



NEW GRADUATE COURSE PROPOSAL FORM

Course Title: _____

Term to be Offered: _____

Preferred Day and Time: _____

Submitted by: _____

Special room, audio/visual or equipment needs:

Course description: (use back if necessary)

If course is cross-listed with undergraduate offering, state differentiated work required for student to receive graduate credit. Send a copy of the syllabus which reflects graduate requirements to the Graduate Center.

Note to department chair: If course is being offered by someone other than a regular Hollins faculty member and/or someone without a terminal degree, please attach justification for having him or her offer a graduate-level course.

Signatures necessary for new course:

1. Faculty Member: _____

2. Department Chair: _____

3. Director of Program: _____

4. Division Chair: _____

5. Academic Policy Committee: _____