Graduate School of Education & Information Studies
Department of Education
Committee on Degrees, Admissions and Standards (CDAS)

Course Request Form
(required to request approval of new courses or changes to existing courses)

Course Status: ☐ New Course ☐ Existing Course
Course Type: ☐ Certificate Program ☐ Undergraduate ☐ Graduate ☐ Other (please describe)

Course Number (*existing courses only*): _____   **Course Title:** _____

Last Quarter Taught: _____   **Enrollment:** _____

Division/Unit: _____

<u>**Justification**</u> (brief description of why this request is being made):

Alignment of Course with GSEIS Guiding Principles:
As noted in our mission statement, "GSE&IS is dedicated to inquiry, the advancement of knowledge, the improvement of professional practice, and service to the education and information professions. We develop future generations of scholars, teachers, information professionals, and institutional leaders. Our work is guided by the principles of individual responsibility, diversity, social justice, an ethic of caring, and commitment to the communities we serve." We expect that all courses offered in the Department of Education will be guided by these principles. **In the space below, please describe how this course will support and advance students' understanding of these principles, such as engaging students in specific theories, readings, guest speakers, and/or required assignments.**

Procedures for Approving Courses:

1. Requests to CDAS must come from the Division Head or Program Director.

2. **Submit <u>this form</u> with a syllabus and a justification** for the course change to the CDAS Coordinator. Syllabus including the justification must be submitted at least **two weeks** before the next CDAS meeting date. CDAS will not review a course number change if the syllabus and justification are not included. This form **MUST** be submitted for all course approval

   a. Below are the guiding criteria for CDAS course reviews. These criteria are being provided to assist you in preparing your syllabi to meet all CDAS requirements.
   b. The CDAS Coordinator will also email you a recently approved syllabus, to guide you as well.

3. The CDAS Coordinator will let you know when your request and syllabus will be reviewed.
   a. You have the option of attending the meeting to go over key points from your syllabus and to make a justification for the request.

4. Once the course is approved by CDAS (it could take more than one meeting), the course is submitted to:
   a. The Department of Education Chair for approval, then
   b. To the Department Faculty Executive Committee Chair for approval, and lastly to,
   c. The Registrar's Office for the final review and approval
   d. For planning purposes, this can take up to 2-4 months for final approval

<div align="center">**Guiding Criteria for Syllabus**</div>

Clarity & Tone:

☐ Syllabus is clearly written and organized

☐ Format of the syllabus is consistent throughout

☐ The syllabus is free of spelling and grammatical errors.

☐ Syllabus sets a positive and respectful tone for the class.

☐ Rights and responsibilities of both students and faculty are clearly defined.

☐ Communication (student-student; faculty-student) is encouraged.

☐ Course objectives are appropriate and clearly expressed.

☐ Requirements for the course are clearly articulated.

Course Policies:

☐ Weighting of exams and projects is clearly defined.

☐ Policies for missed exams and assignments are clearly addressed.

☐ Attendance requirements and lateness policies are clearly articulated (if appropriate).

☐ Lab policies are clearly defined (if appropriate).

☐ Disability accommodations are clearly stated.

Course Characteristics:

☐ Course outcomes, objectives or competencies are clearly stated*

☐ Content and skills described are realistic for an academic course at this level.

☐ Course schedule and pace is realistic.

☐ Supplementary materials and course resources are clearly identified.

☐ Course readings support the topic and goals of the course.

☐ Active and collaborative learning is encouraged.

☐ Teaching methods are clearly defined.

Discussion of Diverse Perspectives: *Undergraduate Courses Only*

☐ Clearly states how students will demonstrate understanding of multiple perspectives, diversity, pluralism, and social justice.

Name of Reviewer: _____

_____ **Approved**

_____ **Not Approved**

(Initial Here)

CDAS Chair Signature: _____

Reasons for Approving/Not Approving: