INSTRUCTIONS AND TIMELINE

1) Fill out the form completely with appropriate signatures and attach the course syllabus using the syllabus template.
2) Email the completed documents to Angela Backus at abackus@mcw.edu by the 1st of the month.
3) The course will be reviewed administratively for completeness within three days.
4) The course will be forwarded to the Curriculum 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 information.
6) Two weeks after the initial presentation at GSC, the course will be voted on electronically.
7) After voting has closed and if the course is passed, the course will be added to the course catalog in MCWConnect.
8) The entire process should take approximately 6 weeks. Please plan accordingly. The final date to have all courses approved and in MCWConnect is February 1.

COURSE TITLE: ___________________________________________________________________________________________

SPONSORING PROGRAM: __________________________________________________________________________________

ANTICIPATED TERM: ○ FALL ○ SPRING ○ SUMMER

OFFERING: ○ YEARLY ○ EVERY TERM ○ EVERY OTHER YEAR ○ AS NEEDED

OTHER: ____________________________

AUDIENCE (select all that apply): ○ PHD ○ MASTERS ○ CERTIFICATE

INSTRUCTION: ○ CLASSROOM ○ DISTANCE ○ BY ARRANGEMENT

TERM LENGTH: ○ 18 WEEK ○ 16 WEEK ○ 12 WEEK ○ 6 WEEK

Summer only* ○ 11 WEEK * ○ 9 WEEK *

PROPOSED CREDIT VALUE: ___________ ○ FIXED ○ VARIABLE

GRADING SCALE: ○ STANDARD (A, B, C) ○ PROFICIENCY (E, G, S, U)

PROJECTED ENROLLMENT: ________________

PREREQUISITES:

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

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

DOES THIS COURSE OVERLAP WITH AN EXISTING MCW COURSE? ○ YES ○ NO

Continue to Page Two (Required)

Approved August 2018
COURSE DESCRIPTION:

PLEASE ATTACH COURSE SYLLABUS TO THIS FORM USING THE GRADUATE SCHOOL SYLLABUS TEMPLATE*

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 to

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
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<tbody>
<tr>
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ADMINISTRATIVE USE ONLY

<table>
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<tr>
<th>Date Submitted</th>
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<th>Committee Approved</th>
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Approved August 2018