



COURSE PROPOSALS AND MODIFICATIONS

This form is to be filled out for all new professional and graduate level courses, and for reorganization of, or major changes in, existing courses. Once completed and signed by the instructor and division head, it should be submitted along with the Registrar's form to the appropriate associate dean for consideration by the Curriculum Committee and/or the Graduate Education and Research Advisory Committee depending upon the intended student registration.

This is a proposal for a:

_____ New course

_____ Revised course

Proposed effective date: _____
Month Year

1. Course number:* _____ (Note: Leave course number blank if requesting a new course)

Title (maximum 40 characters including spaces): _____

a. If revision involves changes of number or title, give the number and title of the existing course: Number: _____ Title: _____

b. If this course replaces an existing course, indicate the course and number: _____

c. Short title for transcripts (maximum 19 characters including spaces): _____

2. Course Credit: _____ semester hours

3. Catalog description of course (The course description should indicate the nature of the course and its content in as few words as possible, avoiding jargon, repetition, and unnecessary words such as "This course will cover". The best form for the course description is one or more concise sentences, with items in series set off by commas or semicolons.): _____

4. List Prerequisites and/or Corequisites (specify each by number and title): _____

5. Expected distribution of registration:

	Percent		Percent
P1	_____	M.S.	_____
P2	_____	Ph.D.	_____
P3	_____	Other (Specify)	_____
P4	_____		

What is the maximum number of enrolled students? _____

6. At what point in the appropriate curriculum (professional or graduate) would this course be taken?

7. Purpose of course:

_____ Prerequisite for the following course(s):

_____ Required in curriculum

_____ Elective for the following career goals:

8. Describe how this course relates to the overall course offerings of your division:

9. Identify and justify any overlap with other courses either in your division or in another division, department, or college on campus:

10. If this course has been discussed with representatives of other divisions or colleges, summarize:

11. List below all instructors in the proposed course. For each instructor include their divisional/departmental affiliation and estimated percentage of the course that they have agreed to teach:

12. List under major and minor headings the principal topics covered in this course. This applies to all courses, whether new or revised. (If the course is a revision, the nature of the change should be summarized under item 14.)

<u>Topic</u>	<u>Approximate Lecture or Laboratory Hours</u>
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13. Basic texts and source materials (give authors and titles):

14. Additional comments:

Signatures

Request prepared by _____ Date _____
Instructor

Divisional approval _____ Date _____
Division Head

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For Courses to be taken by Pharm.D. students:

_____ Date _____
Chair, Curriculum Committee

_____ Date _____
Associate Dean for Academic Affairs

For courses to be taken by M.S. and Ph.D. students:

_____ Date _____
Chair, Graduate Education and Research Advisory Committee

_____ Date _____
Associate Dean for Research and Graduate Affairs

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Final Collegiate Approval

_____ Date _____
Dean of the College of Pharmacy