**SECTION I: ALL Course Modifications and New Course Proposals**

1. **Sponsoring Department**:
2. **Change requested.** Please indicate by placing a check beside the change

 For Full Faculty Approval: For Grad Council Approval:

 [ ] Prerequisites [ ] Course Number

 [ ] Semester Hours [ ] Course Title

 From: To:       [ ] Course Description

 [ ] Course Added [ ] Course Dropped

 [ ] Other:

1. **Catalog Information.**

 Current: Program:

 Course Number:

 Course Title:

 Credit Hours:

 Proposed: Program:

 Course Number:

 Course Title:

 Credit Hours:

 Course Description (including prerequisites)

 Current:

 Proposed:

1. **For a new course or a change in course number**: How does the "instructional level" of the course correspond to the proposed course number (5000, 6000, 7000, 8000) as described in the *Catalog*?
2. **Rationale/explanation for the proposed change**:

**SECTION II: New Course Proposals Only**

1. **If this course has previously been offered as a Topics course, please list the dates the course was offered (e.g. Fall 2022).**
2. **The course will be offered**: [ ] Yearly [ ] Alternate Years [ ] Intermittently
3. **Instructor with primary course responsibility**:
4. **A projected course syllabus is attached that describes clearly the following:**
* A description of how the course meets the goals of (1) general education and/or (2) the major program
* A general statement of the means followed in teaching the course, e.g., lecture, laboratory, discussions
* The course Learning Outcomes, including official GE outcomes if part of the course
* The methods (or tools) used to assess each LO
* Major topics and subtopics to be covered during the course
* Assessment categories that will be used to determine the course grade (such as exams, papers, homework, labs, etc.)
* The grading policy, including the scale by which letter grades will be assigned
* The make-up exam policy
* The electronic device policy
* The attendance policy

**Note: The final syllabus used in the class must adhere to the required information outlined in the Employee Handbook.**

1. **Provide a rationale for adding the course to the curriculum and any other supportive statements deemed appropriate**. For example, consider how the course:
* promotes the department's academic goals as based on the academic plan and/or evaluation of OAR/LEAP/LEPR information;
* is appropriate to a graduate, liberal arts curriculum; and
* is "unique" from other course(s) both within and outside the department.
1. **Show that the institutional support is adequate**. Consider the scope of current library holdings, evidence of student interest, possible effects on faculty load and possible effects on other departments. State whether the course would require a capital outlay on the part of the College and, if so, provide an explanation and a rationale.

The signature of the Provost below indicates:

1)        That current institutional support is adequate for the proposed program.

Provost’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

2)        That the College commits that adequate funds will be available to support the proposed program.

Provost’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

3)      That resources for the proposed program are currently not available or insufficient but that funds are being or will be actively sought.

Provost’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 (Department Chair)

Affected Dept #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: [ ] Yes [ ] No

Affected Dept #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: [ ] Yes [ ] No

Affected Dept #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: [ ] Yes [ ] No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Council Action: Approve\_\_\_\_/ Not Approve\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_