

Saint Louis University

The Graduate School

### COURSE APPROVAL FORM

This form is to be completed in order to propose a new 500 or 600-level course to be added to the permanent offerings of a specific department or program. Please forward the completed, printed form along with the syllabus to **Dr. Reinhard Andress, Associate Dean for Academic Affairs, The Graduate School to Verhaegen 106**. The University Board of Graduate Studies serves as the curriculum committee for The Graduate School and will review the proposal.

To propose a Special Topics 593/693 course, a different form is to be used available at [http://www.slu.edu/graduate/faculty\\_resources.html](http://www.slu.edu/graduate/faculty_resources.html).

Department/Program: \_\_\_\_\_

Course Number & Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

Include with this form a syllabus using the template below. An alternate syllabus template may be used provided it covers the same items as listed below.

Does the instructor have Graduate Faculty or Graduate Instruction status?  Yes  No

If not, either one status or the other will need to be attained through The Graduate School.

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 Dr. Patricia Gregory ([gregorypl@slu.edu](mailto:gregorypl@slu.edu), 977-2538).

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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.)

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Why is this course proposed now? Explain the need for this course. How does this course relate to other courses in the program, to degree requirements, to a specific

clientele, to requirements of an accrediting agency? To which extent does this course contribute to the Five Dimensions of the SLU Learning Experience? (For more information of the Five Dimensions, go to <http://www.slu.edu/x16378.xml>).

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If approval is given, should any existing course(s) be altered, discontinued?

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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.

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If the course is to be dual-numbered, check one box ( 4XX/5XX  5XX/6XX), and outline the difference(s) in course requirements by level. If you have checked the first box, the appropriate **Course Approval Form** will open in a new Internet Browser window. That form will need to be filled out and submitted at the undergraduate level as well.

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#### Approvals

1. Department/Program: \_\_\_\_\_ Date: \_\_\_\_\_

2. Collegiate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

3. University Board of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_

4. Dean of The Graduate School \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Syllabus Template**

### **COURSE NAME**

**Course Number, Section, Credit Hours**

**Instructor Information**

**Meeting Times**

**Prerequisites**

**Course Description**

**Textbook(s) & Other Materials**

**Topical Outline**

**Learning Objectives**

**Modes of Assessment**

**Grading**

**Attendance Policy (if applicable)**

**Courtesy Expectations (if applicable)**

**Disability Services Statement**

Students who believe that, due to the impact of a disability, they may need academic accommodations in order to meet the requirements of this, or any other, class at Saint Louis University are encouraged to contact the Office of Disabilities Services (977-8885; DuBourg Hall, Rm. 36). Confidentiality will be observed in all inquiries.

**College/Department/School Policy on Academic Integrity (provided here is the general university one)**

The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity, such as would be expected at a Jesuit, Catholic institution. As members of this community, students, faculty, and staff members share the responsibility to maintain this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty can be listed here, it can be said in general that soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest. It not only violates the mutual trust necessary between faculty and students but also undermines the validity of the University's evaluation of students and takes unfair advantage of fellow students. Further, it is the responsibility of any student who observes such dishonest conduct to call it to the attention of a faculty member or administrator.