
REQUEST TO APPROVE A NEW OR REVISED UNDERGRADUATE AND/OR GRADUATE COURSE

Key: CC = Required by Undergraduate Curriculum Committee; GC = Required by Graduate Council

- CC, GC 1. NEW or REVISED** **Credits:**
- Course Number:** (e.g., English 101)
(Underline new material and ~~strike-out~~ deleted material.)
Title:
- Catalog Description:**
- Prerequisite(s):**
- CC, GC 2. (If REVISING an existing course)** **Credits:**
- Existing Course Number:**
- Title:**
- Catalog Description:**
- Prerequisite(s):**
- CC, GC 3.**
- a. When will course first be offered?**
- b. How often will course be offered?**
- c. Enrollment expected?** **Undergraduate:** **Graduate:**
- d. Who will teach this course?**
- e. Rationale and need (including any assessment evidence) for this new or revised course:**
- CC, GC 4. Will this proposal result in any changes to the requirements of any major or minor?** (Note: If yes, you must also submit a proposal to revise the major/minor.)
- CC, GC 5. Describe additional or reallocated resources required for this course** (staff, library materials, equipment, facilities, computing, etc.)
- CC, GC 6. What effect will this course have on related curricula in other departments?** (Note: Please attach a copy of their response to this proposal.)
- CC 7. What effect will this proposal have on DPI Certification requirements?** (Note: If any, the proposal must first be approved by the Teacher Education Committee.)
- CC 8. What effect will this proposal have on the GDRs?** (Note: The GDR Committee must approve courses to meet a General Degree Requirement.)
- CC 9. Department vote of undergraduate faculty:** **Approve:** **Opposed:** **Abstain:**

**PROCEDURES FOR PROCESSING
"REQUEST TO APPROVE/REVISE A COURSE FOR UNDERGRADUATE and/or GRADUATE CREDIT"**

No unapproved courses shall be listed in the University Timetable for the succeeding semester unless the proposed course has been submitted to the proper committees before **April 1** for the following **spring semester** and **November 1** for the following **fall semester**. Listing in the timetable does not constitute approval.

Adding/Revising the Undergraduate Component ONLY

Complete #1-#9 of the attached "Request to Approve/Revise . . ." form. *Be certain to ~~strike-out~~ deleted material and underscore new material in the revised title, description, etc.* Obtain the appropriate signatures at #15. Forward original and 20 copies to the Chairperson of the Curriculum Committee. The Chairperson sets the agenda for meetings and will notify departments and Deans when proposals are to be discussed.

Adding/Revising the Undergraduate/Graduate Dual-Number Components (at the same time)

Complete #1-#14 of the attached "Request to Approve/Revise . . ." form. *Be certain to ~~strike-out~~ deleted material and underscore new material in the revised title, description, etc.* Obtain the appropriate signatures at #15. Forward original and 20 copies to the Chairperson of the Curriculum Committee. The Chairperson sets the agenda for meetings and will notify departments and Deans when proposals are to be discussed.

When the Curriculum Committee has approved the Request, the Secretary for the Curriculum Committee will notify the department. The department should circle "approved" or "disapproved" and fill in the date at #16 *ON THE ORIGINAL* and forward THE ORIGINAL ONLY to the Chair of the Graduate Council. The Chair of the Graduate Council will be responsible for further processing of the Request through the Graduate Council, completing #17, and forwarding the information to the Faculty Senate Secretary for Senate notification.

After the Request has been approved by the appropriate committees, a copy of the minutes will be returned to the appropriate departments for their records.

Adding/Revising the Graduate Component ONLY (500-600 and 700 levels)

Complete #1-#6 and #10-#14. *Be certain to ~~strike-out~~ deleted material and underscore new material in the revised title, description, etc.* Obtain the appropriate signature at #15.

If the graduate course is a 500 or 600 level request, fill in #16 regarding the undergraduate component. If the course is a 700 level request, leave #16 blank.

After obtaining the appropriate signatures and filling in #16, if applicable, forward THE ORIGINAL ONLY to the Chair of the Graduate Council. Further processing for Graduate Council approval (#17) and Faculty Senate notification will be completed by the Chair for the Graduate Council.

When the Request has been approved, a completed copy will be returned to the appropriate departments for their records.

Approved by Graduate Council 11/18/93

Revised by Graduate Council 11/21/96

Revised by Graduate Council 10/17/02

c:\winword\forms\form\Request to Approve a New or Revise Course1 (revised by Curr Comm 03 05 08)