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.

Deadlines: All proposals (original plus six copies) must reach Graduate Division at least two full semesters before the course will be offered, i.e., by early November for courses to be offered in the next fall and by early April for courses to be offered the next spring. The review of new course proposals is typically completed within one semester, but late approvals may not be listed in the Schedule of Classes.

Procedure: The department submits the proposal on UHM-1 or UHM-2 to the college(s) or school(s) concerned, and the college or school, 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 forwarded to the Office of the Vice Chancellor for Academic Affairs (OVCAA).

Required Documentation:
1) Use the appropriate UHM-1 (Add) or UHM-2 (Modify or Delete) forms for all proposals. Note that The OVCAA requires that a syllabus be included for all additions and substantial modifications.
2) What are the expected learning outcomes? What are the students expected to learn in the class and/or be able to do after completing the class? The Course Committee wants to know:
   a. What are the students expected to know before starting the class? When appropriate, provide an overview of the course content. A reasonably detailed syllabus is more useful than an extended bibliography.
   b. How are students expected to learn the materials?
   c. How will the students be evaluated? And,
   d. How will the success of the course in achieving the learning outcomes be assessed?
3) Where does the course fit in the present graduate program? The Course Committee of the Graduate Council is especially concerned that new courses and modifications be consistent with the program of which they are a part. Proposals lacking sufficient justification will be returned to the program for additional information before they are reviewed.
   a. What are the general qualifications for teaching this course? Identify an instructor if currently available.
   b. 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.
   c. 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.
4) For new courses, list the programs that are either potentially or directly affected. The Course Committee of the Graduate Council requires that written releases from other affected programs be submitted.
5) Syllabi should have all of the appropriate components: course objectives, texts, schedule of subjects, grading methods, and assignments.

Additional Information:
I. The Course Committee of the Graduate Council has attempted to prevent duplication of courses and strongly encourages the cross-listing of courses between departments and colleges.
II. Courses offered via some means of remote delivery or at off-campus sites must provide the student with the same degree of interaction with the instructor that normally would be part of the course if it were offered on campus; and, access to a similar quantity and quality of educational resources as normally would be available if the course was offered on campus.
III. Follow these guidelines and those of the OVCAA. Proposals that fail to follow the guidelines will be returned.