

Request for New Graduate Course:

INSTRUCTIONS: Fill form out completely; attach documentation as requested in items “a” through “d” below, and route through proper channels for signatures in order listed under APPROVALS. After signing, the Academic Unit Dean/Director should then forward the form and all documentation to the School of Graduate Studies Office (343 Administrative Center).

Note #1: Before proposing a particular **course number**, check with the RECORDS OFFICE (x. 1119) in order to avoid conflicts with existing numbers and numbering systems.
Note #2: The title should be concise and descriptive and should conform to the existing style of the Department or Division from which it originates.
Note #3: The **catalog description** must be concise and descriptive and should conform to the existing style of the Department or Division from which it originates. It should not include a list of topics to be covered in the course except in general terms.

Department or School _____ Proposed Course Title (See Note #2)
 Course No. _____
 (See Note #1) _____

1st term to be offered: Fall _____ Winter _____ Summer _____
 Frequency of offering course: [Check ALL that apply]
 Every FALL Every other FALL Every WINTER
 Every other WINTER Every SUMMER Every other SUMMER
 ON DEMAND Other: _____

Credit hours: _____ Instructor(s): _____

Prerequisites: _____

CATALOG DESCRIPTION (See Note #3): 

REQUIRED SUPPORTING DOCUMENTATION (Attach all of the following to the Course Request Form):

- a. An enlarged description of the course, containing a course outline and syllabus.
- b. Evidence that necessary equipment, library resources, computer support, and any other support services relevant to the course are available to support this new course at the graduate level.
- c. (1) How does this new course fit into the present and long-range departmental and/or school program? (e.g. Does this course represent a new focus area? Is it linked to other course additions or modifications within the program? Does it replace any existing courses?
 (2) How does the proposed course fit into the overall program of UMKC?
 (3) Does the course require additional allocation of funds, and if not, how will it be carried within the present budget and teaching load of the department or school?
- d. Information related to course duplication: Are similar courses taught in other division of UMKC? If so, what is the rationale for adding this separate but similar course? To what extent has the proposed course been discussed with the instructors, chair(s), and deans of the academic units offering the similar course(s)?

APPROVALS: (Signatures below indicate approval of the proposed course)

1. **Department Chair/Division Head:** _____ Date: _____

2. **Academic Unit Curriculum Committee Chair:** _____ Date: _____

3. **Academic Unit Dean/Director:** (Signature certifies that the requested course does not substantially duplicate any other course presently offered by this Academic Unit, and that adequate resources are available to support this new offering at the graduate level.)

Dean/Director's Signature: _____ Date: _____

4. **Graduate Officers' Committee:** (Signature certifies that the Graduate Officers Committee has reviewed this request and found that it meets the standards for graduate offerings and does not substantially duplicate existing course offerings in other academic units.)

Graduate Officers Committee Chair's Signature: _____ Date: _____

5. **Official Administrative Approval:**
 Provost/Vice Chancellor for Academic Affairs: _____ Date: _____