

EASTERN CONNECTICUT STATE UNIVERSITY  
GRADUATE CURRICULUM COMMITTEE FORM  
**PROGRAM MODIFICATION NOT REQUIRING BOR APPROVAL**  
**(Addition, deletion or modification of not more than 30 credits)**

**Instructions:**

1. In addition to this completed form, a Program Modification proposal requires:
  - a clear rationale as to why the change is needed
  - current program description as it appears in the catalog
  - proposed program description as it would appear in the catalog
  - the current program requirements as they appear in the catalog (with changes highlighted or bolded)
  - the revised program requirements as they will appear in the catalog
  - Official emails from the following, as appropriate: Chair of Department with Overlapping Course

**Note: Appropriate New Course Proposals or Course Modifications should be submitted as separate proposals. Program Modifications cannot be approved without appropriate Course Proposals/Modifications.**

2. Upon completion, save the form and all supporting documents as a single PDF file and send it to the Program Coordinator and the Graduate Division Dean for their signatures.
3. Submit the PDF containing the signed form and all documentation to Julie McGowan ([mcgowanju@easternct.edu](mailto:mcgowanju@easternct.edu)) in the Biology Department for review by the Graduate Curriculum Committee.

**Note: Signed forms and supporting documents should be combined into one PDF. Please name the file according to the following guidelines, making sure to include "Grad" in the form name:**

Program Abbreviation (in all caps) → Program Name → Date → Form Name

**For Example: DSC\_Data\_Science\_2022 GradProgMod.pdf**

Due to the large number of proposals and paperwork received by the committee, paperwork that is not complete, organized, formatted correctly, or labeled clearly will be returned to the departments for resubmission. Any questions regarding paperwork prior to submission should be addressed to the Graduate Curriculum Committee Chair.

**Resubmitting Revised Forms**

Proposals that are returned to the department for revisions or additions requested by the Graduate Curriculum Committee will be sent via email. When indicated by the committee, substantive revisions should be initialed by the dean. When revisions/additions are completed, forms and documentation should be resubmitted to Julie McGowan as a single PDF.

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GRADUATE CURRICULUM COMMITTEE FORM  
**GRADUATE PROGRAM MODIFICATION NOT REQUIRING BOR APPROVAL**  
UNIVERSITY SENATE BILL COVER SHEET

**SB:** \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_  
BILL CREATING/MODIFYING THE \_\_\_\_\_ PROGRAM  
Sponsoring Department or Program: \_\_\_\_\_  
**Effective:**      **TERM:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_      Must be approved at least 1 semester prior to effective date

**Actions proposed (check all changes included in this proposal):**

- Change in a certificate of more than 50% of its credits
- Change in a program of more than 50% of its credits
- Change in program including entrance requirements, number of credits required, or other major structural changes (not including new specializations or concentrations)
  
- Other changes not requiring BOR approval – please describe:

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**SIGNATURES:**

**Program Coordinator:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Division Dean:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Provost:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Curriculum Committee Chair:** Do not request e-signature from Chair. Signature to follow Committee review

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Senate President:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**University President:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_