

Graduate Course Reference

Instructions & Required Attachments

[links will open in a new tab]

Workday Curriculum Management

[https://www.myworkday.com/fhsu/d/task/23748\\$4.html](https://www.myworkday.com/fhsu/d/task/23748$4.html)

Graduate Dean approval only

Minor Course Changes

These include:

- a. Course Title Change
 - b. Pre-/Co-Requisite Change
 - c. Minor Description Change
 - d. Credit Reduction Change
- Complete edits on existing courses in Workday
 - Note the changes you made in the comment box at the end of the Workday form for reviewers
 - Attach the [Minor Graduate Course Change](#) form [download a copy and complete]

Graduate Council & Graduate Dean approval

New Courses

- Complete the *Create New Course* process on Workday
- Attach the [New Graduate Course Approval](#) form [download a copy and complete]
- Attach the syllabus
- Attach a copy of the UG syllabus for 600G courses

Significant Course Changes

These include:

- a. Course Number Change
 - b. Learner Outcomes Changes
 - c. Course Type Change (see KBOR Handbook)
 - d. Significant Course Description Change
 - e. Increase in Credit Hours Change –includes addition/change of CLO's
 - f. Variable Title Change
 - g. Retire a Course
- Complete edits on existing courses in Workday
 - Note the changes you made in the comment box at the end of the Workday form for reviewers or attach rationale
 - Attach the [Significant Graduate Course Change](#) form