



Proposal for a New Graduate Course

Course proposed by: _____

Date Proposed: _____

Departmental Approval and Date: _____

Additional Approvals and Dates (if any): _____

Dean's Approval and Date: _____

Date to be presented to the Graduate Council: _____

1. Catalog Description

A.	_____	_____	_____
	Course Number	Title	Credits

B. Prerequisites

C. Proposed Catalog Description

D. When will the course first be offered?

Spring 20__
 Summer 20__
 Fall 20__



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2. Purpose of the Course

A. Why is the course needed?

B. For whom is the course intended?

C. Reason for prerequisites (or lack thereof)

3. Course Details

A. Course Outline: Attach outline including topics by week, examinations including the final examination, for a 15 week course; attach any additional information that is appropriate. (See item 5)

B. Textbooks and References



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C. Number of hours of lecture, recitation and laboratory per week.

Lecture	Recitation	Laboratory
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4. Course Mechanics

A1. Who can and will teach the course?

A2. How will the addition of this course impact current faculty loading?

B. How often will it be offered?

- Every Semester Every Year Every Other Year

C. Will any existing course be deleted from the catalog in favor of this course?

D. What cost is associated with introducing the course?

E. What space is required?

F. What new equipment is needed? What existing equipment is to be used? (Include computer and library needs).



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G. What staff time is required? (Consider faculty, support staff, and graduate assistants).

H. Estimated enrollment?

J. How will student performance and grades be determined?

K1. At what graduate level will the course be offered?

- Intermediate level (500) Master's (600) Ph.D. (700)

K2. What degree program or programs will it apply to?

1. _____
2. _____
3. _____
4. _____
5. _____

L. Will the course be offered by any non-traditional methods of delivery?

M. Describe any unusual features of the course. Describe any participation by outside experts or invited speakers.



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N. Will the course be evaluated in any way?

5. Course Outline (15 week schedule)

Weeks

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____