

# University of Wisconsin-Superior Graduate Council



Please print on desired paper color: Yellow (new courses) and Blue (revised)

## Graduate Course Proposal Cover Sheet

### Individual Making Proposal (See back page for submission process and time line)

Name:	Graduate Faculty Status: Full Limited
Academic Program:	Office Address:
Phone:	E-mail Address:

### Course Demographics and Schedule Information (check all that apply)

Original Date of Proposal:	Date (or Term) of Projected First Offering:
Course Name (Include Department Abbreviation, Course #, and Short Title (Only 30 will characters print on transcript):	
Catalog Description (Long title (if different from short title above) and include topics, if any):	
<p><b>Type of Course:</b></p> <p>1. New Revised</p> <p>2. On-campus Continuing Education</p> <p>3. Online IDE/ITV (Interactive Distance Education/Television) Face-to-Face Hybrid Off-Campus location</p> <p>4. Credits: ____ Maximum allowable credits: ____</p> <p>5. Grading: Graded Pass/Fail</p> <p>6. Allow multiple enrollment in term Instructor Consent needed Department Consent Needed</p> <p>7. Cross Listed? No Yes, specify: _____</p> <p>8. Prerequisite(s)? No Yes, specify: _____</p> <p>9. Lecture Discussion Field Studies Ind Study Lab Seminar Research Thesis</p>	

### Rationale for Proposed New Graduate Course

Describe how the graduate student will contribute to the tradition through the following three areas:

<p><b>I. Scholarly Inquiry</b> For example, a graduate student could demonstrate one of the following:</p> <ol style="list-style-type: none"> <li>1. deepening knowledge base in the field;</li> <li>2. immersion in scholarly works; and/or</li> <li>3. other:</li> </ol>
<p><b>II. Application</b> For example, a graduate student could contribute by:</p> <ol style="list-style-type: none"> <li>1. taking responsibility to lead/facilitate classroom discussions;</li> <li>2. teaching a class;</li> <li>3. submitting to a scholarly journal;</li> <li>4. submitting to a professional conference;</li> <li>5. pursuing a professional exhibition of work in a departmental approved setting; and/or</li> <li>6. other:</li> </ol>

**III. Professional Development** For example, a graduate student could contribute by:

1. participating in a professional conference;
2. interacting with professionals in the field; and/or
3. other:

**Information required of New or Revised Graduate Course**

**Syllabus Prospectus**

Note: If the course is taught to both graduate and undergraduate students, the graduate course must have a separate syllabus.

Attach syllabus to include Graduate Faculty Instructor(s); Required & Supplemental Textbook(s) with complete reference citations; Specific Course Objectives; Assignments & Requirements; Evaluation Procedures; Detailed Course Outline; and Course Bibliography (with complete reference citations).

**Impact upon Graduate Studies** [Existing Graduate Program(s), Professional Licensure/Certification, Accreditation/Program Approval]

**Required Resources** [Graduate Faculty, Fiscal, Library, Technology/Laboratory, Facilities]

**Additional Relevant Information or Rationale for making Revision(s)** [Add or attach]

**Approval Sequence of Proposal**

\_\_\_\_\_  
Graduate Faculty Member/Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair or Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Council Secretary

\_\_\_\_\_  
Date

Recommended time frame is six weeks: Courses must be submitted for approval by October 15 (for spring courses) and March 1st (for summer & fall courses) prior to proposed course implementation date.

**Steps in Submission Process:**

1. Submit twelve (12) copies of the written proposal to the Graduate Studies Office by October 15 (for spring courses) and March 1 (for summer and fall courses) in semester prior to course implementation. Submitting faculty are expected to orally present written submission at the next regularly scheduled Council meeting.
2. At next regular meeting (2 weeks), Graduate Council will discuss course proposal. Council response may be approve, reject, or request revise & resubmit. If reject, faculty may submit new proposal after fourteen (14) days.
3. If Council decision is revise and resubmit, faculty may submit revisions for discussion review at the next regular meeting (2 weeks).
4. Council will vote on proposed course by following meeting (2 weeks).

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