

EASTERN CONNECTICUT STATE UNIVERSITY  
GRADUATE CURRICULUM COMMITTEE FORM  
**NEW GRADUATE COURSE PROPOSAL**

**Instructions:**

1. In addition to this completed form, a new course proposal requires:
  - A. A complete draft syllabus that includes:
    - The course number and title
    - The catalog course description (as proposed on this form)
    - Course goals and/or learning objectives
    - Methods of assessment and evaluation (including how they comprise the student's final course grade [percentages or point values])
    - Course bibliography, reading list, and/or other required materials
    - Course outline/calendar illustrating the material/concepts to be covered and their tentative distribution over the term of the course
    - For online courses, the syllabus must reflect best practices for online learning (see Policy for Graduate Online Courses)
  - B. Official approval emails from the following, if necessary: Chair of Department with overlapping course.

**Note: All New Course proposals should be submitted along with a separate Program Modification proposal, unless the new course will not contribute to a program.**

2. Upon completion, save the form and all supporting documents as a **single PDF file** and send it to the Program Coordinator and the Graduate Division Dean for their e-signatures. Please do not request e-signatures from the Graduate Curriculum Committee chair, however, you may cc: them.

Please name the file according to the following guidelines, making sure to include "Grad" in the form name:

Course Abbreviation (in all caps) → Course Number → Date → Form Name      For Example: **DSC502\_2022\_NewGradCourse.pdf**

3. Forward the signed proposals and supporting documents to Julie McGowan ([mcgowanju@easternct.edu](mailto:mcgowanju@easternct.edu)) in the Biology Department for review by the Graduate Curriculum Committee. Please do not forward any proposals to Julie until they have been signed by all parties.

Due to the large number of proposals and paperwork received by the committee, paperwork that is not complete, organized, formatted correctly, or labeled clearly will be returned to the departments for resubmission. **Any questions regarding paperwork prior to submission should be addressed to the Graduate Curriculum Committee Chair.**

**Resubmitting Revised Forms:**

Proposals that are returned to the department for revisions or additions requested by the Curriculum Committee will be sent via email. When indicated by the committee, substantive revisions should be initialed by the dean and relevant committee chairs. When revisions/additions are completed, forms and documentation should be resubmitted to Julie McGowan as a single PDF.

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GRADUATE CURRICULUM COMMITTEE FORM  
**NEW COURSE PROPOSAL**

Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Proposing Department: \_\_\_\_\_

Program Coordinator Name: \_\_\_\_\_ Program coordinator email: \_\_\_\_\_@easternct.edu

Effective Term: \_\_\_\_\_ TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_ *Must be approved at least 1 semester prior to effective date*

CATALOG course title (max 60 characters including spaces): \_\_\_\_\_ E-WEB course title (max 30 characters including spaces): \_\_\_\_\_

Hours and credits: Lecture hours/semester: \_\_\_\_\_ Lab hours/semester: \_\_\_\_\_ Total semester hours: \_\_\_\_\_  
Student credits: \_\_\_\_\_ Faculty load credits (FLCs): \_\_\_\_\_

Enrollment cap: \_\_\_\_\_ Standard grading procedure:  Letter  CR/NC

Prerequisites: \_\_\_\_\_ Co-requisites: \_\_\_\_\_

Permissions required (check all that apply):  Instructor  Program coordinator  Graduate Division Dean

Mode of instruction (check all that apply):  Lecture  Seminar  Laboratory  Studio  
 Independent Study  Internship  Field Experience

Check if course will be taught online:  Online

Program Designation:  
 PROGRAM requirement or elective (**REQUIRES Program Modification**)  
 GENERAL ELECTIVE (**Does not count toward any program, only toward credits needed for graduation**)

Repeatability (for special topic/field experience/internship courses only):  
 Course is repeatable with different topics and can count for program:  
 up to \_\_\_\_\_ times  up to \_\_\_\_\_ credits  course is NOT repeatable

**Catalog course description (please provide a clear description of the course for students; suggested 25 word minimum):**

**Rationale for the new course in terms of student, programmatic, or university needs:**

**Minimal instructor qualifications:**

Degree required: \_\_\_\_\_

Special expertise or experience required (if course is proposed for online instruction, include qualifications to teach online):

**Special resources needed for the course (such as unusual equipment or maintenance costs, special software, library resources, etc):**

**Special facilities needed for the course:**

Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Proposing Department: \_\_\_\_\_

**SIGNATURES:**

**Program Coordinator**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Division Dean**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Curriculum Committee Chair:** Do not request e-signature from Chair. Signature to follow Curriculum Committee review

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Senate President:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR REGISTRAR'S USE ONLY:**

Date Processed:		Signature:		CIP Code:	
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