

# Graduate Programs Change Request Workflow

Request received from Program Coordinator or designee.

Does change require higher level approval?

- General information**
- Corrections (typos, etc.)
  - Non-curricular data
  - Other info not required to be in the Bulletin

- Program Administration**  
(e.g. Coordinator, Chair)
- Curricular information**
- Admission requirements
  - Course information
  - Credits required
  - Graduate Faculty listings
  - Options or Tracks

Project Manager assigns task to Content Developer.

Additional communication, as necessary, between Content Developer and Program Coordinator.

Developer completes task locally.

As needed, Project Manager communicates change to Graduate School, requesting Bulletin update.

**Cc's sent to:**

- Program Coordinator
- Asst. Dean of Graduate Studies

Web Team Project Manager confirms request and/or asks for additional information from Program Coordinator.

**Cc's sent to:**

- School Director for appropriate school
- Asst. Dean of Graduate Studies

- Asst. Dean confirms that proper protocols have been followed and completed (e.g. course changes approved by Graduate Council.)
- Opportunity given for feedback or discussion.

Asst. Dean authorizes Project Manager to process the request.

Project Manager communicates change to Graduate School, requesting Bulletin update.

**Cc's sent to:**

- Program Coordinator
- Asst. Dean of Graduate Studies

Project Manager assigns task to Content Developer.

Developer completes task locally.

Completion notice sent to:

- Program Coordinator
- Asst. Dean of Graduate Studies