

PROCEDURE FOR APPROVAL OF NEW GRADUATE COURSES

Department/Program Initiates Proposal for New Graduate Course

College Curriculum Council (CCC) Approves Proposal

College Sends:
1. Course Syllabus (Electronic) to Associate Graduate Dean
2. Signed "Course Addition/Deletion/Change Form"

Graduate Office Forwards Materials to Graduate Council Subcommittee:
1. Course Syllabus,
2. Signed "Course Addition Form,"
3. "New Course Approval Form"

Meeting for Graduate Council Curriculum Subcommittee is Scheduled to Review Materials and Make Recommendations to Graduate Council

Graduate Council Votes and Renders Decision

Yes

Master Record of Final Course Approval is put on File in Graduate Studies Office

Grad Office sends "Course Addition/ Deletion/ Change" form(s)+Master Record to University Registrar

No

Send Back to Subcommittee with Comments/
Associate Graduate Dean confers with College Associate Dean

University Registrar confers with the office of Institutional Effectiveness re: Course inventory-prefix/#assignments

University Registrar confirms course additions with Director of Graduate Studies and Assistant to the Provost