For all new graduate course proposals or proposed graduate course modifications within Dedman College, please complete and submit the following documents to Karen Jung ([kkjung@smu.edu](mailto:kkjung@smu.edu)):

1. Graduate Course Proposal Form (signed by department chair)
2. Proposed Course Syllabus
3. ***Description of the Course***
4. Date:
5. Department:
6. Catalog Course Number *(be sure that the number is one which has not been used in the department for another course for at least one regular semester)*:
7. Full Course Title:

Abbreviated Course Title *(30 characters or fewer, including spaces and punctuation)*:

1. Catalog Description *(30 words or fewer)*:

Prerequisites:

Co-requisites:

1. Expected Enrollment:
2. Date the course will first be offered. How frequently will it be offered?
3. Student Learning Outcomes:
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. Are specific or expanded support services needed for this course? *(e.g., media services, equipment, additional library holdings, facilities, etc.)*
10. The university specifies that courses meet a certain standard regarding credit hours.

*Based upon the federal definition of a credit hour, each credit hour requires one hour of direct faculty instruction and a minimum of two hours per week of preparation on the part of students, for approximately 15 weeks a semester. For three-credit-hour courses deployed via different course types, modes of delivery or calendars, total number of direct contact hours should be equal to or greater than 45 hours, with the total out-of-class work equal to or greater than 90 hours. Courses that deviate from this standard must provide documentation illustrating how the number of contact hours and/or work outside the course equate to this standard within the term in which the course is offered.*

Please indicate how the proposed course aligns with this standard.

1. Standard course grid schedules are Monday/Wednesday/Friday for 50 minutes each or Tuesday/Thursday for 80 minutes each. Will this course follow the standard grid schedules? If not, please describe.
2. Is this course being proposed as a requirement or as an elective? Please explain this choice for each relevant program and indicate the effective semester.
3. Is there an undergraduate version of this course? If so, what is the undergraduate course number? Please describe how the amount and complexity of work (e.g. analysis, synthesis, and application) are different and appropriate for the two groups.
4. Instructor Information: SACS-COC requires documentation of faculty credentials as relevant to courses taught. For each instructor, please provide the following information: Name, full-time or part-time position, degree information (degree, institution, year and subject matter of the degree). If the degree area does not encompass the course subject matter, please describe the instructor’s expertise in the subject, e.g. related research, employment, graduate course work, or other pertinent experience.
5. Please include a course syllabus with the proposal.
6. ***Statement by Department Chair***
7. Describe why this course is needed. How would this course support the strategic plan, goals and/or program outcomes for the department/program?
8. Does this course overlap with those in other departments and schools, and how was this determined? If there is overlap, describe the unique role of each course.
9. Describe the resources (financial, faculty-related, etc.) that will need to be reallocated or added to support this course. For example, if a new course is added that will be taught by an existing faculty member, how will that affect the scheduling of existing courses?

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

APPROVED:

Department Chair Date

APPROVED:

Council Action Date

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