Dedman College

Form for New
Departmental Course Proposals
Graduate Course Proposals only

Please cover all the following points, using this numbering system.

I. Description of the Course

1. Number and title of the course (be sure that the number is one which has not been used in the department for another course for at least one regular semester).

   Abbreviated title for course (30 spaces or fewer).

2. Catalogue description (thirty words or fewer):

   Prerequisites:

3. Course objectives.

4. Topical outline of the course.

5. Teaching methods.

6. Methods of evaluation (tests, papers, etc.).

7. Titles and descriptions of principal readings or other materials.

8. Will there be a lab or off campus experience with this course? Describe the nature of the laboratory experience.

9. Date the course will first be offered. How frequently will it be offered?

10. Are specific or expanded support services needed for this course? (e.g., media services, equipment, additional library holdings, facilities, etc.).

11. Is this a replacement for another course?

12. Name (s) of instructor (s)

II. Need for the Course

1. Include the function of this course in your total curriculum.

2. Expected enrollment.

3. What steps have you taken to determine whether the course overlaps with those in other departments and schools, and to insure coordination between instructors involved?

III. Statement by Chairperson

I recommend this course and certify that it has been approved by our department.

APPROVED: _____
Department Chair

APPROVED: _____
Council Action

NOTE:
If the content of the course changes, this course must be resubmitted to the appropriate council.