

NEW COURSE PROPOSAL GUIDELINES

- A. **NEW COURSE PROPOSAL FORM:** Use this for establishing a new graduate course as a program requirement or elective.
- B. **PROPOSAL SUBMISSION TO THE DEAN OF GRADUATE AND PROFESSIONAL STUDIES OFFICE:** Proposals originating from the academic unit are to be submitted electronically to the Dean of Graduate and Professional Studies Office by the Dean or Chair on behalf of the department.
- C. **COURSE PROPOSAL SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than March 1st if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted upon in time for implementation the next academic year.
- D. **GRADUATE COUNCIL MEETING:** The Graduate Council meets on the third Tuesday of the month. Proposals submitted to the Graduate and Professional Studies Office by the first day of the month will be on that month's agenda.

New Course Proposal

Prepare course proposal in accordance with the guidelines below and the format shown on the following pages.

COURSE PROPOSAL NUMBER:

REVISION (label Revision #1, #2, etc.):

SECTION 1: PROPOSAL INFORMATION

Name:	
Title:	
E-mail Address:	
Phone Number:	

College:	
Program:	
Program Level:	Graduate
Date Originally Submitted:	
Implementation Date Requested:	

APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and departmental support of this new course proposal. Should this new course affect any other department or program in another college, a memo must be sent to the Dean of each college impacted and a copy of the letters(s) or email(s) of support must be included with this proposal.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

College	Dean's Signature

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: COURSE CATALOG INFORMATION

1. Course Subject Prefix and number (e.g., ARCH 5000): Course number/prefix combinations may be used only once, and <u>may not be recycled</u> ; please check with the Registrar's Office to get a list of available, valid course numbers.	
2. Course Title: The title of the course as it will appear in the course catalog.	
3. Number of Credit Hours: Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here.	
4. Repeatability (number of repeat credit hours): Students can repeat the course multiple times for more credit.	
5. Course Prerequisites: Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	
6. Course Co-requisites: Include subject prefix and course number.	
7. Course Cross-listings (e.g., MSBA 5000 and MCRM 5000)	
8. Course Restrictions (e.g., degree-seeking students only)	
9. Grade Type: Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG).	
10. Requirements: Will the course be a required or elective course? What program requirements will this course satisfy? Indicate specific program or College/Department requirement(s).	
11. Course Terms: In what semester(s) will the course be offered? (e.g., Fall only, Summer)	
12. Catalog Description: Include a course catalog description written in complete sentences that will be published in the university catalog. The word length for a catalog description should be less than 80 words. Do not include any prerequisites, corequisites or any other restrictions in the description.	

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.

Course Learning Outcomes: These should be stated in terms of what new knowledge and/or skills students should be able to demonstrate upon successful completion of the course. Present course learning outcomes as a bulleted list predicated with “Upon successful completion of this course, students should be able to...”

Assessment: Describe generally how students’ achievement of the course learning outcomes will be assessed.

SECTION 4: COURSE OUTLINE

Attach a course content outline consisting of at least two levels.