**Graduate Degree Plan Revision Checklist**

**Major:**

**Effective Catalog Term:** **[ ]  No Changes for this year**

[ ]  Copy of Current Degree Plan

[ ]  Copy of Proposed Degree Plan with designated changes (include effective year)

[ ]  Summary and Justification of Changes Made

MEETS THE FOLLOWING REQUIREMENTS:

**[ ]** 30 to 36 semester credit hours

[ ]  Comprehensive Exam

[ ]  Statement of time limitations for graduate coursework (“Coursework over 6 years old but less than 10 will count as half credit if advisor approves. Coursework over 10 years old cannot be used”)

APPROVAL: Must include all signatures prior to submission. If this is a COMMON DEGREE PLAN, both department chair/curriculum council chair signatures are required. The Provosts signature is the final approval.

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DEPARTMENT CHAIR DATE

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DEAN DATE

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DEAN OF GRADUATE STUDIES DATE

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CURRICULUM COUNCIL CHAIR DATE

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CURRICULUM COUNCIL CHAIR DATE

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PROVOST DATE

\*Send copy of approved documents to Registrar.

**Degree plan change deadlines will be the same as the curriculum change deadlines on the Academic Calendar.**