



**OFFICE OF ACADEMIC AFFAIRS
GRADUATE COURSE APPROVAL FORM - NEW
COURSE**

College: _____ Department or Program: _____

Course Number: _____ Course Title: _____ Credit Hours: _____

Cross-Listed Course Numbers*: _____

**If this course is cross-listed with an undergraduate course, both the undergraduate and graduate syllabi must be provided to the graduate school for review.*

Effective Date: _____

Catalog Description:

Prerequisites: _____

Prerequisites with Concurrency: _____

Co-Requisites: _____

Restriction: _____

Grading System: (A-F) Satisfactory/Unsatisfactory (S-U)

Does this program involve multiple academic units in the originating college? Yes No

If so, the chair of each academic unit should sign the form.

Does this program involve academic units external to the originating college? Yes No

If so, the dean of the originating college should obtain signatures of acknowledgement and optional comments from the other unit(s) before sending the proposal to the Undergraduate Curriculum Committee.

Approvals:

Department Chair Date

College Curriculum Committee Date

College Dean Date

Graduate Dean Date

Provost Date

Approvals of Other Academic Units in the College:

Department Chair Date

Department Chair Date

Approvals of External Units:

Department Chair Date

College Curriculum Committee Date

College Dean Date

Comments (Optional):

Distribution: Provost, Dean, Department, Scheduling, Graduate Studies

Complete this form only if this course has never been taught at UAH before. If you are changing a course, renumbering a course, moving it to inactive status, bringing it back from inactive status to active status making any other change, you should complete a different form.

Compare with existing catalog offerings, with justification if apparent overlap:

Course(s) for which this course is a prerequisite:

Is this course part of a program (college) core?

Is this course part of a new major or minor?

Is this course part of an accreditation requirement? If so, discuss content requirement and any faculty affiliation requirement:

Discuss demonstrated value of course. If appropriate, discuss previous offering in the form of special topics courses and enrollments. Discuss academic justification (for example: is the course a traditional offering at other universities).

Attach a detailed syllabus giving an overview and detailed outline of topics to be covered, including narrative description, course goals and structure (breadth or depth, analysis, design, laboratory), grading system and, if applicable, policies for attendance, academic misconduct, cell phone use, and etc.

Textbooks:

Intended Instructors:

Implications for faculty workload (e.g. what other courses will be offered less frequently or dropped):

Implications for facilities (are new facilities required; do new facilities necessitate a new course):

First semester to be offered: _____ Frequency of offering: _____

Provision for review: