

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

New Applications requesting introduction of a new course, change or elimination of existing courses. *Please provide the signed application form, along with a document that addresses all items requested below, and includes the course syllabus and either the Course Master's CV (brief 1-3 pages) or Biosketch.*

Revised Applications addressing issues raised by a Graduate Council Review. *Provide a revised copy of the complete original application. An Introduction must also be included that responds to the issues raised by the review committee and summarizes the additions, deletions, or changes to the revised application.*

Checklist Information required:

1. Provide the Course number, Title, Course Master and affiliation, and proposed catalog description. Indicate whether new course or new description.
2. State clearly the graduate-level academic objectives.
3. In the case of graduate courses listed also as undergraduate or professional courses, please distinguish clearly the distinct graduate-level academic objectives and research assignments in the graduate course. You may wish to submit separate syllabi for the two courses.
4. Outline briefly the role and qualifications of each faculty member who is participating in the proposed course. Specifically indicate Graduate Faculty status (Regular, Associate or Special) for each faculty. If the course requires collaboration of faculty from various departments/programs, please show endorsement from all participating departments/programs. Attach a brief Course Master's CV (1-3 pages) or Biosketch at the end of the application.
5. Explain how proposed credit value was established. One unit of credit generally corresponds with one hour of lecture or seminar per week for the semester or three hours of laboratory per week for the semester.
6. Describe how the genuine need for this course was established. The need may derive from the student body, the faculty, the profession, or society. Experience with similar courses at other institutions may provide useful information.
7. Does this course relate to or overlap with similar offerings within your institution or other institutions of the University of Maryland? Justify the necessity of this duplication. Have collaborative efforts with other programs been explored?
8. Describe the relationship of this course to others offered within your department.
9. Describe the mode(s) of presentation. (Traditional, Interactive Video Network, or Internet, etc.)
10. What is the frequency this course will be offered? (Annually, bi-annually, etc.)
11. Describe your intended methods of course evaluation and department / program review.
12. Describe the effect of the proposed course on space, facilities, enrollment and department staff.
13. Obtain Approval Signatures on page 2 of the application form.
14. Furnish a detailed syllabus for the course. The syllabus must include the following items; any syllabus not meeting these requirements will be returned for revision.
 - Course number and title
 - Course description and credit value
 - Course Master (specify Graduate Faculty status)
 - List of other faculty involved with course. Include their affiliations and Graduate Faculty Status
 - Pre-requisites for enrolling in course
 - A HIPAA compliance statement or IRB approval (where appropriate)
 - Course academic objectives
 - Course requirements and assessment, including the evaluation methods and the contribution of each academic activity to the final grade in percentages. Note: Credit may be earned for participation, but not for attendance. Refer to Graduate Council Guideline on Credit for Class Participation.
 - Course outline and schedule, including weekly class topics
 - Provide required and recommended textbooks
 - Reference list and/or bibliography

ATTACHMENTS: 1) complete course syllabus 2) Course master brief CV

Original applications and revisions may be submitted by paper or electronically to UMB (Erin Golembewski, egole001@umaryland.edu) or UMBC (Lisa Portis Morgan, limorgan@umbc.edu), as appropriate. If submitted electronically, also forward one paper copy with the original signatures.

Revised May 7, 2009