

# 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 or 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 is given.**

**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 VCU Libraries generally requires one month to produce a report for a new program or track, and two weeks to produce a report for a new course. Confirmation of request is not sufficient and will result in item being tabled.

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.

The Library will post their report directly to Blackboard for the P&C reviewers and will also send an electronic copy to the contact person listed on the P&C form.

### **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).

The Graduate School is now distributing the curriculum request forms electronically to committee members via Blackboard. Schools/Departments are now only required to submit the original signed paperwork to the Dean's Office.

### **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 through April) and will make recommendations to University Graduate Council. Materials received after the first of each month will be held for consideration at the next month's meeting.