



# THE GRADUATE SCHOOL

[www.salemstate.edu/graduate](http://www.salemstate.edu/graduate)

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## Graduate Education Council Request for Change(s) in Existing Course

Department: \_\_\_\_\_ Course No.: \_\_\_\_\_ No. of Credits: \_\_\_\_\_

Full Title: \_\_\_\_\_

Effective date of change(s): \_\_\_\_\_

**Current Course Description:** Print exactly as description appears in catalog.

### Type of change(s) proposed:

_____ course number	_____ credits	_____ use of course
_____ full course title	_____ course description	
_____ abbreviated course title	_____ prerequisites	_____ other (specify)

**New Course Information:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_ **No. of Credits:** \_\_\_\_\_

**New Full Title:** \_\_\_\_\_

**New Abbreviated Title:** \_\_\_\_\_ (30 characters maximum)

**New Course Description:** Limit to 75 words, not counting articles and prepositions. Print exactly as description will appear in catalog, including prerequisites, corequisites, limitations, etc.

**Justification For This Course:** In this section, please explain the rationale for the change in course. Refer to what it contributes to the knowledge and/or skills of its audiences and, if appropriate, how it addresses program goals and/or applicable national or state standards.

- 1) Approval by graduate committee of sponsoring department: \_\_\_\_\_ yes \_\_\_\_\_ no
- 2) Course no. checked against historical course file to prevent duplication: \_\_\_\_\_ yes \_\_\_\_\_ no
- 3) If this course would modify any curriculum other than that of the sponsoring department, please attach statements from all involved departments indicating their approval. List such departments below.

\_\_\_\_\_  
 4) Submitted by: \_\_\_\_\_  
 Signature of Department Chairperson and Date