Graduate Program Reference
Instructions & Required Attachments

Academic Affairs Workflows
https://hub.fhsu.edu/sites/workflow/AcademicAffairs/Pages/Default.aspx

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Graduate Dean approval only

Catalog Change Approval Form [Title, Course Number, Catalog Description]
- rationale for changes

Minor Program Change Form

These include:

    a. Cumulative changes to concentrations within approved degrees since last approval less than 25% of program
    b. CIP Code Change
    c. Course credit reductions

- Complete the SharePoint/Workflow form
- Attach a description/chart of the changes and the rationale for changes

Graduate Council & Graduate Dean approval

These include:

    d. New certificates
    e. New Enriched Educational Experiences (EEE)
    f. New program
    g. New concentration
    h. Cumulative changes to concentrations within approved degree since last approval greater than 25% of program
    i. Changes to program pre-/co-requisites
    j. Course credit increases – includes addition/change of CLO's

New Certificates and EEE's
- Complete the SharePoint/Workflow form
- Attach a course list or EEE form and rationale for proposal

New Programs
- Complete the SharePoint/Workflow form
- Attach the KBOR form
- Attach the program of study
- Attach the curriculum map

New Concentration
- Complete the SharePoint/Workflow form
- Attach the program of study
- Attach the curriculum map

Cumulative changes to concentrations greater than 25%
- Complete the SharePoint/Workflow form
- Attach rationale for changes
- Attach old & new program of study comparison
- Attach new curriculum map

Changes to program pre-/co-requisites
- Complete the SharePoint/Workflow form
- Attach rationale for changes
- Attach old & new pre/co-requisites

Course credit increases
- Complete the SharePoint/Workflow form
- Attach rationale for changes
- Attach old & new course credit comparison
- Attach old & new CLO's