

New and Revised Do's and Don'ts

Graduate Courses

All course proposals (add, change, drop) must be submitted via the Course Submission and Consultation System (CSCS), and all consultations and all responses to consultants' and other reviewers' feedback must be managed via the CSCS.

Proposals must address all categories appropriately.

Prerequisites must 1) be specific as to course prefix and number (e.g., "two or more 400-level courses" is not appropriate), 2) be relevant to all students, and 3) not include "permission of instructor" or "graduate standing" (these are understood and can be controlled by the program using course controls).

Information about evaluation methods or specific course assignments should not be included in the 400-word description. This is the description that will appear in the Graduate Bulletin as the public advertisement for the course.

Evaluation methods may not include attendance but may include class participation.

Proposals must state whether the course is an elective or is required.

If a proposal indicates that the course is a requirement for the degree, but the currently approved program description does not list the course as a requirement, a program change proposal is required. If this is the case, approval of the course will be held until the program change is approved.

597s/598s (Special Topics courses) are experimental courses that must be formally proposed with a permanent course number after being offered for no more than two to three semesters. 597s/598s need to have a letter suffix in order to be given a title in any given semester, e.g., GENET 597G - Genetic Approaches to Biomedical Problems. These experimental courses cannot be used as required or elective courses in degree programs or credit certificate programs.

Common courses such as 600, 601, 590, 595, and 596 do not need Subcommittee approval and do not require consultation. These types of courses undergo an expedited review by The Graduate School.

All course proposers and developers must be Graduate Faculty members.

Consultation should be requested from all relevant programs/departments, preferably at the level of the program/department head.

Cross-listing is a commitment of all sponsoring parties (department/program) to offer the course; all units wishing to cross-list the course must concur as formal consultants in the course proposal in the CSCS.

Responses to the Subcommittee must be thorough and described in the appropriate response section of the proposal in the CSCS.

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Graduate Programs

When a proposal is made to establish a new graduate program, in addition to a justification for the proposed program and degrees to be offered, the proposer must provide separate sections within the proposal describing each degree being proposed (e.g., Ph.D., M.S., etc.), specifying admission and degree requirements (both in the proposal itself and in the Graduate Bulletin copy included in the proposal).

If a course from another program/college is listed as an elective or required course, consultation is required to indicate agreement of that program/college to allow the use of that course as a requirement or elective, given the issues of ongoing commitment to offering and possibility of over-enrollment.

New dual-title degree program proposals submitted along with a program change proposal to adopt the dual-title degree program must be for the same degrees in the major program and dual-title degree program (i.e., Ph.D.-Ph.D., M.S.-M.S., etc.). At least one proposal to adopt must accompany any new dual-title degree program proposal, and for logistical purposes, it is recommended that no more than two proposals to adopt be submitted with the main proposal. Letters of interest/support from other programs interested in adopting the new dual-title degree should be included in the consultation section of the main proposal; after the main proposal and adoption proposal(s) have been approved by Graduate Council, the additional proposals to adopt, using the approved proposals as models, may be submitted.

Joint degree programs must include reciprocity, which is defined as required courses or activities in one degree being met by courses/activities in the other degree and vice versa.

Dual-title, integrated undergraduate-graduate, and joint degree programs that involve a new graduate program must be proposed separately from the new graduate program being proposed, and be submitted after the new graduate program has been approved by Graduate Council.

Consultation requests can be edited to improve clarity, but should include the original query and the full reply by the consultant, and could be ordered chronologically or by category. Personal exchanges should be edited out.

Students are held to program requirements officially in effect at the time they matriculate but may be given the opportunity to complete their program under any new program requirements instituted before they graduate.

Listing of Special Topics courses (597s/598s) as requirements is not allowed.

Changes and substitutions to requirements generally require a program change proposal to be submitted for curricular review. Programs are encouraged to consult the The Graduate School's executive director of graduate education administration to determine whether a proposed change falls into this category.