**Graduate Studies Curriculum Committee Course Approval Form**

The Graduate Studies Committee is responsible for assuring that graduate courses reflect graduate level education and abide by Towson University curricular expectations. It uses this form to guide the course approval process.

Course number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Yes | No | Comment |
| Title | Title accurately reflects the course |  |  |  |
| Course Description | Description is succinct and reflects course purpose |  |  |  |
| Course Component | Course delivery type (e.g. lecture, lab, practicum) is consistent with instructional methods |  |  |  |
| Learning Outcomes | Learning outcomes are specified and appropriate |  |  |  |
| Learning outcomes reflect advanced knowledge, critical thinking skills, and/or application of new knowledge and scholarship consistent with graduate level education |  |  |  |
| Assignments | Required assignments are clearly indicated |  |  |  |
| Assignment expectations are clearly explained |  |  |  |
| Assignment are linked to the learning outcomes |  |  |  |
| Specific criteria indicating the maximum number of points or percentages for each assignment as it counts toward the total grade are indicated |  |  |  |
| If it is a cross-listed 300-400/500 course, undergraduate and graduate assignments are clearly distinguished with more or greater in-depth assignments for grad students that reflect advanced knowledge and critical thinking |  |  |  |
| Grading Policy | Grading policy is clearly stated and consistent with the graduate catalog |  |  |  |
| The range of numeric values that corresponds to each final letter grade is clearly indicated |  |  |  |
| If the course is offered at both the undergraduate and graduate levels, undergraduate and graduate final grade schemes/policies are clearly differentiated |  |  |  |
| Topical Outline | The topical outline provides a clear understanding of topics, assignments, and readings that will be covered for each class meeting |  |  |  |
| Bibliography | Bibliography is included and contains current or seminal works. |  |  |  |
| Policies | Policies that address attendance, absences, late work, academic integrity, students with disabilities, and the number of times the course can be repeated are included |  |  |  |

Recommendation for this course: Approve\_\_\_\_\_\_\_ Resubmit with indicated changes\_\_\_\_\_

Changes to make and other comments:

Signature or Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_