



MEMORANDUM

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Date: April 20, 2018

To: Dr. David Boggs, Chair, Council on Graduate Studies

Re: Request for Executive Action from the Department of Communication Studies

Requested Change:

A minor change to the application materials required for the Department's online Graduate Certificate in Communication Process program, as specified in "Catalog Language Changes" below.

Rationale for Change:

To make the application process more user-friendly and less cumbersome for applicants (particularly working teachers) who wish to enroll in the Department's Certificate program rather than the full MA in Communication Studies program.

Catalog Language Changes:

Admission Requirements:

To be eligible for admission to the certificate program, applicants must meet all of the requirements for admission to the Graduate School (see "Admission to Graduate Degree and Certificate Programs"). All applicants must also submit a departmental application to include:

- Statement of personal goals
- ~~A writing sample demonstrating preparation for graduate-level writing~~
- A resume outlining relevant work or academic experience
- ~~3~~One letters of recommendation

Approved by College of Arts and Humanities Curriculum Committee:

April 18, 2018.

Effective Year/Term:

Fall 2018, if possible; if not, then ASAP