CEDAR CREST COLLEGE
GRADUATE COURSE PROPOSAL
GRADUATE PROGRAM AND POLICY COMMITTEE

Note: Submit digital copy to Graduate Program and Policy Committee. Provide one (1) hard copy to GPPC Chair for original signatures. Where applicable, as in the case of an existing course submitted for consideration, include relevant information. Please attach additional pages as necessary.

Suggested number (consult with the Registrar):

Title:

Course Instructor(s):

Catalog Description:

Prerequisites:

Rationale: Please describe the necessity for this new course. (e.g. change in accreditation requirements).

Maximum Student Enrollment: _____

Number of Student Credits: _____ **Number of Teaching Credits: _____**

Frequency of Offering: Each Semester _____ Annually _____ Alternate Years _____ Other _____

Course Format (Check all that apply):
Lecture _____ Lab _____ Studio _____ Seminar _____ Recitation _____ Hybrid _____ Online _____

Accelerated _____ Other _____

Has this course been offered before as a Special Topic? _____

If yes, comment on the results (ie; enrollments, grade distribution, any modifications etc.)

Will this course be open to qualified:

undergraduate students? _____ visiting students? _____ graduate students from other disciplines? _____

If yes to any of the above, please describe and justify (e.g. part of a five year program)

Discuss the relationship of this course and its objectives to the Graduate Program Mission Statement:

A discussion with the Director of the library has occurred and reveals that:

- ☐ The library's current resources (books, periodicals, and electronic resources, including databases) are adequate to support the course.
- ☐ Additional supporting materials will need to be purchased. If the latter, please specify the nature and estimated cost of additional materials.

Please comment on the impact this course will have on departmental finances, personnel, and relations with other areas. For example, what impact will the offering of this course have on other offerings in the department?

Please attach to this form a sample course syllabus (see Faculty Handbook for syllabus guidelines)

SIGNATURES

Presented by:_____ Date:_____

Approved by:_____ Date:_____
(Program Director)

Approved by:_____ Date:_____
(Department Chairperson)

Approved by:_____ Date:_____
(Dean of Adult and Graduate Education)

Approved by:_____ Date:_____
(Graduate Program Committee Chair)

Approved by:_____ Date:_____
(Provost)

Forwarded to Faculty Advisory Council Date:_____