

## Graduate Council Notification Form

Effective Date:

Submission Date:

Department:

College of:

Contact Person:

Course/Program Name:

**Notification Form** – Used for notifying Graduate Council and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites - documentation needed for changes outside your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas, such as Session Based.

1. Purpose/Justification for this notification:

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university?

**If "yes", please provide documentation (ex. email).**

	Existing	New/Proposed
Modality of Program:		
Admission Requirements:		
Pre/Co-Requisite(s):		
Other/Session Based:		

## **Authorization Sign-Off Sheet**

-Approved: Department Chair

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

-Approved: Dean of College

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

**Originating Departments:** After completing this form, in its entirety, please have it signed by the chair and the dean. Then send to Graduate Studies.