, college chairperson and college dean as needed. The student may also need to submit a brief explanation as to why they need an exception to the Graduate Catalog Policy.

Final Appeal for Reinstatement Request – the Reinstatement Request form and all supporting documentation will be sent to GSEC for a final vote if the reinstatement request has been declined by the Dean College of Graduate Studies.