

## NEW COURSE PROPOSAL FORM Graduate Studies

Submitted by \_\_\_\_\_ (Department Name)

1. Term this course begins (effective date):

2. Abbreviated Title of Course (field of 30 spaces):

3. Long Course Title (field of 50 spaces):

4. Course Description:

5. Variable Credit?    Yes    No

6. Number (or range) of Credits: \_\_\_\_\_

7. Grading Basis:    Letter Graded    Pass/Fail

8. Repeat for Credit?    Yes    No

9. Number of times can repeat course for credit: \_\_\_\_\_

10. Total credits that can be earned for this course \_\_\_\_\_

11. Course requires instructor Consent?    Yes    No

12. Course requires department consent?    Yes    No

13. Subject Area: \_\_\_\_\_    Catalog No. \_\_\_\_\_

**Must be approved by Registrar's Office  
prior to submitting this form.**

14. Type of Course:    Face-to-face    hybrid    on-line    off campus (list where):

15. Typically Offered (choose one):

Every Third Term Beginning Fall '12	Fall and Spring Term	Spring Term Even Years Only
Fall Term Even Years Only	Fall, J-Term, and Spring Terms	Spring Term Odd Years Only
Fall Term Every Other Year	Fall, Spring, and Summer Terms	Spring Term Only
Fall Term Odd Years Only	Occasional by Demand	Spring Term Every Other Year
Fall Term Only	Other, Refer to Catalog	Summer Only

16. Prerequisite or Co-requisite (please list):

17. Course component (choose from): lecture, laboratory, discussion, field studies, independent study, practicum, research, seminary, studio, thesis, research.

18. Library or other physical resources to support the course:

19. List any additional resources needed:

### RATIONALE FOR PROPOSED NEW GRADUATE COURSE

20. Scholarly Inquiry (list what the student will be able to demonstrate upon completion of this course).

21. Application (list what student could contribute as a result of this course--teach a class, submit a scholarly journal article, pursue a professional exhibition of work).

22. Professional Development (a student could contribute by --professional conference, network with other professionals).

### INFORMATION REQUIRED FOR NEW GRADUATE COURSE

23. Attach syllabus that includes: Graduate faculty name, textbook requirements, course objectives, assignments / requirements, evaluation procedures, detailed course outline and course bibliography (with complete citations).

24. Impact Upon Graduate Studies: (existing grad programs, professional licensure, accreditation/program approval)

25. Additional Relevant Information or Rationale for Making Revision(s):

### APPROVAL SEQUENCE OF PORPOSAL

\_\_\_\_\_  
Graduate Faculty Member/Instructor Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair or Program Director Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Council Secretary Printed Name

\_\_\_\_\_  
Council Secretary Signature

\_\_\_\_\_  
Date