

Rutgers University  
Graduate School – New Brunswick

Course Proposal Form

Graduate Program and Number \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Credits \_\_\_\_\_ Class Hours: Lecture/Seminar \_\_\_\_\_ /week  
Laboratory \_\_\_\_\_ /week  
Other (specify) \_\_\_\_\_

If a revision of an existing course, identify the original \_\_\_\_\_

Term normally to be offered \_\_\_\_\_ To be offered first in \_\_\_\_\_

Prerequisites \_\_\_\_\_

Expected Enrollment \_\_\_\_\_

Instructor(s) \_\_\_\_\_

Status on Graduate Faculty (Member, Associate Member or Nominee?) \_\_\_\_\_

Provide the following on separate pages:

1. A clear statement to indicate the relationship of the new course to the graduate program curriculum.
2. The relationship of the new course to courses offered by other graduate programs or undergraduate departments. How will it be unique? Indicate the relevant courses and the results of consultation with faculties in those programs or departments concerning this proposed course.
3. A brief description of the course for publication in the catalog of the Graduate School – New Brunswick. This description should indicate the major emphasis of the course and should not exceed 30 words.
4. A topic outline of the course. This must be in sufficient detail for the Area Committee to judge the level of the course and its relationship to other courses offered in the Graduate School – New Brunswick, and elsewhere. The amount of time (in weeks) devoted to each topic, a list of major textbooks and other references to be used, and the criteria for student grading must be indicated.

Approval of the Graduate Director \_\_\_\_\_ Date \_\_\_\_\_

Approval of the Professional School Dean (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

One copy of this signed form with attachments for items 1-4 above, together with **three** copies of the Registrar's form 29G for **each** course number, should be forwarded to the Office of the Graduate School – New Brunswick for review by the Area Committee and the Executive Council. It should normally be submitted one semester before the deadline for course scheduling.