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 **Graduate Course Approval form**

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#  Instructions:

Complete the form below and submit to the graduate dean **14 days prior to the Graduate Council** **meeting** (or to program director for initial review if filled out by someone other than the program director). After reviewing the proposal, the dean will forward its recommendation to the Graduate Council for final action.

**Program name: Degree name:**

**Course number:**  **Course title:**

**Credit Hours:**

1. Give a full account of why this new course is needed:
2. Does the proposal have any economic implications for existing program or university budgets? (Examples of economic implications could be additional or reduced staffing, increase or decrease in faculty FTE. new faculty hire, new equipment purchase, etc.)

\_\_\_ Yes \_\_\_ No

If yes, please explain:

1. Do you anticipate implications for the course offerings of other Graduate Programs? (Examples would be adding or deleting a course used as a requirement or elective for other programs, positively or negatively affecting enrollment for other courses, creating course scheduling challenges, creating tuition splitting challenges, etc.)

\_\_\_ Yes \_\_\_ No

If yes, please explain:

1. When do you hope to offer this new course?
2. Does EMU currently have sufficient resources – including library resources, facilities, technology- to implement proposed changes?

 \_\_\_ Yes \_\_\_\_ No

1. Course description
2. Core goals and objectives
3. Core requirements
4. If an online course, include program criteria for online courses to document equivalence of online delivery with traditional course expectations.

*Program faculty have reviewed this course and, satisfied that discipline specific content, curricular implications, faculty expertise, library resources, facility resources, and budget implications have been adequately addressed, recommend this course to Graduate Council for approval.*

Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_

Graduate Council approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_