

# University of Maryland Graduate School, Baltimore

## PROPOSAL FOR INTRODUCTION, CHANGE OR ELIMINATION OF GRADUATE COURSES

**Please Note:** This form, including the checklist information and support documents are required.

Submission Date:	Department:	Effective Semester/ Year:
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<b>I. NEW COURSE PROPOSAL:</b> (Please see instructions.)		Dept./ Pgm. Course Number:	
Transcript Title: <i>(30 spaces for UMB; 24 spaces for UMBC)</i>	Credits: <i>Mark all that apply</i>	<input type="checkbox"/> 1	Grading Method:
		<input type="checkbox"/> 2	<input type="checkbox"/> Regular
		<input type="checkbox"/> 3	<input type="checkbox"/> Pass/Fail
Course Title: <i>(30 spaces for UMB; 49 spaces for UMBC)</i>		<input type="checkbox"/> 4	<input type="checkbox"/> Audit
		<input type="checkbox"/> 5	
		<input type="checkbox"/> 6	
Course Prerequisites:	Maximum Enrollment:		

<b>II. CHANGE IN EXISTING COURSE:</b> (For major revisions, see instructions.)			
<b>A. EXISTING COURSE</b>		Dept./ Pgm. Course Number:	
Transcript Title:	Credits: <i>Mark all that apply</i>	<input type="checkbox"/> 1	Grading Method:
		<input type="checkbox"/> 2	<input type="checkbox"/> Regular
		<input type="checkbox"/> 3	<input type="checkbox"/> Pass/Fail
Course Title:		<input type="checkbox"/> 4	<input type="checkbox"/> Audit
		<input type="checkbox"/> 5	
		<input type="checkbox"/> 6	
Course Prerequisites:			
<b>B. CHANGE TO</b>		Dept./ Pgm. Course Number:	
Transcript Title: <i>(30 spaces for UMB; 24 spaces for UMBC)</i>	Credits: <i>Mark all that apply</i>	<input type="checkbox"/> 1	Grading Method:
		<input type="checkbox"/> 2	<input type="checkbox"/> Regular
		<input type="checkbox"/> 3	<input type="checkbox"/> Pass/Fail
Course Title: <i>(30 spaces for UMB; 49 spaces for UMBC)</i>		<input type="checkbox"/> 4	<input type="checkbox"/> Audit
		<input type="checkbox"/> 5	
		<input type="checkbox"/> 6	
Course Prerequisites:			
<b>C. REASON FOR CHANGE:</b>			

<b>III. ELIMINATION OF EXISTING COURSE</b>	
<b>A. EXISTING COURSE</b>	Dept./ Pgm. Course Number:
Transcript Title: <i>(30 spaces for UMB; 24 spaces for UMBC)</i>	
Course Title: <i>(30 spaces for UMB; 49 spaces for UMBC)</i>	
<b>B. REASON FOR ELIMINATION:</b>	

<b>APPROVAL SIGNATURES</b> Please type and sign		Dept./ Pgm. Course No:
Course Master (Faculty Preparing Proposal)	Signature: _____  Graduate Faculty Status: _____  Select	Date: _____
Graduate Program Director:	Signature: _____	Date: _____
Department Chair:	Signature: _____	Date: _____

<b>ACTION ON COURSE PROPOSAL</b>		<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Elimination
PROVISIONAL APPROVAL to offer this course for one semester is granted pending Graduate Council action.  _____ Graduate School Date	ADMINISTRATION APPROVAL (course title, numbering, grade method and minor changes.)  _____ Graduate School Date	
FULL APPROVAL of this course was granted by the Graduate Council at it's meeting on:  _____ Graduate School Date		

**Checklist:** Please provide all information requested on this checklist. For a revised course, response to all points below may not be necessary; respond only to those items, which have changed. The original and 4 copies of this form and all support documents are required.

1.  Attach proposed catalog description, whether new course or new description.
2.  Please furnish a detailed syllabus for the course. The syllabus must include the following; any syllabus not meeting these requirements will be returned for revision.
  - Course number and title
  - Course academic objectives
  - Course description
  - Course requirements, including evaluation methods and contribution of each academic activity to the final grade in percentages
  - Course Master (indicate Graduate Faculty status)
  - Course outline, including weekly class topics
  - List of other faculty involved with course
  - Required and recommended textbooks
  - Pre-requisites for enrolling in course
  - Reference list and/or bibliography
  - A [HIPAA](#) compliance statement (where appropriate)
3.  Outline briefly the role and qualifications (*SHORT BIOGRAPHICAL SKETCH*) of each faculty member for the proposed course. Specifically, indicate Graduate Faculty status (Regular, Associate or Special.) Graduate courses must be taught by members of the Graduate Faculty. If the course requires collaboration of faculty from various departments, please show endorsement from all participating programs.
4.  In the case of graduate courses listed also as undergraduate or professional courses, please state clearly the distinct graduate-level academic objectives and research assignments in the 6XX course. You may wish to submit separate syllabi for the two courses.
5.  Explain how proposed credit value was established. One unit of credit generally corresponds with one hour of lecture or seminar per week for the semester or three hours of laboratory per week for the semester.
6.  Describe how the genuine need for this course was established. The need may derive from the student body, the faculty, the profession, or society. Experience with similar courses at other institutions may provide useful information.
7.  Does this course relate to or overlap with similar offerings with in your institution or other institutions of the University of Maryland? Justify the necessity of this duplication. Have collaborative efforts with other programs been explored?
8.  Describe the relationship of this course to others offered within your department.
9.  Describe the mode(s) of presentation. (traditional, Interactive Video Network, or Internet, etc.)
10.  What is the frequency this course will be offered? (Annually, bi-annually, etc.)
11.  Describe your intended method of internal department review of this course.
12.  Describe the effect of the proposed course on space, facilities, enrollment and department staff.
13.  Approval Signatures.