*Remove these instructions prior to submission. Paste the following template on department electronic letterhead.*

**Date:** [insert date of submission]

**To:** Graduate Studies Committee

**From:** [insert name of department chair]

**CC:** [insert name of college associate dean]

**Subject:** Change in Graduate Admission Requirements

**Program Name:** [insert name of graduate program]

**Implementation Date:** [insert effective term and year]

[insert brief summary of changes]

|  |  |
| --- | --- |
| **Current Catalog Copy** | **Proposed Catalog Copy** |
| *Remove these instructions prior to submission. Copy and paste the program’s current catalog copy from* [*catalog.csun.edu*](http://catalog.csun.edu/) *by replacing the placeholder below.*  [Paste Catalog Copy Here. From the Edit Menu, select Paste Special and then double-click on **Unformatted Text**.] | *Remove these instructions prior to submission. Copy and paste the program’s current catalog copy from* [*catalog.csun.edu*](http://catalog.csun.edu/) *by replacing the placeholder below. Then mark-up the catalog copy using strike-out and red font for deletions; underline and yellow highlighting to indicate additions. Space the text in the current and proposed columns so the sections line up horizontally.*  [Paste Catalog Copy Here. From the Edit Menu, select Paste Special and then double-click on **Unformatted Text**.] |

**Clean Proposed Catalog Copy**

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