

GUIDELINES FOR NEW COURSE PROPOSALS

Programs wishing to introduce new courses or to adjust the content, credit hours, course numbers or titles of existing courses must submit proposals to the Executive Council for review and approval. A course may be offered twice as a special topics course before being submitted for approval.

New course and course change forms are available on the Graduate School website. New courses must be accompanied by a letter of support from the relevant Department Chair(s) indicating a commitment to staff the course. Where new courses might affect the curriculum of other programs, the Director of Graduate Study should discuss the proposal with cognate programs and, when appropriate, secure a letter of support.

Send an electronic copy of the proposal and supporting documents to Donna Lynch-Cunningham at dlynhc@emory.edu

The Executive Council reviews proposals for new courses or for changes in existing courses on a rolling basis. The Executive Council meets monthly. To be added to the Executive Council agenda, proposals must be received by the Graduate School two weeks prior to the meeting date. Graduate School staff will determine that proposals are complete before distribution to the Council. Meeting dates and submission deadlines are posted on the Graduate School website, or you may contact Donna Lynch-Cunningham (dlynhc@emory.edu).

Please be aware that the Executive Council often has a full agenda, and proposals submitted late in the spring semester may be deferred until the next academic year. To ensure timely review, new or changed courses to be offered in the fall semester must be submitted to the Executive Council prior to the January meeting.