

## GUIDELINES FOR SUBMITTING NEW COURSE AND REVISED COURSE PROPOSALS AT THE 400 AND 500 LEVEL

Submit three copies to the Graduate School Office, 309 Hovey Hall.

Proposals must be received by the Graduate School no later than the deadline specified on the Curriculum Deadlines Sheet to be considered for inclusion in the Graduate Catalog for the following year.

### NEW COURSE PROPOSALS

Include the following elements in this order:

1. *New Course and Course Revisions Cover Sheet*: Course information for the Graduate Catalog will be taken from the cover sheet. The cover sheet may be copied.
2. Course Description and Explanations. Attach a page that provides the following:
  - a. Course Description. A course description exactly as it would appear in the Graduate Catalog. Include course number, course title, semester hours credit, course description (20 words or less), prerequisites, and other restrictions.

*Example:* 472 RESEARCH DESIGN AND ANALYSIS 3 sem. hrs.  
Design of research involving theoretical and methodological aspects of sociological problems. Analysis and interpretation of data using the computer and SPSS.  
Prerequisite: SOC 471.

- b. Explanation of Prerequisites. For each prerequisite indicated on the cover sheet, provide a brief but clear explanation of why the condition is required or recommended. Indicate those courses required for the prerequisites. Where specific courses are not required, other language should be used to help ensure that students without the necessary background do not enroll (e.g., “Admission to Degree program in Sociology” or “Consent of Instructor”).
3. Course Syllabus, to include:
  - a. Institution/Department/School title, course number and title, semester hours
  - b. Catalog description, including prerequisites
  - c. Course overview, containing general aims
  - d. Course objectives (learning outcomes) students are expected to achieve
  - e. Topical/content outline
  - f. Suggested Texts; suggested required/optional readings
  - g. Required/optional student tasks
  - h. Student performance evaluation methods (e.g., grading scale, weighting of assignments)
  - i. Bibliography (generally one page maximum) *Note:* The bibliography is a list of major books, journals, and other reference materials, which will be used by the library to ensure that an adequate collection exists to support the course. It is not necessary to provide a reading list that includes individual journal article titles.

Course syllabi presented should make it clear to the students what the expectations are regarding both student and instructor responsibilities.

#### 4. Rationale

Provide a statement justifying the adding of this course. Include in the rationale statement the following:

- a. How does the course relate to the goals of graduate students, the department/school, and the University?
- b. Is it typically offered by the same department/school in other universities? Is it typically offered at the graduate level? Is it required to meet professional certification needs in your field? Is it required to cover new developments in your field?
- c. Has the course been offered on an experimental basis? If so, how many times and with what enrollment? Provide any available course evaluation data.
- d. If the course may be taken for variable credit, outline the differential requirements for the awarding of the various levels of credit. If the course may be repeated for credit, state the number of credit hours of this course that may be counted toward meeting the minimum degree requirements for the program area.
- e. What is the primary audience for the course? Will the course be available and academically accessible to students who are not members of the primary audience? If so, what criteria exist to ensure that all students have the appropriate graduate-level background for the course? Are these criteria primarily the course prerequisites?; admission criteria to the degree program?; admission criteria to the graduate school? If not, how are students without the appropriate background either informed or restricted from enrolling?

#### 5. Consequences

- a. How often will the course be offered?
- b. In what programs will the course be required or elected?
- c. How will the addition of this course affect staffing and other courses in your department/school? Will new staff be needed? If not, what course(s) will be dropped, taught less frequently, or taught in fewer sections? What enrollment is predicted for the course and from what constituencies will that enrollment be drawn?
- d. How will the addition of this course affect other departments/schools? Describe communication with department/school(s) where course overlap or conflicts may occur. List departments/schools; describe and note the nature of action taken to resolve the problems.
- e. Is the offering of this course contingent upon any other actions, such as approval of a program, approval of other courses, or changes in other courses?
- f. What library resources will be needed before the course can be offered? Estimate costs.
- g. What additional laboratory equipment, space, or material is needed for the course? Estimate costs.
- h. What off-campus arrangements must be made to offer the course?

#### 6. Course Evaluation Procedures

What procedures will be used to evaluate the success of the course?

#### 7. Submission Action

Submit three copies to the Graduate School. If the course proposal is part of a degree program or sequence proposal, submit 10 copies to the Graduate School. One copy should bear original signatures, indicating action and approval of (a) Department/School Curriculum Committee, (b) Department Chair/School Director, (c) College Curriculum Committee Chair, (d)

College Dean, and (e) Teacher Education Council Chair if course is part of a teacher certification/endorsement program.

COURSE REVISIONS: Each request for a course revision must contain the following elements:

1. New Course and Course Revisions Cover Sheet
2. Exact Graduate Catalog copy of course and other Catalog changes affected by the course changes.
3. Rationale for the request (provided by the Department/School and not to exceed one page)
4. Summary of proposed changes or revisions and suggested course syllabus which might be used if changes are approved. (The syllabus of the previously taught course may be used with an addendum showing changes in the course as proposed.)