



COASTAL CAROLINA
UNIVERSITY
Office of the Provost

Request for Addition of New Course GRADUATE LEVEL

All sections below must be completed.

Submitted by the Department of _____ in the College of _____

Course title _____

Course number _____ Credit _____ Method of instruction _____

Prerequisite(s) _____

Co-requisite(s) _____

Course description (as it should appear in the *University Catalog*) _____

Rationale for new course _____

Proposed instructor _____

Alternate instructor(s) _____

This course will be Required for a degree
 Elective
 Other (*Specify*) _____

Estimated enrollment _____

First semester course will be offered _____

How often will course be offered? _____

List any additional equipment, space or funds needed to initiate course (or indicate "none" if appropriate.) _____

Are library materials adequate to support this course? _____ If not, indicate materials needed _____

Library signature _____ Date _____

- **Proper authorization signatures must be obtained before this form can be submitted to the Graduate Council. (See back of page.)**
- **Requestor must send eighteen (18) copies of this request and the complete course syllabus, to include specific student learning objectives, to the chair of the Graduate Council no later than one week prior to the Council meeting.**

Authorized signatures

► **Reviewed by submitting department and College's curriculum committee:**

Date approved / Department

Signature of department chair

Date approved

Signature of chair of college's curriculum committee

► **Reviewed by related department(s):** (Includes adding or deleting a cross-listed courses and/or adding or deleting courses to your program from another department.)

Date approved / Department

Signature of department chair (signifying notification)

Date approved / Department

Signature of department chair (signifying notification)

► **This course has been approved by a majority of the faculty in the College of _____**

Date approved

Signature of dean

► **This course has been recommended for approval by the Graduate Council.**

Date approved

Signature of chair, Graduate Council

► **This course has been approved by the Faculty Senate.**

Date approved

Signature of chair, Faculty Senate

► **This course has been approved by the Provost.**

Date approved

Signature of Provost