To add a new course, change a graduate program or create a new graduate program, approval must be acquired from the Council of Graduate School Programs and, when applicable, the Academic Affairs UPC. The following procedure must be followed to gain approval:

- Read carefully Appendix B of the Council of Graduate School Programs By-Laws which has the complete guidelines for changes to graduate programs and can be found at [http://www.luc.edu/gradschool/faculty_councilbylawsappb.shtml](http://www.luc.edu/gradschool/faculty_councilbylawsappb.shtml).

- Contact the Chair of the Council’s Curriculum Review Committee who can help with the process.

- All necessary materials for new programs must be submitted to the Associate Dean of the Graduate School at least 42 days prior to the meeting of the Council in which the new program is under review since new programs require outside reviews from individuals who are from other institutions. The Associate Dean forwards the material to the Curriculum Committee Chair and contacts the external reviewers.

- All necessary materials for proposing new courses, course modification, or program changes must be submitted to the Associate Dean of the Graduate School at least 21 days prior to the meeting of the Council in which the courses, course modification/s or program change/s is/are to be considered. The Associate Dean forwards the material to the Curriculum Committee Chair and contacts the internal reviewers.

- Once the Associate Dean has a complete package (proposal and reviews), the material is sent to the Chair of the Curriculum Committee. After an initial evaluation, the Committee sends the comments to the person submitting the proposal and the proposer is given an opportunity to resolve any issues raised by the reviewers and the Committee. Once the Committee is satisfied that all it has exhausted all opportunities to resolve any outstanding issues, the Committee submits a decision to the Graduate Council.

- Once the Council considers and approves the change/s, the approved proposals go to one of two places: back to the department with approval or to the Academic Affairs UCP. Approved courses and course changes go back to the Department with a notice of approval and directions about activating them with Registration and Records. Approved program changes and new programs are submitted to the Academic Affairs UPC. The Graduate School will keep the affected departments updated about the AAUCP process.

- Keep in mind that this can be a long process so any unit wanting to add new courses, change existing courses, make changes to their graduate program, or introduce a new program should submit those proposed changes with all necessary documentation approximately one year prior to the implementation of the desired changes.

- Course and program change approval forms can be found on the Graduate School website under Faculty & Staff. The format for new programs can be found at [http://www.luc.edu/academicaffairs/pdfs/academicprogramdevelopment.pdf](http://www.luc.edu/academicaffairs/pdfs/academicprogramdevelopment.pdf).

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