



NEW COURSE PROPOSAL/MODIFICATION/ELIMINATION FORM for Graduate Courses

GRADUATE PROGRAM/UNIT

COURSE DESIGNATOR

COURSE NUMBER

EFF. SEMESTER

COURSE TITLE

REQUESTED ACTION:

NOTE: A complete syllabus is required for all new courses and for the addition of an electronic learning component¹ to an existing course.

NEW COURSE (check all that apply and complete Section 1):

☐ New Course

☐ New Course with Electronic Learning Component¹

☐ Experimental

MODIFICATION (Check all that apply and complete Section 2):

☐ Designator Change

☐ Credit Change

☐ Number Change

☐ Cross Listing (must be at least 400-level)²

☐ Title Change

☐ Addition of Electronic Learning Component¹

☐ Description Change

☐ Other (specify) _____

☐ Prerequisite Change

ELIMINATION:

☐ Course Elimination

ENDORSEMENTS (Print name)

Date

Sign Initials

Leader, Initiating Department/Unit(s)

College(s) Curriculum Committee Chair(s) [if applicable]

College Dean(s)

Dean and Associate Provost for Graduate Studies

1. If a course involves significant electronic access for the primary delivery of its content (more than 50%), the course proposal should specify faculty training/experience in use of technology and how the electronic delivery will be managed. Please consult with the Office of Distance Education for more information.
2. Courses cross-listed below 400-level require the permission of the Dean and Associate Provost for Graduate Studies.

SECTION 1 (FOR NEW COURSE PROPOSALS):

Proposed Catalog Description (include designator, number, title, prerequisites, credit hours):

Components (type of course/used by Student Records for MaineStreet) – *Multiple selections are possible for courses with multiple non-graded components:*

☐ Applied Music ☐ Clinical ☐ Field Experience/Internship ☐ Independent Study
☐ Laboratory ☐ Lecture/Seminar ☐ Recitation ☐ Research ☐ Studio ☐ Thesis

Text(s) planned for use:

Course Instructor (include name, position, teaching load):

Reason for new course:

Does the course addition require additional department or institutional facilities, support and/or resources, e.g. new lab facilities, computer support and services, staffing (including graduate teaching assistants), or library subscriptions and resources?

() No. The department will not request additional resources for this course.

() Yes. Please list additional resources required and note how they will be funded or supported.

What other departments/programs are affected (e.g. course overlap, prerequisites)? Have affected departments/programs been consulted? Any concerns expressed? Please explain.

How often will this course be offered? Will offering this course result in overload salary payments, either through the college or CED, either to the instructor of this course or to anyone else as a result of rearranging teaching assignments?

SECTION 2 (FOR COURSE MODIFICATIONS):

Current catalog description (include designator, number, title, prerequisites, credit hours):

Proposed catalog description (include designator, number, title, prerequisites, credit hours):

Reason for course modification:

SECTION 3 FOR COURSE ELIMINATIONS:

Reason for Elimination