

Process for New or Revised Course Approval

1. Course concept initiated within a graduate program by faculty member or program committee (typically done between September and January). Course concepts developed after January should be considered as possibilities for Special Topics course offerings for the following academic year as it is highly unlikely that they can be approved in time for listing in program offerings the next academic year.
2. Course content defined and approved within the department and program in accordance with department or program policy and procedures. Approval of appropriate academic Dean obtained. Interdisciplinary courses, cross-listed courses, courses that potentially may impact on another program must be reviewed by appropriate faculty and academic administrators in those programs prior to presentation at the Graduate Council. Typically done between September and January but strongly recommended that the process be completed by November or December.
3. Course description prepared in accordance with the standard format for approval by the Graduate Council. The Dean of Graduate Studies should be consulted for information and to have course approval placed on the Graduate Council agenda. Typically done between September and January but strongly recommended that process be completed by November or December.
4. Course descriptions in standard format provided to the Graduate Studies Office (and in sufficient number of copies, usually 20) to allow distribution to members of the Graduate Council at least three weeks in advance of the next regularly scheduled Graduate Council meeting. The Dean of Graduate Studies will also do a preliminary review of the proposal. This should be done no later than the end of February to allow inclusion of the course in the following year's catalog or course listing.
5. Review by the Graduate Council at a regular scheduled meeting. It may be assumed that proposals that are not received in time, for example those not seen until the day of the meeting, for preliminary review will have to be deferred until the following meeting for review and possible approval.
6. Once a new course or significant revision to an existing course has been approved, the approval (with any approval conditions determined by the Graduate Council) and any required documents will be forwarded to the Registrar by the Office of Graduate Studies for inclusion in new course listings. Changes in course level (for example from 600 to 700 level and vice versa) are also considered significant changes. Further approval of new courses or revisions to an existing course and by any other committee will not be required. The Provost and the Committee on Academic Affairs (through the Provost's Office) is provided with Graduate Council minutes for information purposes.