Graduate New Course Request Form

Use for courses "G" and 500-899.

Department Name: _____ **Effective Term and Year:** _____ _____

Program Name: _____ ☐ Existing Program ☐ New Program ☐ Proposed Program not yet approved by the BoR

Justification:

If "G" course, explain extra requirements for graduate students:

Describe present and future availability of faculty, equipment, and other resources needed for this course:

Will this impact other Departments? ☐ Yes ☐ No   If yes, which department? _____
Do any other departments currently offer courses which may overlap the new course?   ☐ Yes ☐ No
If yes, does that department agree that there is no significant conflict or overlap in coverage? ☐ Yes ☐ No   Department/Individual Consulted: _____

New Course Information: (Required)	**Prefix:** _____ **Number:** _____ **Credit:** ____ **Lab:** ____ **Lecture:** ____ **Schedule Type:** _____ /_____ **Grading Option:** _____ **Course Title:** _____ **30 Character Max Abbreviation:** _____

Description:

Prerequisite(s): _____	**Co-requisite(s):** _____	**Pre/Co-requisite(s):** _____

Restriction(s): _____

Repeatable Credit: ☐ Yes ☐ No If yes, number of times repeatable: ____ ☐ Unlimited	**Variable Credit:** ☐ Yes ☐ No If yes, __ min and __ max credits	**Variable Topic:** ☐ Yes ☐ No	**Pre/Co-Requisite for other Course?** ☐ Yes ☐ No If yes, provide courses: _____

ADMIN USE ONLY AA REVIEWED _____ PROCESSED _____ REGO PROCESSED _____		**Name**	**Phone Ext/Email**	**Signature**	**Date**
	Submitted By				
	Department Head				
	Academic Dean				
	Grad Curriculum Committee				
	Graduate Dean				
	AVP Academic Affairs				

Upon approval by the Academic Dean, send the original, signed form **directly** to Academic Affairs, Academic Programs (Martin Hall, room 223). Academic Affairs will record as received, review for compliance with the University style guide and completion of information, and route as required to other approval entities.