

Request to Add/Change a Course in the Graduate Course Catalog

(Do not use to schedule a class)

Email the completed, signed form along with the course syllabus and any other relevant material not contained within the syllabus (*e.g.* descriptions of assignments such as papers, presentations, or group projects) to the chair of the Graduate Policy Committee (GPAC):
James_Sherwood@uml.edu

Course Information (all information is required)

New Course _____ Change an existing course _____

Date new course or changes are desired to go into effect (must be in the future) _____

Department _____

Course ID _____

Credits _____

Contact Hours _____

Course Title _____

Catalog Description _____

Course Details (all information is required)

Prerequisite course number _____ Prerequisite course name _____

Prerequisite course number _____ Prerequisite course name _____

Prerequisite course number _____ Prerequisite course name _____

Co-requisite course number _____ Co-requisite course name _____

Other Requirements _____

Course is cross-listed with course _____

Course Component

Lecture Laboratory Clinical Recitation Dissertation Field Studies Practicum
 Independent Study Private Lesson Research Seminar Studio Thesis Research

Grading Basis

Graded(A,B, C etc) Sat/U(satisfactory/unsatisfactory) PR/U(Thesis/Dissertations only)

Name/Signature/Date – Course Instructor (if known) _____

Department Curriculum Committee Chair/Coordinator _____

Name / Electronic Signature / Date

Department Chair/Coordinator _____

Name / Electronic Signature / Date

College Curriculum Committee Chair _____

Name / Electronic Signature / Date

College Dean _____

Name / Electronic Signature / Date

Chair of GPAC _____

Name / Electronic Signature / Date

Records Office Use

Course entered by _____

Date _____

Course ID _____

Distribution to: Advising Center