INSTRUCTIONS FOR COMPLETING FORM ENTITLED
REQUEST FOR PROPOSING, AMENDING OR INACTIVATING COURSES

Item 1:
Action: Choose One (New Course, Course Change, or Course Inactivation)
Year: Type in year (20xx)
Term: Taught or offered term – Choose One (Fall, Spring, Summer); if in multiple terms, pick the soonest

For request of a new course, a draft syllabus/outline of the lecture topics is required (See last page for an example). If being inactivated, information on all items must be provided as the course was last approved; in item #19, state to inactivate course as the justification, with further explanation if needed.

Item 2:
Choose One (Name of Your Graduate Program)

Item 3:
Choose Your Program’s Alpha Prefix: 3/4-letter acronym

Course Number: Type in the 4-digit number (6xxx, with 2\textsuperscript{nd} digit indicating the credit hours). If new, ask GSBS for the next number in sequence for your program.

Item 4:
Full course title as the program wants it to appear in the catalog within Campus Solutions

Item 5:
The abbreviated title will appear on the students’ transcripts and on the list for students to choose during registration, so it should clearly indicate the course topic. Limited to 25 characters.

Item 6:
For new courses or any revisions, provide a complete description of the course, limited to approximately 250 words, for inclusion in the course catalog. The description should include the information below but written in a sentence format for advertisement to potential students:

a) Objective, general structure and content;
b) Teaching techniques to be employed;
c) Methods of evaluation; and
d) Basis for grading (e.g., class participation, oral/in-class/take-home exams, term papers, attendance, presentation, etc.).

*Sample Course Description:* This is a required foundation course in the Basic Biomedical Science Curriculum (BBSC). It will consist of three lectures per week and two-hour discussion sessions every other week for a total of sixteen weeks. Topics include nucleic acid structure, DNA replication, genetic recombination, recombinant DNA technology, mutations and their repair, transcription and its regulation, translation, Mendelian inheritance, the human genome, microbial genetics, transgenic animals and models of human genetic disorders, and human evolution. Grades will be determined based on the performance on four examinations, graded problem sets, participation in small-group discussion sessions, and lecture attendance.

**Item 7:**
Indicate first and last names of the course director(s); the faculty member(s) responsible for course registration not a list of faculty who will be participating or giving lectures; it is. For 6096, 6098 and 6099 courses, it is always the program director.

**Item 8:**
Indicate Yes or No; and if Yes, indicate max and min numbers of students

**Item 9:**
Indicate Yes or No; and if yes, select room type (Laboratory, Classroom or Conference)

**Item 10:**
Choose One – Elective or Required

**Item 11:**
Choose One: Annually, Biennially–Odd Years, or Biennially–Even Years
Term(s) Offered: Pick Term(s) the course will be taught – can be more than one

**Item 12:**
State number of weeks
Full term, Fall and Spring = 16; Summer = 15
Half term, Fall Spring = 8; Summer = 8 or 7 (if within 2\textsuperscript{nd} block)

Guidelines for determining and calculating credit hours are indicated below.

All GSBS programs except HPTM:
3 hours of lab = 1 credit hour
3 hours of lecture = 3 credit hours
2 hours of conference/discussion = 1 credit hour
2 hours of seminar = 1 credit hour
3 hours of clinical = 1 credit hour
For HPTM (Human Pathophysiology and Translational Medicine):
15 contact hours = 1 credit hour
Lecture: 1 contact hour = 1 contact hour equivalent
Small group: 1 contact hour = 0.5-1.0 contact hour equivalent
Lab: 1 contact hours = 0.33 contact hour equivalent

Item 13:
This is calculated from Item 12. Credit hours must be an integer without a fraction. If credit hours are variable, indicate the range of hours with maximum at 9.

Item 14:
Indicate Yes or No; and if Yes, indicate the maximum number of hours, not the number of times it can be retaken.

Item 15:
Choose 1 of the 3 options below:
1) Standard (A-F), or
2) SUS Satisfactory/Unsatisfactory/Needs Improvement (S/U/N), or
3) A Combination of These Two

All graduate courses are graded A, B, C, F except for:
   6097 Research and 6195 Seminar (S/U)
   6098 Thesis and 6099 Dissertation (S/N/U)
Incomplete (I) grades are not applicable to S/U or S/N/U courses.
**Exceptions to these rules must be justified in writing.**

Item 16:
Indicate amount; if none, put 0. ($2-$30 allowable range)

Item 17:
If other courses are prerequisites, list them by course prefix and number (e.g., BBSC 6401; name of course is unnecessary); write other prerequisites or qualifiers. If no prerequisites, enter “none”. If possible, avoid using “consent of instructor” as it involves registration procedures that the coordinator will have to override in Campus Solutions.

