

**Clayton State University**  
**Graduate Affairs Committee**  
**Course Proposal Procedure**  
**10 August 2015**

1. Faculty member completes course proposal form
  - Online at <http://www.clayton.edu/Portals/549/grad/new-grad-course-proposal.pdf>
  - Submits the proposal, including the course outline, to the Graduate Program Director for review.
  
2. Graduate Program Director reviews proposal
  - If the Program Director has comments, returns it to the faculty member for revision.
  - If the Program Director supports the proposal, forwards it to the Department Head with a cover email indicating approval.
  
3. Department Head reviews proposal
  - If the Head has comments, returns it to the Program Director for revision in consultation with the faculty member.
  - If the Head supports the proposal, forwards it to the Dean with a cover email indicating approval.
  
4. College Dean
  - If the Dean has comments, returns it to the Department Chair, who consults with the faculty member and Program Director to make revisions.
  - If the Dean approves, forwards it to the college curriculum committee for review. The Dean also forwards the document to the other university deans for comments.
  
5. College Curriculum Committee
  - If the Committee has comments, returns it to the Dean for review as appropriate.
  - If the Committee approves, returns it to the Dean for final approval with a cover email indicating its approval.
  
6. College Dean
  - If the Committee has comments, returns it to the Program Director and Department Head to make revisions.
  - If, in the opinion of the Dean, revisions are minor and in line with the Curriculum Committee's comments, he or she may forward the proposal to the Dean of the Graduate School. Otherwise, the Dean may request the College Curriculum Committee to review the revised proposal.
  - If the Committee and Dean approve, the Dean forwards the proposal, indicating that all parties have approved, to the Dean of the Graduate School, (cc'ing the Program Director and Department Chair). The document must be received at least ten (10) business days before the next Graduate Affairs meeting to be included on the agenda.
  
7. Graduate Program Director
  - Enters information into Banner (copy and paste from the course proposal form)  
<http://apps.clayton.edu/actionforms>
  
8. Graduate Affairs Committee

- The Graduate School Dean reviews the proposal and all supporting documents from the respective College
- Graduate School places the proposal on the Committee agenda and forwards proposal to the Committee. Members must have five business days to review proposals.
- If the Committee has comments, returns to the proposal to the Program Director for revision, with copies to Dean and Department Chair.
- If the Committee approves, Dean signs the form and the final approval is processed in Banner.

If the proposal is not approved at any point, it's returned to the Program Director. Anyone who has reviewed the document before being returned for review should be copied on the email so that they stay in the loop. The Program Director will consult with the faculty member making the proposal to consider revisions. As appropriate, the Department Head and College Dean may be included in those conversations.

Proposals returned to a Program Director with comments must go through the same approval process as new proposals.

**New Course Proposal Form**  
**This form is used for new course approval.**  
**Signatures are required before submitting to the next level for review.**

**Degree Program:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**School/College:** \_\_\_\_\_

**Graduate Program Director**

*Action taken*

Approved

Disapproved

Non-applicable

\_\_\_\_\_  
Signature, Date of Action

**Department Head**

*Action taken*

Approved

Disapproved

Non-applicable

\_\_\_\_\_  
Signature, Date of Action

**Dean of School/College**

*Action taken*

Approved

Disapproved

Non-applicable

\_\_\_\_\_  
Signature, Date of Action

**Graduate Dean**

*Action taken*

Approved

Disapproved

Non-applicable

\_\_\_\_\_  
Signature, Date of Action

**Graduate Council**

*Action taken*

Approved

Disapproved

Non-applicable

\_\_\_\_\_  
Signature of Graduate Dean, Date of Action

## **A: Catalog Information**

**1. Subject prefix, number, and hours (SCH and contact) distribution:** (Number subject to Registrar's approval.)

**2. Title:**

**3. Restrictions** (if any):

- a. Prerequisite(s)
- b. Co-requisite(s) (normal or absolute)
- c. Other restrictions: e.g. major, junior standing, permission, etc.
- d. Other comments: e.g. recommended sequencing, career course notice, etc. e. Fees: Explain!
- f. Grade mode [normal or pass/fail]
- g. What course(s) are deleted as a consequence

**4. Course description for catalog:**

**5. Semester of Implementation:**

## **B. Justification.**

1. Where will the course fit in the curriculum and what students are likely to take it?
2. Why is the course needed at CSU?
3. What similar courses (models) at other institutions have helped guide this proposal?
4. Why are the restrictions needed? (prerequisites, co-requisites, etc.)
5. What impact will the addition of this course have on *other* courses and/or *other* programs at CSU? (e.g. similar courses, enrollment shifts, faculty shifts, accreditation impact, adjusted curriculum, etc.)

### **C. Course Content**

1. What learning outcomes for the major will the course address?
2. Tentative course materials (textbooks, software, etc.)
3. Expected method(s) of delivery (on-campus, on-line, hybrid, etc.)
4. Attach a tentative course outline (one page or less) at the end of this document (Appendix I).

### **D. Faculty, Facilities and Expenses**

1. Will the course be taught by existing faculty with existing qualifications or will new faculty or faculty development be needed?
2. What impact will having faculty teach this course have on other courses?
3. What proportion of course sections are expected to be taught by full-time and part-time faculty?
4. What expenditures, if any, will be required beyond faculty salaries and routine clerical support? (e.g. new equipment, new facilities, new software, etc.)
5. Indicate several examples of (up-to-date) library resources currently held by the CSU Library that would support the curriculum of this course.
6. What additional library resources must be added to support the proposed course?

7. What is the initial funding amount for library resources? What annual amount should be added to future budgets to continue the support for the course?

**Part E. Enrollment**

1. What is the estimated number of sections per year?
2. What is the estimated average enrollment per section?
3. What is the estimated total enrollment per year?
4. What is the estimated reduction in enrollment in other courses as a consequence of the new course? (explanation, if any)

Appendix I : Course Outline

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Not to exceed one page.