



GRADUATE COURSE MINOR CHANGE FORM

This form is to be used when there is a request for a minor change to an existing graduate course. The form is completed by the department and then approved by the Faculty graduate studies committee. It should then be forwarded to the Dean of Graduate Studies for approval by SGSC. SGSC will forward the approval to Senate for information. NOTE: Please complete pertinent sections only

Please Check appropriate revision(s):

☐ Catalog Number ☐ Units ☐ Title ☐ Description ☐ Other

Department or School: _____

Current course

Subject: _____ (max: 4 chars) **Catalog Number:** _____ **Units:** _____

Course Title: _____ (max. 80 char)

Short Title (appears on transcripts etc.): _____ (max. 25 char)

Course Description for Calendar:

Available Course Component:

☐ Lecture ☐ Seminar ☐ Laboratory ☐ Practicum

Grading Basis: ☐ Graded ☐ Satisfactory/Unsatisfactory ☐ In Progress/Complete

Prerequisites: (if any)

Modified Course

Subject: _____ (max: 4 chars) **Catalog Number:** _____ **Units:** _____

Course Title: _____ (max. 80 char)

Short Title (appears on transcripts etc.): _____ (max. 25 char)

Course Description for Calendar:

Available Course Component:

☐ Lecture ☐ Seminar ☐ Laboratory ☐ Practicum

Grading Basis: ☐ Graded ☐ Satisfactory/Unsatisfactory ☐ In Progress/Complete

Prerequisites: (if any) _____

***Attach rationale for changes as a separate document.**

Approvals

Faculty Graduate Studies Committee _____ **Date** _____

Senate Graduate Studies Committee _____ **Date** _____

Upon approval of the minor course change, the Dean of Graduate Studies office will consult with the department or school regarding other course attributes that may be required to enable the proper entry of the course change in the student record system