

PARK UNIVERSITY
College of Graduate and Professional Studies
New Course Proposal Form

The Curriculum Committee of the Graduate Academic Council will consider the following criteria in evaluating a graduate course proposal:

A graduate course is different from an undergraduate course in several respects: (a) its content and level of treatment should be more advanced and more specialized, as reflected in its statement of learning outcomes; (b) it should foster scholarly inquiry, as reflected in the resources used and the course evaluation; (c) its teaching methodologies must be designed to facilitate creativity and independent learning, as reflected in the assignment of learning activities.

Every course taught in a graduate program must be part of a logical cadre of courses, reflecting the program's unique mission and goals.

Faculty members who teach graduate courses are expected to hold a terminal degree in the discipline, or its equivalent; or otherwise have exceptional qualifications or scholarship; and must hold graduate faculty status.

Care should be taken to avoid duplication of courses in the same program or other programs within the University. To the extent possible, graduate programs must collaborate and contribute to each other's strengths by utilizing existing courses.

If the request is to cross-list an undergraduate course as a graduate course, additional requirements, above and beyond those required for undergraduate credits, will be necessary to approve the cross-listing.

The originator of the course is requested to provide the following information:

1. Course Prefix and Suggested Numbering Level: _____

2. Course Title: _____

3. Credit Hours: _____

4. Give a brief description of this as it should appear in the Graduate Catalog. The description must reflect graduate level depth and content.

5. Will this course be required? _____

6. Will this course replace an existing one? _____ (Yes) _____ (No)

If it replaces an existing one, which one (Number and Title)?

7. Prerequisites (if any) _____

8. Faculty Qualifications _____

9. What student population will be served by this course?

Graduate _____ **Certificate** _____ **Both** _____

11. When is the first time the course will be offered? _____

12. The course is to be offered in _____ (16-week format) _____ (8-week format)

_____ (Online) _____ (Face-to-Face) _____ (Both)

17. Attach a tentative syllabus with:

- a. **Course objectives**
- b. **Learning outcomes (Address all that apply from the following categories of outcomes: (Knowledge outcomes; research, creativity outcomes; specialized skills outcomes; professional dispositions and ethical values outcomes; outcomes related to communication skills; outcomes related to interpersonal and teamwork abilities)**
- c. **Core Assessment rubric**
- d. **Course outline/topics**
- e. **Methods of student evaluation and grading standards; please indicate relative weight for each assignment. Course evaluation methodology and assignments must be appropriate, in level and content, to meet course objectives.**
- f. **Resources/bibliography: a representative sample of references appropriate for the course**

The course proposal must be approved through the channel. Signature indicates approval.

Signature of the Instructor/Program Director

Signature of Dean, College/School (if applicable)

Signature of the Chair, GAC Curriculum Committee

Signature of Dean, Graduate and Professional Studies