This form is submitted to the GAT via the Graduate Studies Office.

1. Program Title (degree and program):

1. Contact person:

Academic Unit:

Department/School:

Telephone: 239 -        
 Email:

1. Briefly describe the proposed revision(s).

1. Effective date: Fall 20

Changes are effective in the fall of the year. Exceptions are approved only in unusual circumstances with adequate justification.

1. Provide a brief explanation of the rationale for the proposed revision.

1. Is the proposed policy revision consistent with the university’s General Graduate Academic Policies (GGAP) and relevant graduate regulations? Please cite relevant sections of existing policy/regulation:

1. Is the proposed policy revision consistent with the Academic Unit and/or program graduate policies? Please cite relevant sections of existing policies.

1. Are additional university resources needed to support this policy revision? Please explain rationale, even if answer is None:
2. Are additional Academic Unit resources needed to support this revision? Please explain rationale, even if answer is None:
3. Are additional program resources needed to support this policy revision? Please explain rationale, even if answer is None:
4. *Catalog copy*:

Please see instructions below.

**APPROVALS** (required prior to submission)

Department Chair/Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Unit’s Graduate Affairs Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FGCU GRADUATE AFFAIRS TEAM**

Approved Not approved

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FGCU Graduate Affairs team Chair Date

Comments/Conditions:

***Instructions for Graduate Admission Requirements Revisions*:**

* **Revision Proposal:** Use this form to submit requested changes to the graduate program admission requirements, or other items related to Graduate Studies.

\* Academic Unit: Colleges or schools that are not a sub-unit of a college offering graduate degrees.

* **Catalog copy:** Submit an updated catalog copy with proposed revisions
* Use the current Academic Year Catalog which is available at <http://www.fgcu.edu/catalog/>
* Select Graduate Programs
* Find the Program
* Click “Print Program Details”
* Copy and paste catalog copy into a Word document
* Turn on the Track Changes function (be sure that both additions and deletions appear)
* Update the catalog year and make edits to reflect proposed admission requirement changes
* Save as a Word document
* Submit the following to Shannon Acosta, Graduate Studies, no later than Dec 1 for possible implementation the subsequent academic year:
  + - This form--electronic with all required signatures
    - Word version of the tracked catalog copy via email