



# Guidelines for Review of New and Revised Graduate Courses

One of the primary charges of the Graduate Council is to review new and revised graduate courses before forwarding them to the Vice President for Academic Affairs. In this process, the Council members and the Dean of Graduate Studies are jointly responsible for supporting degree and certificate programs that adhere to university-wide standards of excellence.

To provide guidance for course preparation and to structure the Council's review, we have listed the following characteristics of successful submissions. All proposed syllabi may not address all the items below, and in some cases, their inclusion would be inappropriate. The Council has found, however, that graduate proposals deficient in several areas are frequently returned with suggestions for improvement.

## OVERVIEW (summary, description, rationale)

- Explains the course focus within the degree program.
- Lists culminating knowledge or skills or outcomes to be gained.
- Describes the course approach to learning and instruction.
- Provides an overview of activities and major projects.
- Explains the purpose for the knowledge/skills gained in the course.
- In cases in which a similar undergraduate course is offered, the overview clearly delineates course content that is unique to the graduate course (Note: The Council strongly prefers unique graduate courses rather than cross-listed courses that combine undergraduate and graduate content.)



SUNY Fredonia  
Fredonia, NY 14063

T – (716) 673-3808  
F – (716) 673-3712

[www.fredonia.edu/GradStudies](http://www.fredonia.edu/GradStudies)

Graduate Council  
Guidelines for Review of New and Revised Graduate Courses  
Approved March 1, 2005

### REQUIRED AND SUPPLEMENTAL READING

- List textbooks relevant to course content and goals.
- Includes contemporary and classic references.
- Includes primary as well as secondary sources.
- Includes a supplemental bibliography with at least 3-4 sources for further reading and research.

### COURSE OBJECTIVES/OUTCOMES

- Include independent research component or independent creative activity consistent with the discipline in which the course is offered (e.g., artistic performance, composition appropriate for some MUS courses).
- Require synthesis of material from primary sources (e.g., theory, research, analysis, literature, interviews) as well as secondary sources.
- Involve students in oral as well as written communication.
- Contain standards for students' professionalism.
- Include discipline-specific outcomes.

### SCHEDULE

- Includes tentative schedule of assignments and activities.

### POLICY STATEMENTS

- Include Assessment/Grading standards and weighted distribution.
- Clarify other relevant policies (e.g., attendance, academic integrity issues, ethics, professionalism).
- Comply with Section 504 Rehabilitation.
- Articulate discipline-specific policies or standards.