Item 18:
If this course replaces another course that had similar content and that will no longer be given, to prevent students from taking the duplicate course, please identify the previous course. This information allows Enrollment Services to determine whether students have fulfilled their degree requirements. The instructor of the original course that is being replaced needs to also submit a course inactivation form. If not applicable, put N/A.
Item 19:
Some statement is required for the reason the form is being submitted; For example, Item #7 to change course director from Dr. Jones to Dr. Smith; Item #15 change grading basis from letter grade to a S/U, etc.

Item 20:
Obtain signatures on the first 3 lines before submitting this to GSBS for approval --- 1) Course Director and if there are several, only one of them referenced in #7 needs to sign; 2) your program curriculum’s chairperson; and 3) your Program Director.

After the steps are done, send the signed form [and sample syllabus if it is a new course offering] to GSBS. Once received, this course request must be approved by the GSBS Curriculum and thereafter by the GSBS Executive Committee before it is official. The former meets every other month, 2nd Tuesday; and the latter every other month, 3rd Wednesday; both beginning in January. Forms must be submitted at least 8 business days prior to the curriculum meeting, allowing for approval 2 months before the effective term.

Avoid delay in the approval and be reminded that the program is to provide completed form with all required information to the GSBS Curriculum in order for it to be approved by the time the course is to be built. If you have any questions about completing this form, or when and what is needed, contact the Graduate School office (Lisa Floridia, ext. 22666).
SAMPLE SYLLABUS - DRAFT

COURSE TITLE
BBSC 6__ - FALL 2013
8/26/13 – 12/13/13

Class Times: T/Th 10:00 AM – 11:30 AM
Location: 3.324 Levin Hall
Textbook: Required/Recommended: Title of Book, Author, Edition, Publisher, Year, ISBN Number (state “None” if applicable) or other required material
Course Director(s): Names, office locations, email address, phone extensions
Course Description: [include, but cover the grade portion of it in more detail below]

Grades: Grades will be calculated based on the performance of the following: [include the components -- number of in-class/take-hm exams, percentage of assignments, etc...]
Exams (take-home 20% and in-class 20%) 40%
Leadership in assigned paper discussions 30%
Report on published paper 25%
Attendance 5%
*Evaluation Form

The grading may be subject to change at the discretion of the course directors, but final course grades will be determined using the GSBS grading scale:
90-100 = A
80-89 = B
70-79 = C
69 or below = F

For Post-Doctoral Fellows in the Certificate Training for Post-Doctoral Program:
Course performance will be determined by the Course Director(s) based on attendance and participation in group discussions. Overall grade will be reported as either Satisfactory (S), or Unsatisfactory (U).

*Students will also be required to complete an evaluation form about the course as part of their overall course grade. Typically, your constructive comments are in exchange
for your graded exams. If the specified number of evaluation forms is not received, an “I” Incomplete grade will be reported to the Office of Enrollment Services. If the course requirements are not completed within 30 days, the grade automatically converts to an “F” Failure [or “U” Unsatisfactory] grade (or “U” Unsatisfactory for postdocs).

**Examinations:** [modify to suit course or exclude paragraph if not applicable]

See lecture schedule for days of examinations. All in-class examinations are closed book and notes. There are no make-up examinations. For take-home exams, 5 points will be deducted for each day it is late, including weekends. Any appeals for grading changes must be submitted to the lecturers responsible for the writing and grading of the questions within 10 business days after the return of the graded examination to the student. The lecturers must report changes in grades to __________.

**Excused Absences:** [modify to suit course or exclude paragraph if not applicable]

Absences from in-class exams or small-group discussion sessions will only be excused upon receipt of an email from Dr. Dorian Coppenhaver (Senior Associate Dean for GSBS Administration and Student Affairs, GSBS) to the directors of the course. If absences are excused, appropriate make-up work will be provided for students at the discretion of the course directors.

Attendance sheets will be provided at each lecture and will be collected 10 minutes into the session. Arrival after that time will constitute an absence. You are allowed 1 unexcused absence. Two unexcused absences will result in loss of 5% of the final grade.

Excused absences *must be obtained in advance* from Dr. Coppenhaver.

**Important Dates [or Other Issues]:**

[Include Drop/Add and/or Holidays]

**Professional Etiquette:** [modify to suit course or exclude paragraph if not applicable]

Courtesy should be extended to both the lecturers and students to ensure an optimal learning atmosphere. Please come to class prepared, ready to participate, and on time. To ensure an environment for constructive academic dialogue, the use of electronic devices (e.g. laptops, cell phones, MP3 players, etc.) is not allowed during class time. Please acquire permission from each lecturer prior to electronic recording of lectures.

**Lecture Schedule:**

<table>
<thead>
<tr>
<th>LECTURE</th>
<th>DATE</th>
<th>TOPICS</th>
<th>LECTURERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Th 1/7</td>
<td>Introduction</td>
<td>John Smith</td>
</tr>
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