

**Proposal to Add a New Graduate Course**

Last revised: September 24, 2013

1. Date:

2. Department requesting this course:

3. Semester and year in which course will be first offered:

# [Final Catalog Listing](http://ccc.clas.uconn.edu/form-instructions/#listing)

Assemble this after you have completed the components below. This listing should not contain any information that is not listed below!

(Example. Replace with your copy when completing this proposal):

**ENGL 5310. Old English**

3 credits. Lecture. Open to graduate students in English and Medieval Studies, others with permission.

A study of the language and literature of pre-conquest England.

# Items Included in Catalog Listing

**Obligatory Items**

1. [Abbreviation](http://ccc.clas.uconn.edu/form-instructions/#abbreviation) for Department, Program or [Subject Area](http://ccc.clas.uconn.edu/form-instructions/#subject):

2. [Course Number](http://ccc.clas.uconn.edu/form-instructions/#number):

3. Course Title:

4. [Number of Credits](http://ccc.clas.uconn.edu/form-instructions/#credits) (use digits, “3” not “three”):

5. [Course Description](http://ccc.clas.uconn.edu/form-instructions/#description) (second paragraph of catalog entry):

6. [Course Type](http://ccc.clas.uconn.edu/form-instructions/#type), if appropriate:

 \_\_Lecture \_\_ Laboratory \_\_ Seminar \_\_ Practicum

**Optional Items**

7. [Prerequisites](http://ccc.clas.uconn.edu/form-instructions/#prereqs), if applicable:

8. [Recommended Preparation](http://ccc.clas.uconn.edu/form-instructions/#recprep), if applicable:

9. [Consent of Instructor](http://ccc.clas.uconn.edu/form-instructions/#consent), if applicable:

10. [Exclusions](http://ccc.clas.uconn.edu/form-instructions/#exclusions), if applicable:

11. [Repetition for credit,](http://ccc.clas.uconn.edu/form-instructions/#repetition) if applicable:

12. [S/U grading](http://ccc.clas.uconn.edu/form-instructions/#SUundergrad):

# Justification

1. [Reasons for adding this course](http://ccc.clas.uconn.edu/form-instructions/#_justification):

2. [Academic merit](http://ccc.clas.uconn.edu/form-instructions/#_justification_1):

3. [Overlapping courses](http://ccc.clas.uconn.edu/form-instructions/#overlap):

4. Number of students expected:

5. Number and size of sections:

6. [Effects on other departments](http://ccc.clas.uconn.edu/form-instructions/#effects):

7. [Staffing](http://ccc.clas.uconn.edu/form-instructions/#staffing):

8. [Dates approved](http://ccc.clas.uconn.edu/form-instructions/#dates) by

    Department Curriculum Committee:

    Department Faculty:

9. Name, Phone Number, and e-mail address of principal contact person:

# Syllabus

A [syllabus](http://ccc.clas.uconn.edu/form-instructions/#syllabus) for the new course must be attached to your submission email.

# Additional Approval

New graduate courses must also be approved by the Graduate Faculty Council.