Criteria for Reviewing Proposals for New or Revised Graduate Courses

Course Title/Number: ___________________________ Faculty Sponsor: ___________________________

1. Are each of the required forms in the packet? These should include:
   a. _____ a. New Graduate Course Proposal Form or
   b. _____ b. Substantive Graduate Course Change Form or
      Non-substantive Graduate Course Change Form
   c. _____ b. Departmental Syllabus (revised form from June 2008 – Attachment I)
   c. _____ c. Graduate Curriculum Approval Form New or Changed Course
   d. _____ d. College of Education Signature Page
   e. _____ e. Updated Program of Study Form

2. _____ 2. Does the information on the documents match?
   e.g. same course name, description, etc.

3. _____ 3. Is an appropriate budget (department) account number listed? (Robert Lugo or Ruby
   Jackson can help with this.)

4. _____ 4. In the case of a new course, has a new course prefix and name been obtained from
   Kathleen White?

5. _____ 5. If new or revised, does the abbreviated title for the course meet the 30 character
   maximum?

6. _____ 6. If new or revised, is the course description under the 255 word maximum?

7. _____ 7. In section 3- Course Justification, of the New Graduate Course Proposal Form, are
   all four questions answered adequately? Or

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1 Non-substantive changes do not need to go to a subcommittee.
8. In sections #3 - New Course Information, Section #4 – Justification, and Section #7 – Program Fit-- of the Substantive Graduate Course Proposal Form, is the justification clear, have the changes been clearly indicated and has the program fit been answered adequately?

9. Is the Signature page ready for signatures? (First two items completed and other units, when appropriate, have been consulted and signed in the appropriate place.)

10. If listed, are the pre- or co-requisite courses appropriate?

11. If new or revised, are the credit hours indicated consistent with the contact hours?

**SYLLABUS REVIEW**

12. Section 6 - Are the Goals and or objectives for the course clearly stated?

13. Section 7 Content Outline – Is there a weekly agenda with course content clearly described for each week?

14. Section 8 Evaluation of Student Outcomes – What evaluation system is used in the course? What are the assignments requirements for the course?

15. Section 10 – Textbooks and Readings - Are the required readings current in the topic area of the course and if not, is there a statement and/or justification if publications are over 5 years old

**ATTACHMENT 1 (if applicable)**
16. Has the use of technology been addressed?

17. Has the issue of diversity been addressed in this course?

Recommendations from the Sub-Committee review:

Sub-Committee Member: ___________________________ Date: ___________________________

This form can be found online at: http://www.coedu.usf.edu/main/CC/GraduateSubmissionProcedures.html