PEABODY COLLEGE
REQUEST FOR NEW COURSE APPROVAL

Department:

Submitted by:

Date:

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Proposed Course Title:

Proposed course number (Peabody)

Credit Hours:

Catalog Description:

Rationale for the Course:

A. Need for the course at Peabody

B. For whom:

C. Place and Function in the Program:

D. Prerequisites:

E. Course replaced, if any:

F. Course most similar in the University Center: how does this differ:

G. Possibility for cross listing:

If course has been taught before, attach syllabus, which may be substituted for the following if these questions are covered.

a. Course Objectives:

See Attached Syllabus

b. Major Topics:

c. Major Student Assignment:

d. Procedure for Student Assessment:
Proposed Text and Sample of required readings:

When to be offered and expected enrollment: [evidence of past enrollment if offered as special topic]

Staff Requirements:

Provision of Library Materials and Other Resources:

Special Classroom / Lab / or Material needs:

Other Comments

Is this course to be considered (after approval by the Peabody Faculty Council) by the Graduate School for Graduate School Credit (for students in M.S. and Ph.D. programs)?

______ yes

______ no

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Approved by the Department: ____________________________________________

Department Chair Date

Approval by Curriculum and Educational Programs Committee:

__________________________________________ Date

Committee Chair

Endorsement by Faculty Council:

- Faculty Council Chair Date

Faculty Council Chair will forward a copy of this course request change when fully approved to Susan McIntire, Dean’s Office, Box 329, Peabody College, so that the revised course can be included in appropriate university catalogs and schedule of classes and/or sent to the Graduate School for consideration and approval as a Graduate School course.

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GRADUATE SCHOOL ACTION
Date received by Graduate School: _______________________________

Date of Graduate School Faculty Council review: ________________

Graduate School action:

Graduate School:  Please return these materials after review to Susan McIntire, Dean’s Office, Box 329, Peabody College

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