

Graduate New/Change Policy Proposal

Form Procedure

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Department/Committee Information

The main contact person for the Graduate Curriculum Committee should fill out this form.

Requestor Name:

* Becky Copper Glenz

Members of the Graduate Curriculum Committee or Department requesting this change:

This group is part of: ☐ An Academic Department
☒ An Administrative Department

Administrative Department

Department: * SGOCE



Are you the Head of the Department Above? * ☒ Yes, I am the Head of the Department Above.
☐ I will enter the name and email address of our Department Head.

Program Chair

The Program Chair for this request is among the people listed above.

* ☐ Yes
☐ No
☒ N/A

Policy Information

This proposal is to a Policy that is:

* ☐ New Policy
☒ Policy Change

Describe the New Policy or Policy Change:

* Update to the Course Changes Language in the Catalog. The language currently listed in the catalog is not correct and does not match the practice or current course schedule as it was written when most all SGOCE courses were 15 week courses and is only relevant for face-to-face courses.

The current policy reads "

Course Changes

Changes to courses (drop/add) must be made by the second meeting. (Class meeting time defined as 2.5 hours) No change in credit is permitted after the second class meeting. After the start of the second class meeting, the dropping of a class will be considered a withdrawal.

Briefly describe new policy or change to existing policy as it will appear in university catalog (if a policy change please provide current and proposed versions):

* Students may request a course exchange through the 2nd day of the term for 7-week and 5 week courses or through the 7th day for 15-week courses.

Students may drop a course through the 2nd week of the term for 7-week courses and through the 3rd week for 15-week courses. Refer to the academic calendar for specific deadline dates, and visit the refund schedule on the Student Accounts website to determine eligibility for a refund percentage based on the course drop date.

Rationale and expected outcomes for new policy or change to existing policy:

* To accurately describe the current process for course changes for all SGOCE course types and provide better clarity for students.

Implementation plan (what semester will new policy/policy change begin; will change be phased in)

* This is the process currently in place. The catalog will be updated to reflect this in 2025-2026.

Attach suggested execution or other supporting files not included in your text above.

Attach any letter (s) of support from professional agencies or others within or outside the university.

Signatures

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Becky Copper Glenz

Requester Signature

04/21/2025

Date

Graduate Council

The Graduate Council Chair Signature indicates that the Council has discussed this proposal and has decided it should move forward.

Graduate Council Chair Signature

Date

Approval of the President

Date

...3236363935

Becky Copper Glenz

SGOCE Dean Signature

04/21/2025

Date

Notifications

SGOCE Dean Initials

Date

Reviewed by the Registrar:

Date