

Course Actions

Course actions refer to all new course initiations and the changes and revisions to current courses approved to be taught in a graduate curriculum. These actions are typically initiated by faculty or program directors. These course action types include: New Course Proposals, Major Course Revisions, and Minor Actions. ABGS Members are expected to review all course actions prior to the meeting.

Course Action Types

The Course Action Types are categorized by both the types of changes that can be made to a course and the assessment of the changes prior to approval. The table below shows the request types and guidelines for ABGS members to follow in their review –

Course Action Type	Description	ABGS Review Guidelines
New Course Proposal	<ul style="list-style-type: none"> The course currently exists as a special topics course and the department/college would like to create a course with its own course number to continue as a regular course The course does not exist, and the department would like to create it 	<ul style="list-style-type: none"> Does the justification for a new course make sense? Does it seem like there could potentially be any content overlap with any other courses across all colleges/programs? Do you recommend consultations that are not already included? Do the course objectives/goals align closely with the Student Learning Outcomes? Does the syllabus seem reasonable and up-to-date?
Major Revision	<ul style="list-style-type: none"> An undergraduate prefix/graduate prefix is being added to the course as a cross-listing The catalog description, course objectives/goals, Student Learning Outcomes, are drastically being changed Major restructuring of a course that makes it a different course than was originally proposed Any minor changes in addition to the above are included in Major Changes 	<ul style="list-style-type: none"> Do the updates to the existing course make sense? Are there any issues with these major revisions in terms of the programs they are associated with? Does the revision of the course content show potential of content overlap with any other courses across all colleges/programs? Do you recommend consultations that are not already included? Do the new course objectives/goals align closely with the new Student Learning Outcomes? Does the syllabus seem reasonable and up-to-date?
Minor Revision	<ul style="list-style-type: none"> Adding a cross-listed course prefix Changing the course number Changing the course title Changing the term offering/year offering Change of credit hours/weeks 	<ul style="list-style-type: none"> Are the intended course updates justified? Are there any issues with these minor course actions in terms of the programs they are associated with?

Deadlines for Course Submission to the Graduate School

Deadline	Active Term
March 15	Fall
September 15	Spring
February 15	Summer