



Graduate New Course Request Form

Use for courses "G" and 500-899.

Department Name: _____		Effective Term and Year: _____			
Program Name: _____ <input type="checkbox"/> Existing Program <input type="checkbox"/> New Program <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which department? _____					
Do any other departments currently offer courses which may overlap the new course? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, does that department agree that there is no significant conflict or overlap in coverage? <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of times repeatable: _____ <input type="checkbox"/> Unlimited		Variable Credit: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, __ min and __ max credits		Variable Topic: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pre/Co-Requirement for other Course? <input type="checkbox"/> Yes <input type="checkbox"/> 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				
VP 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.