Preface: The following materials are meant to provide a broad guide for the submission of graduate course proposals and changes using the Courseleaf software. Following each larger screenshot, we have provided more specific guidance on what to ensure to include, highlighting specific areas which have been challenging for faculty in the past. This guide is provided as a way to ease the process for submitters, expedite processing, and reduce the need for rollbacks due to simple clarification. As always, feel free to direct additional questions or clarifications to the Graduate Academic Affairs Committee and/or the Office of Graduate Studies.

**Course Number:** This should be in keeping with the overall program plan (e.g., at least 50% of the courses in the graduate program must be at the 700-level, so any change in level should not jeopardize that ratio). Also, for any UG/Grad dual-level courses, 300-level at UG pairs with 500-level at Grad, 400-level w/600-level. No 700-level courses can be dual-level/cross-listed. Double-check to ensure this is not a duplicate course.

**Course Title:** Note that for any UG/Grad dual-level courses the title must remain the same.

**Required Prerequisite(s):** Note that if you only wish this to be limited to a graduate student, or one who has already achieved a Bachelor’s degree, please simply use the wording “Graduate standing” (e.g., BIOL 445 and Graduate standing). If there are none, please list “none”.

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**Course Inventory**

**New Course Proposal**

**Course Subject:**

**Course Title:**

**Abbreviated Course Title:**

**Program:**

**College:**

**Budgetary Unit:**

**Proposed Effective Date of Action:**

**Course Information**

**Credit Hours:**

**Catalog Description:**

1500 characters remaining

**Components**

<table>
<thead>
<tr>
<th>Component</th>
<th>Contact Hours</th>
<th>Graded</th>
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If course deviates from standard number of contact hours per week, please explain

**Default Section Size:**

**Required Prerequisite(s):**

**Recommended Prerequisite(s):**
What adjustments...?: Please be specific, including any potential impact on the broader teaching demands for current (or future) faculty. If none are required, please list that.
Describe how...: In this section, please provide context for the proposed course or change. If part of a larger suite of changes or broader proposal, please refer to and include a document reflecting this in the supporting documentation.

Need for the course: If fulfilling a need in new course rollout, program, emphasis, accelerated degree, etc., describe this here. Can list specific outcomes not being fulfilled by other components of the curriculum.

Bibliographical note...: In this section, either include text(s) used, type “N/A”, or type “see syllabus”

Relationship to stated...: In this section, it is most helpful to list course-level outcomes and their relationship to program-level outcomes (even if these are included on the attached syllabus). These should be detailed and course-specific. For cross-listed/dual-level courses, it is important to distinguish these outcomes from the undergraduate-level course outcomes. Including the UG course outcomes for comparison (in supporting documentation) would be beneficial for review.
For supporting documentation: If this proposed course/changes are ...please include

Can include syllabus, bibliography, and supporting statements.

If it is part of a larger effort (e.g., new track, new program, UG/Grad Accelerated degree program), please include materials reflecting where this fits into this broader picture.

Be sure to include a detailed syllabus, as requested. For Dual-level UG/Grad courses, graduate-level outcomes, description, and grading details should be included.

*Note: Please use a single syllabus for dual-level courses. With this, any changes to the UG course should go through those appropriate channels (e.g., AAC), and faculty should work with their ADAs to save the syllabus in each category, undergraduate and graduate (so two locations), in the syllabi repository.