



**GRADUATE SCHOOL-NEWARK  
PROPOSING A NEW COURSE**

- Use this form in conjunction with Form 29.
- Submit both forms to the Dean of the Graduate School-Newark at least four months prior to the beginning of the semester in which the proposed course is to be offered. Proposals containing incorrect information or incomplete sections will be returned without being reviewed.

Graduate Program proposing course: \_\_\_\_\_

Proposed course title: \_\_\_\_\_

Anticipated course number: \_\_\_\_\_:\_\_\_\_\_

Course format: Lecture ~~////////~~ Seminar ~~////////~~ Lab ~~////////~~ Other ~~////////~~ Online

Include the following information:

1. Course Description (please use language that a professor outside of your field of study can easily understand).
2. Course objectives.
3. Course relationship to the rest of the program.
4. Identification of two closely related courses (in any program) and an explanation of their differences from the proposed course.
5. Pre- and co-requisites.
6. Expected learning outcomes or competencies (what students should know when they have finished the course).
7. Describe how the expected learning outcomes of the proposed course relate to your graduate program's overall learning objectives.
8. Reading list, required and recommended.
9. Evaluation criteria, their weight in the final grade, and the due dates.
10. Week-by-week list of topics, readings, and assignments.

In this space, provide a one paragraph Catalogue Description: (Please use language that would allow an average graduate student to understand the nature and subject matter of the course).

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Approvals:

Program Director \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Graduate Courses of Study Comm.: \_\_\_\_\_ Date \_\_\_\_\_

Dean, Graduate School-Newark \_\_\_\_\_ Date \_\_\_\_\_

Director, Office of Academic Scheduling \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, please contact the Dean at 973-353-5834.