



GRADUATE SCHOOL of
ARTS AND SCIENCES

**REQUEST to ADD, DELETE, or
CHANGE GRADUATE COURSE**

Instructions for completing the form –

This form should be submitted by the appropriate Department Chair or Interdisciplinary Program Director. The Graduate Council and Graduate Faculty will evaluate the request and decide whether or not to accept it. The criteria that will be used in this assessment are: adequacy of description (in the case of additions or changes), appropriate justification for the request, and grammar and clarity. The form should be typed or printed. Please mail this form to: *Graduate School Office, Room 5 Reynolda Hall, Reynolda Campus.*

Department or Program: _____

- ___ **Add this course.** Please fill out all the information below.
- ___ **Delete this course.** Please fill out all the information below for the course to be deleted. You do not have to provide the information on course description, prerequisites, or overlap.
- ___ **Change this course.** Please fill out all the information below from the original version. Indicate all proposed change(s) by putting them into italics.

COURSE TITLE:

COURSE NUMBER:

CREDIT HOURS:

INSTRUCTOR:

Please provide justification for the adding of this course, deleting this course, or for the specific change to be made in an existing course.

Description as it will appear (or appears) in the Graduate School Bulletin.

Prerequisites for this course (if there are no prerequisites, please write "none"):

Does this course overlap with any other graduate courses at Wake Forest University? If yes, please describe the overlap.

Name of Department Chair/Interdisciplinary Program Chair: _____

Signature: _____ **Date:** _____

Approved By:

Graduate Council: Yes _____ No _____ Date _____

(Dean's Signature)

Graduate Faculty: Yes _____ No _____ Date _____

(Dean's Signature)