

GUIDELINES FOR COURSE PROPOSALS SUBMITTED TO THE GRADUATE DIVISION

All new graduate courses (600-800 level) require the approval of the Graduate Division before they can be initiated. The Dean refers all course proposals to the Graduate Council for review. The Graduate Division requires an **original plus 6 copies** of all course proposals.

Deadlines: All proposals must reach Graduate Division at least one month before the end of the semester a year before the course will be offered, *i.e.*, by the end of November for courses to be offered the next fall and by the first of April for the course to be offered the next spring.

Procedure: The department submits the proposal on UHM-1 (new courses) or UHM-2 (course modifications) to the college(s) concerned, and the college, after review and approval, forwards the recommendation to the Associate Dean. The Graduate Council reviews the proposal and makes a recommendation to the Dean. Once approved by the Dean, the proposal is sent to the Office of the Vice Chancellor for Academic Affairs (OVCAA).

Required documentation:

- a. What is the objective of the course? Where appropriate, provide an overview of the course content. A reasonably detailed syllabus is more useful than an extended bibliography. The Course Committee wants to know what the students are expected to know before starting the class, what the students are expected to learn in the class and/or be able to do after completing the class, how the students are expected to learn it, and how will the students be evaluated.
- b. Where does the course fit in the present graduate program? [The Course Committee is especially concerned that new courses and/or modifications be consistent with the program of which they are part of.]
- c. What are the general qualifications for teaching this course? Is an instructor now available? What are his or her qualifications?
- d. Which old course will be deleted if a new course is approved? If there will be no deletion, explain what impact the new course will have on faculty workloads. If there is no accompanying proposal for a deletion, the graduate chair should submit an outline of the degree program(s) and the sequence of courses that will exist if the new course is added.
- e. Justify the number of credits and the level of the course. Generally 600 and 700 level courses have explicit prerequisites, and, moreover, 700 level courses deal with more advanced material than 600 level courses. If there are no prerequisites, justification must be provided.
- f. For modifications and deletions, list the programs that are either potentially or directly affected. The Course Committee

requires that written releases from other affected programs be submitted.

Additional information:

- a. The Course Committee will not approve concurrent courses (courses listed simultaneously at more than one level).
- b. The Course Committee has attempted to prevent duplication of courses and strongly encourages the cross-listing of courses between departments and colleges.
- c. Use the UHM-1 or UHM-2 form for all proposals. Note that the OVCAA requires that a syllabus be included for all additions and substantial modifications.
- d. Changing the number of the course requires that the old course be deleted and a new course be added.
- e. Follow these guidelines and those of the OVCAA. Proposals which fail to follow the guidelines will be returned.

Course Modifications: All substantial course modifications must follow the same procedures as new courses. Minor modifications, e.g., a minor change in the title and/or course description or a change in scheduling can be accomplished simply by submitting the UHM-2 and attaching a brief explanation or justification.