

MCG School of Graduate Studies New Curriculum and Course Review Procedures

Procedure for Curriculum and Course Review

1. Submit **twenty** copies of course or curriculum proposal to the Dean with a transmittal letter from the department chairman indicating support for the course.
2. Dean forwards copies of the proposal to the Graduate Council members.
3. The Graduate Council reviews course proposal and makes recommendation, to the Dean. All recommendations are recorded in the published minutes of the Graduate Council meeting.
4. For a course proposal that has been approved, the Dean notifies originating department, Graduate Studies Staff, and Vice President for Instruction/Associate Provost for Academic Affairs.
5. For a course proposal that has not been approved, Dean notifies originating department.

Proposal for New or Revised Curriculum

The following items should be included in any curriculum (new or revision) proposal:

1. Statement of the overall plan of the curriculum including an illustration of a typical program of study.
2. New course proposal information for each new course. See below for itemized list of information to be included for new courses.
3. Statement of rationale for revision, if applicable.
4. Listing of faculty members who will be involved, with a statement of their qualifications in relation to the curriculum and their experience with graduate education; indicate those faculty having graduate faculty appointments.
5. Indication of resource needs if increased, e.g., space, students, faculty, funding sources.
6. If applicable, a statement of how proposed revisions will affect accreditation.
7. Comment on any other relevant changes.

New Course Proposals:

The following items should be included in any new course proposal:

1. Title of course.
2. Level of course (6000, 7000, 8000, 9000).
3. Number of semester hours credit to be given for course.
4. Prerequisites for the course.
5. Frequency of course offering.
6. Names of faculty who will be conducting the course.
7. Brief catalog description of course.
8. Detailed description of topics to be covered.
9. Statement of the goals of the course, e.g., will the student learn ways of reviewing the literature, analyzing data, new research techniques, new clinical skills, etc.
10. Statement of need for the course with an explanation of how the course qualifies as a graduate level course. Does the course duplicate other offerings within or outside the department?
11. Type of instruction:
 - a. lecture
 - b. presentation of papers
 - c. supervised laboratory work
 - d. combination
12. Type of evaluation of the student to be used in the course.
13. Type of grading system to be used (A-F, S/U).
14. Additional resources that will be needed beyond your department. Describe how those resources will be obtained.

15. Has this course been offered previously with a different number or title or at a different institution by the proposed faculty? If yes, please describe.
16. Additional comments.
17. In addition to the above information, a completed MCG Curriculum Revision Form, available at <http://www.mcg.edu/aaffairs/associate/revision/documents/CurriculumForm-1.doc> also should be submitted.