**Processing Changes in Existing Graduate Programs**

1. Changes to existing programs must be approved by the program director or department chair, depending on the program. The Program Director screens the proposal for (1) completeness, (2) the academic appropriateness of the proposal, (2) curricular coordination with other departments/ programs, and (4) staffing and cost implications. Changes to existing programs must be approved by the Department or Program, Program Director, and School Dean if applicable.

2. All proposals go from the Program Director or School Dean to the Associate Provost for Graduate Programs. The Associate Provost for Graduate Programs screens the proposal for (1) curricular coordination with other programs (2) staffing and cost implications.

3. The Associate Provost for Graduate Programs will bring the proposed curricular changes to the Graduate Council for action. The primary role of the Graduate Council is to assess the proposed curriculum for (1) its academic integrity, (2) its compliance with approved curricular policies and parameters, and (3) its curricular fit with other approved programs. The relevant program director or Department Chair will support the proposal at the meeting.

4. All Graduate Council actions will be formally reported to the Community of Educators for informational purposes and review. These actions are final unless challenged in writing by three faculty members from two different academic departments

5. All appeals must be made to the Provost in writing within seven days after the Graduate Council action has been reported. All such appeals will be brought to the Community of Educators Senate for final action.