

Graduate Program Change Proposal

Form Procedure

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Create a PDF of the saved form go to Print and choose Save as PDF copy rather than print.

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Department/Committee Information

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

Requestor Name: *

Members of the Graduate Curriculum Committee:

Department / Unit Developing: *

Department Chair: *

Academic Dean :

Program Chair ☐ Yes ☒ No

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

Program Information

This proposal refers to a (check all that apply): ☒ Certificate Program ☐ Teacher Licensure Program ☒ Degree Program

Does the program run on a cohort model? ☐ Yes ☒ No Will additional faculty be needed, day/adjunct? ☐ Yes ☒ No

Briefly describe program change to the existing program as it will appear in university catalog:

*For the last couple years, we have been allowing our English Studies MA students to take courses in our Creative Writing Certificate program and count them as Electives toward the MA, on a per student/petition basis. We are asking for this change to be cemented in the catalog.

Population/anticipated enrollment/staffing plan (i.e., Who/how many will program serve?)

*All of our MA students, which is currently about 23 and hopefully will continue to grow.

Rationale and expected outcomes for program change:

*Allowing students to cross between the MA and Certificate programs has definitively helped us recruit new students, and has allowed the students in the program to build their Graduate English experience with a course sequence that most meets their needs for both schedule and interests. We believe putting this in writing will only add to recruitment possibilities, and make clear that our Graduate English programs intersect and are in conversation with each other.

How does this change affect the departments Learning Outcomes for the program? List any changes that need to be made.

It does not.

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

*We would like the change to begin immediately, since we have already been doing this for current students.

An old and new plan of study must be included with this proposal (Please use template for program revision).

If new courses are proposed or major changes are made to existing courses, submit a Graduate Council New Course Approval form.

Old Plan of Study Attached here.

New Plan of Study Attached here

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

Signatures

* ...3237323734

Benjamin Railton

Requester Signature:

10/23/2025
Date

* ...3831373137

Sara Levine

Academic Dean Signature:

10/24/2025
Date

*

...3739333834

Kisha Tracy

10/24/2025

Department Chair Approval:

Date

Graduate Council

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

*

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Becky Copper Gleng

10/29/2025

SGOCE Dean Signature:

Date

*

Graduate Council Chair Signature

Date

Notifications

*

Approval of the President

Date

SGOCE Dean Initials

Date

*

Reviewed by the Registrar:

Date