**GUIDELINES FOR PROPOSALS**

**FOR A NEW GRADUATE COURSE OR CHANGE TO AN EXISTING COURSE**

**1. Graduate Council will assume that the proposing Program has resolved issues of staffing, and the adequacy of library, laboratory or technology resources, etc.**

**2. Proposers should carefully review the impacts of the proposal on other courses and programs.**

1. **3. All proposals should include the appropriate cover page and the catalog changes page. Proposers are encouraged to use the Word (.doc) file and to expand or contract the spaces on these forms as necessary to provide the required information. Place checks in spaces where appropriate.**

**4. The proposal should also include the following information:**

1. The rationale for the new course, change in the existing course, and any associated changes to the graduate program.
2. **Attach a course syllabus. The syllabus should include:**
	1. All expected learning outcomes, Institutional Graduate Learning Outcomes, Program (PSLO), and/or course (CSLO) level
	2. structure of course (e.g., lecture, lab)
	3. types of assignments
	4. grading policy, attendance policy, make-up policy
	5. texts and/or reading materials
	6. any expected additional cost to the student for required instructional materials
	7. schedule and/or breakdown of topics and assignments so the committee can see how the course fulfills its goals
3. **C. Describe how one Aligned Assignment in the course aligns with one of the institutional graduate-level outcomes identified on the cover page or a program-level outcome.**
4. **E. All course proposals must include items A-C.**

**5. Upon approval, the Graduate Council will submit the catalog changes to the Registrar.**

**COVER PAGE**

**PROPOSAL FOR A NEW GRADUATE COURSE**

1. **1. Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus ext.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Graduate Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **2. Course Number (Subject and Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Hours \_\_\_\_\_**

**Full name of Course: Enrollment Cap \_\_\_\_\_**

**Short name (20 characters or less, including spaces) for use in course listing and transcript:**

**3. \_\_This course has previously been offered as an experimental course**

 **If so, how many times? \_\_\_\_\_ and when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_This course will include aligned assignments with the following institution graduate-level or program-level student learning outcomes:**

**Signature of Program Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair’s signature indicates that all members of the department and other departments affected by the proposal have had an opportunity to review the proposal.**

**COVER PAGE**

**PROPOSAL FOR A CHANGE OF AN EXISTING GRADUATE COURSE**

1. **1. Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus phone ext.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Graduate Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **2. Course Number (Subject and Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Course:**

**3. Brief statement of change requested:**

**4. \_\_\_This course will include assigned work aligned with institution graduate-level or program-level student learning outcomes.**

 ☐ Obtain a basis for disciplinary based decision-making utilizing evidence-based practices.

  ☐ Develop the skills necessary for lifelong learning.

  ☐ Emphasize and apply principles of interprofessionalism across practices.

  ☐ Exhibit professionalism, integrity, and ethical standards in their respective fields.

  ☐ Provide experiences to enhance awareness and understanding of global perspective and diversity.

☐ Program-level Outcomes (specified in syllabus)

**5. Will there be impacts of this change on:**

 **\_\_ this graduate program’s requirements? Please**

 **summarize:**

 **\_\_ any other program? Please summarize:**

 **\_\_ any other courses? Please summarize:**

**Signature of Program Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair’s signature indicates that all members of the department have had an opportunity to review the proposal.**

**Signature(s) of All Other Department or Program Chair(s) affected by the proposal:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature does not imply endorsement. Comments or concerns should be addressed to the Curriculum Committee in a separate document.**

**CATALOG CHANGES**

**COMPLETE AND INCLUDE THIS PAGE FOR PROPOSALS FOR NEW COURSES**

**OR CHANGES TO AN EXISTING COURSE**

**On this page, provide the exact wording for the college catalog and degree audit sheet as necessitated by this proposal.**

**1. \_\_ New or Modified Course Description. Include the entire catalog copy for this course: i.e., course title, description, prerequisites, and credit hours.**

**2. \_\_ Other catalog changes:**

**3. \_\_ Attach modified degree audit, if applicable: (attach the old with revisions indicated on it)**