

Originated By: _____

Department: _____

Date: _____

College: _____

**PETITION FOR A NEW, MODIFIED, OR DELETED GRADUATE COURSE
PLEASE TYPE OR WORD PROCESS**

1. Check one: New Course Modified Course Deleted Course

2. Proposed New or Modified Course: (Discipline/Graduate Course Number/Title/Hours)

3. Current Course to Modified or Deleted: (Discipline/Graduate Course Number/Title/Hours)

4. Department Chair

Approved Not Approved

Signature _____

Date _____

5. College Graduate Curriculum Committee (if appropriate)

Approved Not Approved

Chair's Signature _____

Date _____

6. Graduate Program Director/Coordinator:

Approved Not Approved

Signature: _____

Date _____

7. Dean of College:

Approved Not Approved

Signature _____

Date _____

8. Will this course count toward a second degree program?

Yes No

If you check Yes, submit this petition to the second degree program.

If you check No, submit the petition to the Office of Graduate Studies.

Second degree program _____

Graduate Program Director/Coordinator: _____

Signature _____

Date _____

College of _____

Approved Not Approved

Dean's Signature _____

Date _____

9. Director of Graduate Studies:

Approved Not Approved

Signature _____

Date _____

10. Director of Library Services: Sources Available: Yes No. If "no" have funds been allocated? Yes No

Signature _____

Date _____

11. Graduate Council: Decision Date _____

Approved Not Approved

12. Vice President for Academic Affairs:

Approved Not Approved

Signature _____ Date _____

13. Approved Implementation Date: Fall Spring Summer Year _____

14. Date Notice of Approval by VPAA Published in *University Notes* _____

15. Date Registrar Notified of Final Approval _____

OUTLINE FOR NEW, MODIFIED, OR DELETED GRADUATE COURSE AT THE UNIVERSITY OF SOUTHERN INDIANA

The following outline is to be followed in preparing petitions for new and modified graduate courses. All parts of all questions must be answered in full before this petition can be considered by the Graduate Council. For deleted courses answer questions 1, 2, 3, 5, and 8. Feasibility is not necessary for deleted courses.

Please retype the questions as well as the answers.

DESCRIPTION (Information attached to additional pages)

1. Proposed College, Department, Discipline, graduate course number, title, and credit hours.
2.
 - a. Program for which course is designed.
 - b. 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 (even if modified or deleted course).
6. For 400/500 courses, a paragraph specifying the different requirements between the graduate course and the undergraduate course. 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.) Attach tentative syllabus. [If 400/500 course, submit syllabus for 500-level section only; syllabus should state graduate requirements.]
8. The reasons why this course should be offered, modified, or deleted.

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.
 - 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.
 - d. The Library (has) (has not) in its media and other collections adequate basic source materials relative to the field.
 - e. Media 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 to be added to library.
 - (3) Recommended dictionaries, encyclopedias, and other references.
2. The university (has) (has not) adequate laboratory equipment, physical facilities, and other resources (including supplies, computer availability, etc.) necessary to offer this course.