





**OUTLINE FOR GRADUATE COURSE PETITION FOR  
EXPERIMENTAL/SPECIAL COURSE**

**Please reproduce the questions along with the answers.**

**DESCRIPTION**

1. College, Department, Discipline, proposed graduate course number, title, and credit hours.
2.
  - a. Program for which course is designed.
  - b. Whether course will be Required or Elective.
  - c. Other programs for which course is suitable.
3. Catalog Description.
4. Textbook(s) and other materials to be purchased by students.
5. Semester when course will be introduced.
6. For 400/500 courses, a paragraph specifying how the graduate course requirements and the undergraduate course requirements differ. Distinguish between the courses in such areas as tests, grading, papers, readings, writing assignments, leadership, class participation, research, or other. List examples.
7. Outline of the course (topics and/or units of study) or attach tentative syllabus. [If 400/500 course, submit syllabus for 500-level section only; syllabus should state graduate requirements only.]
8. The reasons why this course should be offered. If this course has been offered previously, give semester and year.

**FEASIBILITY**

1. In reference to library resources and other equipment available, on the basis of investigation by the Department Chairperson in consultation with the Dean and the Director of Library Services, the following conditions exist:
  - a. The University Library (has) (has not) in its general book collection an adequate representation of the basic sources in the field. Please attach bibliography for the course.
  - b. The Library (has) (has not) in its periodical collection an adequate representation of the basic journals in the field. Please attach bibliography for the course.
  - c. The Library (has) (has not) in its reference collection the basic handbooks, manuals, dictionaries, encyclopedias, indexes, and bibliographies in the field. Please attach bibliography for the course.
  - d. The Library (has) (has not) in its media and other collections adequate basic source materials relative to the field.
  - e. Instructional Technology Services (has) (has not) sufficient support equipment and access to appropriate rental film collections.
  - f. On the basis of investigation by the Department Chairperson in consultation with the Dean and the Director of Library Services, the purchase of the following materials is recommended: (Please give titles, authors, publishers, and dates of publication for all books recommended as additions to the library; titles, publishers, and general editors of all journals, manuals, dictionaries, encyclopedias, indexes, and bibliographies; and titles, recorders, and publishers of audio-visual materials).
    - (1) Recommended books to be added to general book collection.
    - (2) Recommended journals, manuals, dictionaries, encyclopedias, indexes, and bibliographies and other references to be added to library.
    - (3) Recommended audio-visual materials.
2. The university (has) (has not) adequate laboratory equipment, physical facilities, and other resources (including supplies, computer availability, etc.) necessary to offer this course.

