



University at Buffalo
The State University of New York

The Graduate School

New Graduate Course Approval Request Form

Be sure to complete all sections of this form and attach a [course syllabus](#) before submitting it to the department chairman for approval. Upon approval by the Graduate School, the new course will be added to the HUB catalog.

Basic Catalog Information New _____ Revised _____ Delivery Mode: _____

Department: _____ Credit Hours: _____ [Contact Hours](#): _____

Subject Code (i.e. BIO, ENG, etc.): _____ Course Number: _____ Course Type: _____

Long Course Title: _____

Short Title: _____ Anticipated term of first offering: _____

Prerequisite(s): _____

Instructor(s): _____ Instructor Rank: _____

Description for HUB Catalog – Add a brief description of the course as it will appear in the HUB Catalog:

Rationale – Provide a justification for introducing this new course. This may include the function of the course as an essential element in a graduate program, the use of the course to supplement a program in another department, the role of the course in providing an appropriate variety of electives, etc.

Duplication Check – Where applicable, list any other UB courses currently being offered which might appear to duplicate this new course. Describe how this new course differs from those already offered. Please also describe the investigative work completed whether from conversations, telephone calls, or email, to support the claim that a duplication check has been conducted. Emails supporting that investigation must be attached to the new course proposal.

Cross Listing/Dual Listing – If cross listing with another graduate course, provide justification. If dual listing this new course with an undergraduate course, provide a description of the additional work graduate students will be expected to undertake to justify the graduate level offering (i.e. extra recitation sections, extra projects, additional papers, etc.). **Please note, only 4xx-level undergraduate courses may be cross/dual listed with graduate offerings.**

Student Learning Outcomes (SLOs) – Please list the student learning outcomes (SLOs) for this new proposed course. SLOs are statements that specify what students will know, be able to do, or be able to demonstrate once they have completed or participated in a course. Outcomes are typically expressed as knowledge, skills, attitudes or values.

Required Appendix

Course Syllabus – The course syllabus should include a definition of course objectives and the minimum requirements, an outline of the content, a course bibliography, potential texts and plans for course evaluation. If field trips or other forms of external evaluation are planned, please include a description of that content as well. **Please attach the course syllabus to this form.**

Signatures

Academic Department Approval: _____ Date: _____

Academic Dean Approval: _____ Date: _____

Action of Divisional/Area Committee: _____ Approve _____ Dissapprove _____ Revisions Required

Comment: _____

Optional Divisional Committee Chairperson: _____ Date: _____

The Graduate School: _____ Date: _____