

**Proposal to Add a New Graduate Course**

Last revised: September 24, 2013

1. Date:

2. Department requesting this course:

3. Semester and year in which course will be first offered:

# Final Catalog Listing

Assemble this after you have completed the components below. This listing should not contain any information that is not listed below!

(Example. Replace with your copy when completing this proposal):

**ENGL 5310. Old English**

3 credits. Lecture. Open to graduate students in English and Medieval Studies, others with permission.

A study of the language and literature of pre-conquest England.

# Items Included in Catalog Listing

**Obligatory Items**

1. Abbreviation for Department, Program or Subject Area:

2. Course Number:

3. Course Title:

4. Number of Credits (use digits, “3” not “three”):

5. Course Description (second paragraph of catalog entry):

6. Course Type, if appropriate:

\_\_Lecture \_\_ Laboratory \_\_ Seminar \_\_ Practicum

**Optional Items**

7. Prerequisites, if applicable:

8. Recommended Preparation, if applicable:

9. Consent of Instructor, if applicable:

10. Exclusions, if applicable:

11. Repetition for credit, if applicable:

12. S/U grading:

# Justification

1. Reasons for adding this course:

2. Academic merit:

3. Overlapping courses:

4. Number of students expected:

5. Number and size of sections:

6. Effects on other departments:

7. Staffing:

8. Dates approved by

    Department Curriculum Committee:

    Department Faculty:

9. Name, Phone Number, and e-mail address of principal contact person:

# Syllabus

A syllabus for the new course must be attached to your submission email.

# Additional Approval

New graduate courses must also be approved by the Graduate Faculty Council.