

## **Proposal from Graduate Programs Committee - 11/12/2018**

New course requests (and course change requests) should be submitted to the formal electronic system between the 1<sup>st</sup> and 10<sup>th</sup> of each month. At the same time, an electronic copy of the submission (this will be in .pdf form) should be emailed to the Chair of Graduate Programs Committee. If a supporting syllabus is included with the formal submission, then the syllabus should also be included in the email. By the 15<sup>th</sup> of each month, an email indicating the courses up for approval will be sent to KO-FACULTY by the Faculty Senate President. The supporting files will be placed in the files section of Canvas relating to Graduate Programs.

If anyone on the KO-FACULTY list has specific concerns/reservations about the course they should notify a member of the Graduate Programs Committee by the 25<sup>th</sup> of the month. Courses with concerns will be addressed by the committee before the end of the subsequent month. All courses without concerns/reservations will be electronically approved by the Graduate Programs Committee Chair between the 25<sup>th</sup> and the end of the month (so that the courses make the next batch at the next level in the system). Questions regarding any proposed course (as opposed to concerns/reservations) should be sent to the originating faculty member/administrator and not to committee members.