



## New Permanent Graduate Course Proposal Form

(For new permanent and new permanent topics courses only.)

**Deadline to submit in CAP: Please follow the Course Offerings production schedule set by the Registrar's Office.**

In order to provide the Curriculum Subcommittee with a consistent set of materials to assess new course proposals, the Graduate School has developed this form for departments to complete and upload to CAP when submitting a request for a new permanent or permanent topics course. This form replaces the memo of rationale.

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**Term Offered:**      Fall 20\_\_\_\_      Spring 20\_\_\_\_

**Department:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_  
Including dept. prefix and cross listing, if applicable.

**Course Title:** \_\_\_\_\_

**Course Topic Title (if Topics Course):** \_\_\_\_\_

**Instructor name and title** (Please note that instructors for graduate level courses should be at the assistant professor level or higher.):  
\_\_\_\_\_

**Introduction/Rationale** (Why is this course needed and how does it fit into or supplement the department's curriculum? What department requirements, if any, does the course fulfill? Please provide brief but explicit answers to these questions without duplicating the syllabus.)

**Course offerings description** (650 characters or less)

This is the formal "description of record" for the course. *For new topics courses this should be a general description for the overall "umbrella" course, not the description of the specific topic to be offered first.* It can be relatively telegraphic. It does not have to contain complete sentences. It should use present not future tense, and active not passive voice. It should say (in brief) what the course covers, questions or topics it addresses, and should describe any special emphases, goals or materials. Define any necessary prerequisites. Do not duplicate the entire rationale of the course. Do not try to summarize the history of scholarship on the topic. Subject always to the course instructor's/department's approval, the Graduate School reserves the right to edit the Course Catalog description to assure a standard length and style.

**For a new topics course, please provide the specific topic description** (650 characters or less):

**Syllabus:** Please upload syllabus to CAP. A draft form is acceptable. Please show week-by-week assignments. If this is not possible, please show what material is being taught in the 12-week duration of the course. Also, please include a sample reading list and grading requirements.

**Grading Basis (please check one):**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>A-F, P, AUD</b> | <input type="checkbox"/> <b>*/AUD</b>      |
| <input type="checkbox"/> <b>na, npdf</b>    | <input type="checkbox"/> <b>No P/D/F</b>   |
| <input type="checkbox"/> <b>No Audit</b>    | <input type="checkbox"/> <b>P/D/F Only</b> |
| <input type="checkbox"/> <b>*/No Credit</b> |  |

**How is student work evaluated?** (Please indicate percentage. Must total 100%.)

- |  |  |
|--|--|
| <input type="checkbox"/> Midterm Exam                | <input type="checkbox"/> Oral Presentation |
| <input type="checkbox"/> Final Exam                  | <input type="checkbox"/> Papers            |
| <input type="checkbox"/> Take Home Midterm Exam      | <input type="checkbox"/> Term Papers       |
| <input type="checkbox"/> Take Home Final Exam        | <input type="checkbox"/> Lab Reports       |
| <input type="checkbox"/> Paper in lieu of midterm    | <input type="checkbox"/> Quizzes           |
| <input type="checkbox"/> Paper in lieu of Final Exam | <input type="checkbox"/> Problem Sets      |
| <input type="checkbox"/> Other Exam                  | <input type="checkbox"/> Design Projects   |
| <input type="checkbox"/> Programming Assignments     | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Precept Participation       |  |

**Enrollment History:** (If this has been offered previously as a one-time-only course, please describe the enrollment history.)

**Is this course likely to attract students from other departments on a routine basis?**  Yes  No

**If so, which department(s)?** \_\_\_\_\_

This proposal has been reviewed and authorized by the department.

Signature: \_\_\_\_\_

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

Chair or DGS