Guideline Requirements for Submitting Documents to Office of Graduate Programs For Graduate Council Meetings

1. **Cover Memos**
   All documents must contain a cover memo that provides a summary of what is being requested, the rationale for the request, and a statement that indicates the faculty of the targeted program agree with the request.

2. **Adding A New Course to the Curriculum**
   Requests for adding a new course to the curriculum must include a sample syllabus that contains the following information. Given the costs associated with reproducing material for Graduate Council meetings, OGP also requests that each syllabus be limited to no more than five pages.
   - Course title, number, credit hours.
   - Prerequisite course(s)/requirements
   - Foundational knowledge/skills (optional)
   - Overview of course: course description (not catalog description)
   - General course goal (e.g., what competencies/skills/knowledge are students expected to demonstrate at the end of the course?)
   - Primary or required books/readings for the course
   - Supplemental or optional books/readings
   - Other materials such as software, clickers, lab equipment, software, etc. (optional)
   - Grading policy:
     (a) Describe how students will be graded (e.g., A = 90–100, B = 80–89, C = 70–79, D = 60–69, F = 59 or lower).
     (b) Clarify preliminary weighting of course components (e.g., Midterm = 20%, Project = 50%, Final Exam = 30%).
     (c) If bi-level course, provide distinction between undergraduate and graduate requirements.
   - Tentative list of topics

3. **Graduate Faculty Appointments**
   Given the costs associated with reproducing material for Graduate Council meetings, OGP requests that academic units provide an abridged version (no more than five pages) of the vitas associated with faculty members who are being considered for graduate faculty appointment.

_Distributed at 2/16/17 meeting of Graduate Council._