Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in existing or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog).

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council Chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: **Graduate College**   Dept/Division: _____

Contact Person: **D. J. Pittenger**   Phone: **696-2818**

Rationale for Request:

Revision of description of Graduate College REPEAT COURSE policy to correct typos, clarify language, and provide more guidance to students.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.
NOTE: all requests may not require all signatures.

Department/Division Chair **David J. Pittenger** Digitally signed by David J. Pittenger Date: 2019.10.31 14:02:26 -04'00'   Date **Fall 2020**

Registrar _____   Date _____

College Curriculum Committee Chair _*n/a*_____   Date _____
(or Dean if no college curriculum committee)

Graduate Council Chair _____   Date _12_/_14_/_19_

NOTE: please complete information required on the following pages before obtaining signatures above.

1. **Current Catalog Description (if applicable):** Please insert the catalog description from the current catalog for entries you would like to change.

See Attached

2. **Edits to current description**: Attach or insert a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

3. **New Catalog Description:** Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

See Attached

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: Modification of Catalog Policy Lagnuage

Department: Graduate College

Degree program:

Effective date (fall/spring/summer, year): Fall 2020

<div align="center">Original Text</div>

REPEATING COURSES

Students who a grade of C or less may repeat the course with the goal of earning a higher grade. If the course is required for the student's plan of study, the more current grade may be used to fulfill degree requirements. All course grades, original and repeated, will be listed on the student's transcript and will be used in the calculation of GPAs. Several program maintain a policy that stipulates dismissal of students who earn two grades of C or less. Repeating a course for a higher grade does not negate the existence of the former grade. As such, a student may be dismissed from the program upon earning a second grade of C or less even if the student repeated a course and earned a higher grade. See *Grade Point Average and Other Requirements for Graduation* for more information.

<div align="center">Red-Line Text</div>

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<div align="center">Final Proposed Copy</div>

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