COLLEGE OF ARTS AND SCIENCE

Procedures for the Approval of New Graduate Courses

Approval process for 300-level graduate courses or 200-level undergraduate courses available for graduate credit:

1. A faculty member submits the new course proposal to his or her department chair or program director.
2. The department chair signs the proposal and sends it to Arts & Science Curriculum Committee.
3. The Curriculum Committee forwards all courses offered for graduate credit to the Committee on Graduate Education (CGE).
4. The CGE reviews and votes. (The A&S Curriculum Committee also reviews and votes on proposals for 200-level courses available for graduate credit.)
5. If the CGE vote is positive, the proposal is forwarded to the A&S Faculty Council, which reviews it and votes.
6. If the FC vote is positive, the proposal is forwarded to the A&S Faculty Meeting. If that vote is positive, the course is adopted, and the A&S Associate Dean for Graduate Education notifies the Associate Dean of the Graduate School.