GRADUATE COURSE APPROVAL PROCESS

The following procedural guidelines have been developed to ensure Graduate School input into new or changed courses and a one-month timely disposition of course approval forms.

- All graduate courses must be submitted to the Office of Official Publications by the first Tuesday of every month in order to be placed on the Academic Council agenda for that month. Course approvals will be accepted electronically if the second page contains the required two signatures of the department head and dean/associate dean.
- Official Publications will place the course on the Academic Council agenda.
- After Official Publications staff members ensure that the course approval form has been properly prepared and all required attachments have been provided, they will send the form and attachments electronically to a designated recipient within the Graduate School.
- The Graduate School will distribute the forms and attachments to a three-person committee for review and recommendations. If the committee does have concerns, the chairperson must contact Official Publications by the second Tuesday of the month. Official Publications will send the committee chair an email reminder one day prior to the response deadline. If the committee has no concerns or questions, a representative of the Graduate School will sign and submit the forms by the deadline for proposal submissions for the next meeting of Academic Council.
- Lack of response will result in proposals being automatically entered on the list of course approvals for the next meeting of the Academic Council.
- Two course summaries will be prepared for the Academic Council meeting: (1) undergraduate courses and (2) graduate courses. Each will be voted on separately. The graduate course summary will include recommendations, if any, from the graduate committee. After having been notified in advance, college associate deans affected by the recommendations must be prepared to address the graduate committee’s concerns during the Academic Council meeting.
- After hearing the recommendations of the Graduate School and the responses of the colleges, a vote of the Academic Council will determine if a course is approved or tabled for reconsideration after revision. If the problems can be resolved to the satisfaction of the Provost after the meeting, the Provost may (1) approve the course and sign the course approval form or (2) schedule the course for presentation at the next meeting of the council.