



Procedures for Program Changes

Item	Office of Assessment and Accreditation	Graduate Council	General Welfare Committee (GWC) of the Faculty Senate	Faculty Senate	Office of the Registrar
Admission Requirements/GRE Waivers	Notification required	Graduate Council Approval Required (vote)	Contact Faculty Senate for more information	Contact Faculty Senate for more information	n/a
Certificate Programs - For Credit (including online)	Notification required	Graduate Council Approval Required (vote)	GWC approval needed	Faculty Senate Approval Required	Notification required for plan code creation in CaneLink*
Certificate Programs - Non-Credit (including online)	Notification required	Contact the Office of Professional Advancement within the Division of Continuing and International Education.	Notice only needed	Notice only needed	Notification required for plan code creation
Concentrations (i.e. tracks/specializations) - New	Notification required	Memorandum of Notification to Council	Contact Faculty Senate for more information	Contact Faculty Senate for more information	Notification required: Major code and curriculum must be available to attach concentration to. *
Credits - Changes in the Number	Notification required	Memorandum of Notification to Council	Contact Faculty Senate for more information	Contact Faculty Senate for more information	Signed Course Change form submitted
Curriculum Changes	Notification required	Memorandum of Notification to Council	Contact Faculty Senate for more information	Contact Faculty Senate for more information	Contact Office of the University Registrar for more information*
Degree Program - Online Version of Existing Program	Notification required	Memorandum of Notification to Council	Notice only needed	Notice only needed	Notification required for program & plan code creation in CaneLink*
Degree Programs - New	Notification required	Graduate Council Approval Required (vote) (2 readings)	GWC approval needed	Faculty Senate Approval Required	Completed/approved legislation submitted for program & plan code creation in CaneLink*
Degree Programs - New Dual (e.g. BS/MS)	Notification required	Graduate Council Approval Required (vote)	Contact Faculty Senate for more information	Contact Faculty Senate for more information	Completed/approved legislation submitted for program & plan code creation in CaneLink*
Degree Programs - New Online	Notification required	Graduate Council Approval Required (vote) (2 readings)	GWC approval needed	Faculty Senate Approval Required	Completed/approved legislation submitted for program & plan code creation in CaneLink*
Degree/Certificate Program - Change in Length	Notification required	Memorandum of Notification to Council	Contact Faculty Senate for more information	Contact Faculty Senate for more information	Notification required
Degree/Certificate Program - Closing	Notification required	Graduate Council Approval Required (vote)	GWC approval needed	Faculty Senate Approval Required	Notification required
Degree/Certificate Program - Deactivating	Notification required	Memorandum of Notification to Council	GWC approval needed	Faculty Senate Approval Required	Notification required
Degree/Certificate Program - Reactivating	Notification required	Memorandum of Notification to Council	GWC approval needed	Faculty Senate Approval Required	Notification for program & plan code creation in CaneLink; changes to plan make require additional paperwork
Degrees - Joint - International	Notification required	Graduate Council Approval Required (vote) Approval of Vice Provost Green	GWC approval needed	Contact Faculty Senate for more information	Completed/approved legislation submitted for program & plan code
Degrees - Merging Two Existing Degrees (e.g. MD/MBA)	Notification required	Memorandum of Notification to Council	Contact Faculty Senate for more information	Contact Faculty Senate for more information	Completed/approved legislation submitted for program & plan code creation in CaneLink*
Delivery Format - Change (i.e. from classroom to online)	Completed/approved legislation submitted for program & plan code creation in CaneLink	Memorandum of Notification to Council	GWC approval needed	Faculty Senate Approval Required	Notification required
Department - Name Changes	Notification required	Memorandum of Notification to Council	GWC approval needed	Faculty Senate Approval Required	Completed/approved legislation submitted for program & plan code creation in CaneLink (if needed)*
Exceptions to Graduate Policies (e.g. transfer of credit, deficiency status)	Notification required	Graduate Council Approval Required (vote)	n/a		Notification required
Graduate Degree and Certificate Program - Name Changes	Notification required	Memorandum of Notification to Council	GWC approval needed	Faculty Senate Approval Required	Completed/approved legislation submitted for program & plan code creation in CaneLink*

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New Articulation Agreements and Modifications to Existing Articulation Agreements	Notification required	Graduate Council Approval Required (vote)	n/a		Notification required
Policy Changes	Notification required	Graduate Council Approval Required (vote)	Contact Faculty Senate for more information	Contact Faculty Senate for more information	Notification required*
Program Reviews	n/a	Graduate Council Approval Required (vote)	n/a	Notice Only: Faculty Senate Notification sent by Graduate School	Notification required
Student Exchange - International	Notification required	Approval of Vice Provost Green	n/a	No	n/a
Tracks - Merging Two Existing (e.g. 3 tracks merged into 2 tracks)	Notification required	Memorandum of Notification to Council	Contact Faculty Senate for more information	Contact Faculty Senate for more information	Completed/approved legislation submitted for plan code creation in CaneLink*

Note: The actions above may require approval from your School/College Council. Please contact your Associate Dean of Graduate Education.

[Click here for a list of the Associate Deans of Graduate Education.](#)

KEY OFFICES

Graduate School	Guillermo ("Willy") Prado, PhD	gprado@miami.edu
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Faculty Senate	Robyn Hardeman	facsen@miami.edu
Office of the University Registrar	Karen Beckett	kbeckett@miami.edu

DEADLINES

Graduate Council	All materials are due the Monday of the week prior to the Graduate Council meeting.	Visit the Graduate Council website for meeting dates.
Faculty Senate	All materials are due the Monday of the week prior to the GWC meeting.	Visit the Faculty Senate website for meeting dates.

*** ITEMS REQUIRE UPDATES TO THE UNIVERSITY BULLETIN.**