

GSE New Course Proposal Guidelines: Graduate (Updated 2020)

Step One: Create the Course Syllabus

Please review the [Graduate Course Syllabi Guidelines](#) for help in creating your course syllabus and include each of the components required. Use the [GSE syllabus](#) template to create your syllabi.

Step Two: Prepare the Course for Review

Note: Faculty who wish to develop a new graduate course but are unsure if it will be sustainable over time, are encouraged to try the course out first under a departmental special topics number. After a course has been offered under a special topics number *for two semesters*, it must be formally approved as a new course before it is offered for a third semester.

Carefully review the [Creating a New Graduate Course](#) guidance at The Graduate School and complete the [New Graduate Course Approval Request Form](#).

The following notes can be helpful in the completion of this form.

Instructor(s). The primary instructor must either be a full-time tenured, tenure-track or clinical faculty member or a part-time faculty member who has a multiple year appointment. An adjunct instructor who is hired to teach one or two courses during the academic year cannot be the primary instructor.

Description for Catalog. This is a brief description of the course as it will appear in the catalog. The course objectives must be clearly elaborated. See the [Graduate Course Catalog](#) for examples.

Rationale. The basis or justification for introducing the course must be clearly addressed. This may include the function of the course as an essential element in a departmental or program major, the use of the course as an essential supplement to a program in another department, the role of the course in providing appropriate electives, etc.

Duplication Check. The description of the duplication check with courses in GSE as well as university-wide must be detailed and explicit. Each course that potentially duplicates the proposed course must be listed, and the differences between such courses and the proposed course must be clarified. Please see the [GSE Duplication Check Guidelines](#).

Student Learning Outcomes. For guidance on how to develop learning outcomes for your course please see the CEI's [What are learning outcomes?](#) page.

Step Three: Complete the Review Process

The course proposal packet should include the following:

1. The syllabus
2. The duplication check documentation (please organize the emails and create one PDF document that is easy to review with a summary of the process)
3. The completed [New Graduate Course Approval Request Form](#)

Send your course proposal packet to the following units for approval:

1. Academic Department Approval
2. Academic Decanal Unit Approval
 - a. The new course reviewed is by the EC. The course may be approved, or it may be returned for revisions.
 - b. The EC then forwards the course to the ADAA. The course may be approved, or it may be returned for revisions.
 - c. When the course proposal is approved at the decanal level, you can then email the completed and signed form along with the syllabus to grad-academic-services@buffalo.edu for Graduate School review.
3. The Graduate School and Associate Dean's Graduate Council. Once approved by the Graduate School, the course proposal will then be subject to a vote at the monthly [Associate Dean's Graduate Council](#) meeting for final campus approval. Note, it is at this stage that insufficient duplication checks can cause undue delays in your course approval as an associate dean from any unit campus-wide can ask for clarifications or vote no because they have a similar course.