

**NEW COURSE APPROVAL REQUEST FORM
THE GRADUATE SCHOOL**

INSTRUCTIONS: Be sure to complete all sections of this form before submitting it to your Department and Dean for approval. After all appropriate signatures have been obtained, direct this form and attachments to the Graduate School, 408 Capen Hall, North Campus

1. BASIC INFORMATION

Department _____ Credit Hours* _____ Contact Hours _____

Course No. _____ *If variable, indicate credit hour range

Full Course Title _____

Title for Course Monitor File _____ Type _____
(Restricted to 25 spaces including spaces between words) (Lec Lab Rec Tut Sem)
LIST ONE TYPE ONLY!

New _____ or Revised _____ Est. enrollment _____ Date of first offering _____
(check one)

Prerequisite(s) _____

Instructor(s) _____ Rank and degree _____

2. REQUIRED APPENDICES

_____ DESCRIPTION FOR CATALOG. This is a brief description of the course as it will appear in the catalog.

_____ COURSE OUTLINE. This is a specification of the course content, i.e., the information to be presented. This should include a definition of course objectives or minimum requirements, an outline of the content, a course bibliography, potential texts and plans for course evaluation. If field trips are planned, please describe them.

_____ RATIONALE. The basis or justification for introducing the course. This may include the function of the course as an essential element in a departmental or program major, the use of the course as an essential supplement to a program in another department, the role of the course in providing appropriate electives, etc.

_____ DUPLICATION CHECK. List of other courses currently being offered at UB which might appear to duplicate this proposal; describe how this course differs from those already offered.

_____ CROSSLISTING. If crosslisting with a graduate course, you must provide justification for approval by the Graduate Dean. If dual listing with an undergraduate course, you must give the reason and describe the additional work graduate students will be expected to undertake to justify graduate credit (e.g., extra recitation sections, extra projects, etc.).

3. SIGNATURES

Academic unit/department approval _____ Date _____

Academic Dean approval _____ Date _____

Action of Divisional/Area Committee: Approve Disapprove

Comment _____

Divisional Committee Chairperson _____ Date _____

Dean of the Graduate School _____ Date _____