Section 1. Course Title and Description

Prefix & No. | Course Title          | Credits |
-------------|-----------------------|---------|
GSR 602      | Maintaining Matriculation | 1       |

Course Description:
This course is suitable for graduate students to maintain enrollment in their program of study.

Section 2. Review of Course

Will this be a common or unique course? (select the appropriate option below)

X This course will be a unique course. (Go to Section 3.)

Section 3. Other Course Information

1. Are there instructional staffing impacts?
   X No, schedule management. Explain: The course will not require staff but will be offered each semester.

2. Existing program in which course will be offered: The course will be offered through the Graduate School and serve all graduate programs.

3. Proposed instructional method: Q - Tracking
   Provide a brief justification:
   Course designed to allow for tracking and maintaining student enrollment in program.

4. Proposed primary delivery: 098 - Other

5. Term in which change will be effective: Spring 2014

6. Can this course be repeated for additional credit? Yes, No Limit

7. Will the grade for this course be limited to S/U (pass/fail)? X Yes _______ No

8. Will section enrollments be capped? No
9. Will this course be equated (i.e. considered the same course for degree completion) with any other unique or common course in the course database? No

10. Is this prefix already approved for your university? Yes

Section 4. To be completed by Academic Affairs

1. University department code: SGRAD

2. Proposed CIP code: 301501

Is this a new CIP code for this university? Yes No

NEW COURSE REQUEST
Supporting Justification for On-Campus Review

Kinchel Doerner
Request Originator
Signature
Date

Department Chair
Signature
Date

Kinchel Doerner
School/College Dean
Signature
Date

1. Provide specific reasons for the proposal of this course and explain how the changes enhance the curriculum.
University policy requires all graduate students to be continuously enrolled in fall and spring semesters throughout their graduate program. There is difficulty enforcing this policy. Often active master’s students will complete their formal course of study but will not complete the required thesis/research paper and final oral examinations in a semester in which they are enrolled in formal coursework. Therefore, these students must complete their final exam in the following semester. Currently, we do not have a course appropriate for enrolling non-thesis master’s students (i.e. option B and C students) in this situation. The proposed course will provide these students a course in which to enroll when they attempt their final examination.

2. Note whether this course is: Required X Elective

3. In addition to the major/program in which this course is offered, what other majors/programs will be affected by this course?
This course will serve the entire graduate school; all graduate programs.

4. If this will be a dual listed course, indicate how the distinction between the two levels will be made.

5. Desired section size No Limit

6. Provide qualifications of faculty who will teach this course. List name(s), rank(s), and degree(s). Faculty are not required for this course.

7. Note whether adequate facilities are available and list any special equipment that will be needed for

Course Form #5 Updated AAC 03/2007
the course.
Facilities and equipment are not required for this course.

8. Note whether adequate library and media support are available for the course.
Library materials are not required for this course.

9. Will the new course duplicate courses currently being offered on this campus? No

10. If this course may be offered for variable credit, explain how the amount of credit at each offering is to be determined.
N/A

11. Add any additional comments that will aid in the evaluation of this request.

http://www.phdcompletion.org/promising/processes.asp
http://www.cgsnet.org/