

# Graduate Programs and Courses Curriculum Approval Request Submission Instructions

For each approval requested, attach a response to the appropriate items.

## **Justification** (required for all proposals)

Describe the addition, revision or deletion in relation to the following:

- The curriculum goals of the department or program.
- The impact of the proposal on other graduate degrees or programs in the university, including curriculum requirements of other affected degrees of programs (cross-listing or use as a service course by other units); this is essential for major revisions or deletions.
- The potential overlap of the course with other courses in your school or other schools; attach supporting documents, including letters of support from other units with potential overlap.
- The existing courses offered by your department that should be deleted as a result of the proposed changes to your curriculum. (Separate proposals for each course deletion must also be submitted.)
- Whether a new course is restricted, required or elective.
- Course rubric for new courses.
- How this change impacts your students.

**Note: A one-sentence justification is not sufficient and will automatically be tabled until more information is provided.**

## **Course content and administration** (required only for new courses and major revisions)

Include:

- Course objectives
- Major topics and sub-topics in suggested sequence
- Method of evaluation for the purpose of grading
- Suggested texts and supplementary bibliography

## **Resources for scheduling** (required for new programs, tracks, courses and major revisions)

Include:

- Best estimate of the potential enrollment (both for your program and other programs — specify potential numbers of students from each source).
- Proposed frequency of course offering.
- Describe additional resources required to implement the proposal, including faculty, space, computing, equipment and other resources; attach supporting documents indicating the availability of resources.

## **Library report**

All proposals for new courses, programs or tracks must be accompanied by a report from VCU Libraries Collection Management verifying that current library holdings are adequate to support the proposal, or that appropriate acquisitions can be made.

The library report must be submitted with the proposal on the first of the month. VCU Libraries requires one month to produce a report for a new program or track, and two weeks to produce a report for a new course.

(The form may be accessed online at [www.library.vcu.edu/cm/new-course-proposal-electronic-form.html](http://www.library.vcu.edu/cm/new-course-proposal-electronic-form.html).) Departments are encouraged to seek consultation from VCU Libraries Collection Management regarding library needs during the proposal planning phase.

**Note: If your proposal does not have a library form attached it will automatically be tabled until the next meeting to give you time to get the library report and copies of it to the committee. No exceptions will be made.**

### **Submission**

The curriculum approval request form is currently available in either WORD or PDF format and can be downloaded to type and save the necessary information on your course(s).

For all changes requested, please submit the original plus 13 copies of the signed form and supporting materials to the Graduate School.

### **Deadline date**

All materials must be received by the Graduate School no later than the **FIRST** of each month in order to allow adequate time for review. The Programs and Courses Committee meets on the fourth Tuesday of each month (September to April) and makes its recommendations to University Graduate Council, which has final approval. The committee will consider only those materials submitted on schedule. Materials received after the first of each month will be held for consideration at the next month's meeting.