

**Radford University Graduate College
Academic Course & Program Review Committee**

**Cover Sheet Instructions
(Instructions)**

Changes to existing graduate courses and new graduate course proposals must be approved by the Department and College Dean before being presented to the Graduate College for distribution to the Graduate Affairs Council, Academic Course and Program Review (ACPR) sub-committee. Courses recommended by the Graduate Affairs Council (GAC) to the Provost must be approved before they can be scheduled.

I. Proposal Category: (A cover sheet must be submitted for each proposal.)

Changes will be reviewed by the *Graduate College Academic Course and Program Review Sub-Committee* and reported to the *Graduate Affairs Council* and submitted to the **Provost** for approval.

1. Prerequisite Change
2. Course Deletions
3. Program Revisions
4. New Course Proposals - Attach the New Course Proposal Form.
Resources required for new courses must be approved through the college resource allocation process.
5. Course Description
6. Course Title Change – 23 characters (only for the purposes of transcript printing)
7. Course Number change
8. Course Credit Hour change
9. Syllabus Revisions - This includes program revisions and additions or deletions of options.
Attach the Revision of Existing Program Form; completing both the current and proposed programs.
10. New Certificate Proposals – attach the New Post-baccalaureate Certificate Proposal.
11. Other Revisions – All changes are expected to go to the curriculum committee with the exception of typographical and grammatical errors.

II. Other Proposal Requirements

Check if applicable: For New Course Proposal, attach the New Course Proposal Form; and/or Include the Library Assessment Sheet with signatures as required.

III. Proposal Description with Rationale (State current status, proposed change, and why the change is desired. Attach additional sheets if necessary. *If the proposal in any way alters the requirements for the program, complete the Revision of Existing Program form*).

IV. Approval and Subsequent Reviews

All curriculum changes and new courses must be **approved**, as follows:

- a. Department Chair/ School Director
- b. Dean of the College
- c. **Professional Education Committee** (if applicable)
 - If this proposal in any way affects a **professional education** program, it must be submitted to and approved by the **Professional Education Committee**)
- d. ACPR/ Graduate College Dean
- e. Faculty Senate approval is required for all new or discontinued programs/degrees.
- f. Provost