University of Central Florida

Graduate Course Action Request Form

☐ Course Addition ☐ Course Revision ☐ Course Deletion

Forward to your college office

Course additions and course revisions must be accompanied by a course syllabus and rationale. Departments must also submit an electronic syllabus to the college curriculum person.

Course Information

College: _____ **Department:** _____

Department Chair: _____ **Phone:** _____

Approved Graduate Faculty/Scholars: _____

	Course Prefix	Number	Title	Credit Hours Ex.: 3(3,0)
Current or New Course				
Proposed Course Revision				

30 Character Abbreviation: _____

Course Description (25 word limit)

New or revised Materials and Supply Fees? ☐ Yes ☐ No If yes, also complete the Materials and Supply Fee Request Form.

Repeat for credit? ☐ Yes ☐ No If yes, indicate the total times this course may be used in the degree program. _____

Repeat within same semester? ☐ Yes ☐ No

NOTE: For a repeatable course, indicate in the syllabus what will remain the same and what will change when the course is repeated. Also indicate who approves content before a course is repeated.

Prerequisite(s) and/or Corequisite(s): _____

Graded S/U? ☐ Yes ☐ No

Split-Level Class: ☐ Yes ☐ No

If offering a split-level class, complete this section even if it had been approved earlier for individual delivery.

List undergraduate split-level course: _____

NOTE: Both the graduate and the undergraduate split-level syllabi must be approved through the established university process for approving courses so that there are two separate and complete syllabi for each course. The graduate syllabus should clearly demonstrate more advanced subject matter, expectations, and rigor. Attach both undergraduate and graduate syllabi to this form.

Term of Offering

When will the course be offered?

☐ Odd Fall ☐ Odd Spring ☐ Odd Summer ☐ Every Semester

☐ Even Fall ☐ Even Spring ☐ Even Summer ☐ Occasional

Intended Utilization of Course

The course will be used primarily as:

☐ Required Course ☐ Elective Course

Justification for Course Addition or Course Revision

What is the rationale for adding or revising this course?

What majors require or recommend this course for graduation? _____

If not a major requirement, what will be the source of students? _____

What is the estimated annual enrollment? _____

Possible duplications and conflicts with other departments or colleges should be discussed with appropriate parties. Please detail discussion you have had.

Justification for Course Deletion

Is this course a required course for graduation in a major or prerequisite? ☐ Yes ☐ No

If yes, have the involved major departments been informed, in writing, of proposed deletion? ☐ Yes ☐ No

If not, explain

Notes:

Approval Signatures

Department Chair _____ **Date** _____

College Academic Standards _____ **Date** _____

College Dean _____ **Date** _____

Graduate Council _____ **Date** _____

Vice President for Research and Dean of the College of Graduate Studies _____ **Date** _____