COMMON REASONS COURSE PROPOSALS ARE REJECTED OR HELD UP BY THE GRADUATE SCHOOL

GENERAL REASONS FOR ANY PROPOSAL BEING REJECTED:
- Not specifying if the course will satisfy the Gordon Rule.
- Not indicating the proper category of instruction
  - (5000 = Intermediate; 6000-7000 = Advanced)
- Not keeping the course description to 255 characters or less.
- Not including a full phone number next to the name of the Faculty contact.
- Not completing all sections of the form.

REASONS WHY NEW COURSE PROPOSALS ARE OFTEN REJECTED:
- Online form not filled out completely.
- Most current forms not being used.
- Not securing the appropriate signatures.
  - Note: If a course is cross-listed or another college will be involved with the course, then that college needs to sign off concurrence.
- Inappropriate course prefix number. For example, a course with a 7000 number should not be offered to first year master’s students.
- Improper credit hours for the scheduled class time.
  - (Credit hours should be consistent with contact hours.)
- Improperly designated “Type of Section”. For example, courses in which the students provide the bulk of the classroom dialogue should be designated as such.
- Inappropriate pre- or co-requisite.
- Not providing a clear and complete syllabus.
- Not providing a current reference list.
- Not keeping course description to 255 characters or less.
- Insufficient evidence that the course is necessary. Is it offered in other institutions?
- Concurrence issues: Similar or identical course offered by another department on campus. Approval from that department is required, along with evidence that by offering the particular course, your department will fill a need along with signatures as needed.
- Not including a statement (instructor’s qualifications) that reflects “that the instructor will be a credentialed faculty member.”
- Not providing a list of topics to be covered and the dates and assignments for those dates.
- Not properly completing the learning outcomes section; you may repeat the course objectives as the learning outcomes.

REASONS WHY COURSE CHANGE PROPOSALS ARE OFTEN REJECTED:
- Application not filled out completely.
- Current online form not used.
- Not being clear on the nature of the change.
- Not keeping course description to 255 characters or less.

IMPORTANT UPDATED INFORMATION FROM THE GRADUATE SCHOOL:
Please make sure that your proposals are complete and that the information submitted provides a clear understanding for where the course is offered within the program requirements. For example, if it is a “core requirement” where does it fit? Does it add to the total hours or replace an existing course? Graduate Council is very thorough about such questions and will hold a course for clarification on these issues, so it helps expedite the processing if these issues are addressed up front.

Revised June 2011