

INSTRUCTIONS & TIMELINES

1. FILL OUT THE FORM COMPLETELY WITH APPROPRIATE SIGNATURES AND ATTACH THE COURSE SYLLABUS USING THE SYLLABUS TEMPLATE.
2. EMAIL THE COMPLETED DOCUMENTS TO GSCURRICULUM@MCW.EDU NO LATER THAN DECEMBER 1 TO BE APPROVED FOR THE FOLLOWING ACADEMIC YEAR.
3. THE COURSE WILL BE REVIEWED ADMINISTRATIVELY FOR COMPLETION BY THE GRADUATE SCHOOL.
4. THE COURSE WILL BE FORWARDED TO THE GSCURRICULUM COMMITTEE FOR REVIEW.
5. IF APPROVED BY THE COMMITTEE, THE COURSE WILL BE PRESENTED AT THE NEXT GSC MEETING. IF ADDITIONAL CLARIFICATION IS NEEDED, THE COURSE WILL BE SENT BACK FOR ADDITIONAL

NEW COURSE PROPOSAL

EXPLAIN THE NEED FOR THE COURSE AND HOW IT FITS WITH CURRENT CURRICULUM

COURSE DESCRIPTION

ATTACH COURSE SYLLABUS TO THIS FORM

APPROVAL SIGNATURES

BY SIGNING THIS FORM, YOU ARE ACKNOWLEDGING THAT YOU HAVE EVALUATED YOUR CURRICULUM AND FEEL THIS COURSE ADDS TO THE EDUCATION OF STUDENTS. YOU ALSO ACKNOWLEDGE THAT YOU HAVE SPOKEN TO EACH FACULTY MEMBER LISTED ON THE SYLLABUS AND THEY HAVE AGREED

	PRINTED NAME	SIGNATURE	DATE
COURSE DIRECTOR			
PROGRAM DIRECTOR			

SUBMIT COMPLETED FORM AND SYLLABUS TO CS@CURRICULUM@MCW.EDU