

NEW COURSE PROPOSAL FORM

If course will be offered at the 500- **and** 600- level, this form should be completed for **each** variant of the course. According to the By-Laws of the Graduate Council (Article VI Section B) all new course proposals are required to be approved by the Graduate Council based on the following information:

Course Title			
Requested Course Number			
Number of Credit Hours	Quarter in which course will be offered: <i>(select all that apply)</i>		Frequency of course offering:
	Summer	Fall	quarterly (not including summer)
	Winter	Spring	annually
			biannually
			other <i>(describe)</i>
Expected instructor(s):			
Course support <i>(list the name of the administrative support staff member for each type of support required)</i>			
Room Reservations		Sakai	
Ed Comm		Other <i>(describe)</i>	
Pre-requisite(s):	Required?	Recommended?	Role of course in Graduate Program:
			required
			recommended
			elective
Will the instructor be able to waive the prerequisite?		Yes	No
Target Students: <i>(e.g. first year students in Program X)</i>		Expected enrollment numbers in each occasion the course is offered:	
Course description including anticipated topics:			
Course format: <i>(select all that apply)</i>			Course Grading
Lectures by faculty	Student presentation	Laboratory	Letter grade
Other <i>(describe)</i>			P/NP
Learning Objectives / Competencies acquired at end of course:		Are learning objectives attached?	Yes No
Assessment techniques: <i>(select all that apply)</i>			
quizzes	mid-term exam	final exam	class participation
other <i>(describe)</i>		written work	presentations
Anticipated impact on other courses or programs <i>(select one)</i>			
None			
Replaces course <i>(specify)</i>			
Overlap with courses in other program(s) <i>(specify)</i>			

Graduate Council Approval Date: _____

Signature: Allison Fryer, PhD, Associate Dean – Graduate Studies