

26/27 Graduate Council Course Form

Course Form:

- Used to create new course numbers or new prefixes, revise current course, and reactivate course.
- Used to change Name, Grading, Hours, Description, Pre/Corequisite(s).
- Used to inactivate a course from the current catalog. Course numbers are never deleted.
- Attach - Syllabus for new courses and courses with 25% or more changes to course.

Effective Date: 2027 Fall

Submission Date:

Department:

College of: Select one:

Contact Person:

Course ID/#:

Action to be taken: Select one:

1. Purpose/Justification for the New course or Changes to existing course:

2. Is this related to, and/or affect, any other department/college/unit curricula at PSU?

Select one:

If "yes," please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.

3. Will this course be required of any education majors? Select one:

If "yes," this requirement will need approval of the Council for Teacher Education before sending to Graduate Council.

4. Will additional resources or costs be required? Select one:

If so, what will be needed?

5. Will any additional fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

Select one:

If "yes," complete the Course Fee Form on the Graduate Council website, it will need to gain approval of the President's Council.

Changes to be Made	Existing Course Information	Proposed/New Course Information.
Course Name:		
Credit Hours:		
Grading System:	Select one:	Select one:
Pre/Corequisite(s): <i>If this is the only change to course, complete the Notification Form.</i>		
Course Description:		

Authorization Sign-Off Sheet

Course Information (Prefix & Number):

Checklist:

Check once verified

____ All fields are completed.

____ Syllabus attached for new courses and courses with 25% or more changes to course

____ Does it need to go to Teacher Education Committee?

Department Chair/Director

Date: _____ Signature: _____

College Curriculum Committee

Date: _____ Signature: _____

Dean of the College

Date: _____ Signature: _____

Council for Teacher Education Committee

Date: _____ Signature: _____

Graduate Council Chair

Date: _____ Signature: _____