**GRADUATE COURSE APPROVAL FORM**

Complete this form to propose a new 500 or 600-level course to be added to the permanent offerings of a specific CAS department or program. Please forward the form and course syllabus electronically to the Chair of the Board of Graduate Education at [FC-GradEducationCommittee@slu.edu](mailto:FC-GradEducationCommittee@slu.edu).

# Department/Program:

**Course Number & Title**:

Have you checked the Banner catalog to ensure that the course number is not in use?

**Credit Hours**:

# May this course be repeated for credit (Yes/No)?:

**Instructor**:

**Email Address**:

# Does the instructor have Graduate Faculty status (Yes/No)?

If not, such status must be obtained through CAS. Direct all inquiries to the CAS Associate Dean for Graduate Education.

# Please provide a concise response to each of the following questions.

1. What library resources will be needed to support this course over the next five years? Has a library query been initiated? For such a query, please contact the Dean of Libraries, David Cassens (977-3095).
2. How frequently would this course be taught? (Note: Offering should be proposed as a Special Topics 593/693 course if it is to be taught on a trial basis.)

1. Explain the rationale for the proposed course. How does the proposed course relate to other courses in the program, degree requirements, a specific clientele, or to requirements of an accrediting agency? To what extent does the proposed course contribute to SLU’s mission?

1. How will you or your department assess whether the course is achieving its stated learning objectives? This may be part of departmental program assessment or specific to the proposed course. Some examples of course and program assessments include exit interviews with students, evaluations by the course instructors of strengths and weaknesses of the class, or data on whether students are successful in getting jobs or pursuing further study in areas relevant to the course.

Click here to enter text.

1. If approval is given, should any existing course(s) be altered or discontinued?
2. Have other SLU departments/programs been consulted regarding this proposal? If so, list the departments/programs and the results of those consultations pertaining to duplication or overlap, and potential student interest in the course.

1. If the course is to be dual-numbered, please note in field below (4XX/5XX), and outline the difference(s) in course requirements by level. How do the different requirements add up to a different intellectual experience? The **Curriculum Committee Course Approval Form** for the undergraduate course must be completed and submitted for approval to the CAS Undergraduate Curriculum Committee. This form is available on the **CAS Faculty & Staff Resources** [page](http://www.slu.edu/college-of-arts-and-sciences-home/faculty-and-staff-resources) **under** [**Undergraduate**](http://www.slu.edu/college-of-arts-and-sciences-home/faculty-and-staff-resources) [**Curriculum Forms.**](http://www.slu.edu/college-of-arts-and-sciences-home/faculty-and-staff-resources)
2. Please provide a course content summary (maximum of 50 words) for the Banner online catalog.

# Approval Signatures

1. Department/Program Chair:

Date:

1. CAS Board of Graduate Education Chair: Date:
2. CAS Assoc.Dean for Graduate Education: Date:

Copies to: Department/Program

Faculty Council

Registrar

# Add a syllabus to this document. Syllabi must include the following information:

COURSE NAME

Course Number, Section, Credit Hours Instructor Information

Meeting Times Prerequisites Course Description

Textbook(s) & Other Materials Topical Outline

Learning Objectives

Grading Scheme (Assignments and the weighting of these assignments in the grade, Grading Scale) Note: If this is a dual numbered course (4xx/5xx) course, the syllabus also needs to explain differences in requirements for graduate and undergraduate students

Attendance Policy (if applicable) Disability Statement

Statement on Academic Integrity