

CEDAR CREST COLLEGE
GRADUATE COURSE PROPOSAL
GRADUATE PROGRAM AND POLICY COMMITTEE

Note: Submit digital copy to Graduate Program and Policy Committee. Where applicable, as in the case of an existing course submitted for consideration, include relevant information. Please attach additional pages as necessary.

Suggested number (consult with the Registrar):

Course Title:

Course Instructor(s):

Catalog Description:

Prerequisites:

Rationale: Please describe the necessity for this new course. (e.g. change in accreditation requirements).

Maximum Student Enrollment:

Number of Student Credits:

Number of Teaching Credits:

Frequency of Course Offering (Select one from the drop-down menu):

If other, please explain:

Course Type (Select one from the drop-down menu):

Course Modality (Select one from the drop-down menu):

Will this course be offered in an accelerated format? Yes No

List the format and/or term (7-week, 2 weekend, winter term, summer term)

Has this course been offered before as a Special Topic? Yes No

If yes, comment on the results (ie; enrollments, grade distribution, any modifications etc.)

Discuss the relationship of this course and its objectives to the Graduate Program Mission Statement:

A discussion with the Director of the library has occurred and reveals that:

The library's current resources (books, periodicals, and electronic resources, including databases) are adequate to support the course.

Additional supporting materials will need to be purchased. If the latter, please specify the nature and estimated cost of additional materials.

Please comment on the impact this course will have on departmental finances, personnel, and relations with other areas. For example, what impact will the offering of this course have on other offerings in the department?

Please attach to this form a sample course syllabus (see Faculty Handbook for syllabus guidelines)

SIGNATURES

Presented by: _____ Date:

Approved by: _____ Date:
(Program Director)

Approved by: _____ Date:
(Department Chairperson)

Approved by: _____ Date:
(Dean of Adult and Graduate Education)

Approved by: _____ Date:
(Graduate Program Committee Chair)

Approved by: _____ Date:
(Provost)

Forwarded to Faculty Advisory Council Date: