

New/Revised Graduate Course Guidelines (Minimal Requirements for Graduate Council)

The following guidelines are minimal requirements for new/revised courses coming to Graduate Council. Students, however, may need additional information in the syllabus. If this course is being submitted for undergraduate credit with an undergraduate number but the classes are meeting at the same time, you need to submit information that shows separate requirements for graduate students.

1. Course Number and Title

2. Course Description (Catalog Description) to include graduate credit and how often course is to be offered.

3. Pre- or Co-requisites

4. Objectives of the course:

Include a list of objectives reflecting expectations for learning and performance (e.g., Know basic terminology of discipline; Understand concepts and principles of...; Apply principles to new situations; Interpret charts and graphs; Write well organized Theme about...; and/or, Demonstrate skill in critical thinking about...).

5. Instructional Method:

Include description illustrating type of course (e.g., lecture, seminar, independent study) and approach to instruction.

6. Means of student evaluation:

Include number and character of examinations, if appropriate; research to be conducted, if any; and/or work beyond class, if any. Describe relative weight of the different elements of the course, (e.g., two tests equal 20% each, research paper equals 40%, for a total of 100% of grade). Or, if the course is pass/unsatisfactory, then to satisfy what is required for a passing grade or what is not.

7. Specify policies that apply to this course:

- a. University integrity
- b. Attendance
- c. Grading policy (A, B, C, Unsatisfactory and what are the requirements for these as number grades)
- d. Additional requirements such as CPR, liability insurance, no phones or beepers in class (whatever are the requirements for that course).

8. Probable textbooks or resources

9. Topical outline of course content

10. Attachments - Attach course materials following the format presented above (items 1-9). If both graduate and undergraduate versions of this course are to be offered, evidence of the differences required for graduate students and undergraduate students must be submitted to both the Undergraduate Course & Curriculum Committee and the Graduate Council.