

GUIDELINES FOR REVISION OF EXISTING PROGRAMS

All modifications of existing degree or certificate programs which involve changes in degree or certificate requirements, course offerings, sequencing of requirements, or other substantive changes must be approved by the Graduate Executive Council.

Occasionally, representatives of the submitting unit may be asked to meet with the council to discuss the proposed changes or to provide written responses to concerns of the council. Programs may also be required to consult with cognate programs about the proposed changes. The Dean or the Executive Council may solicit the advice of appropriate experts outside the University before a decision on the proposal is rendered.

I. Proposed Revisions to Existing Programs

- A. Submit a brief but thorough justification of the need for the proposed revisions. How will they enhance the program?
- B. Submit a detailed description of the proposed revisions and indicate how the revisions fit into existing elements of the degree or certificate program. The description should address the following items: For example:
 - ▶ Will the revision affect the course curriculum and the sequencing of courses? If so, are all the required courses available in the existing curriculum?
 - ▶ How will the revision affect requirements for advancement to candidacy?
 - ▶ Will the revision affect advising procedures, especially in the years prior to the selection of a dissertation adviser?
 - ▶ If appropriate, provide sample walk-throughs of students progressing through the program, showing possible sequence of courses.
- C. Is there adequate faculty coverage to meet the new program requirements?
- D. Will additional library, laboratory, information technology, or other resources be required?
- E. Identify any costs that may be associated with the proposed revision. How will those costs be funded?
- F. Describe the impact of the proposed revisions on the undergraduate programs (if present) in the unit and on other graduate programs inside or outside the unit.
- G. Will the proposed revisions affect how or when students satisfy TATTO requirements?
- H. Will the participation of faculty in other programs or schools be necessary? Have those programs, or schools been consulted about the proposed revisions?
- I. Will the proposed revisions affect anticipated time-to-degree?

II. Timing

The Graduate Executive Council reviews proposals for new programs or for changes in existing programs on a rolling basis. The Executive Council meets monthly. To be added to the Executive Council agenda, proposals must be received by the Graduate School two weeks prior to the meeting date. Meeting dates and submission deadlines are posted on the Graduate School web page www.graduateschool.emory.edu, or you may contact Donna Lynch-Cunningham (dlynchc@emory.edu), 404-727-2669.

Please be aware that the Executive Council often has a full agenda, and proposals submitted late in the spring semester may be deferred until the next academic year. Programs will usually be informed of the decision of the Graduate Executive Council within seven days following the meeting at which the proposals are considered. The council may (1) approve the proposal without modification, (2) not approve the proposal, or (3) request modifications and resubmission.

III. Submission Procedure

Send an electronic copy of the proposal to Donna Lynch-Cunningham at dlynchc@emory.edu and 1 paper copy of the proposal with a letter from the Chair or Director of Graduate Studies, stating program support to the Graduate Executive Council, Graduate School, 209 Administration Building.