

Graduate Council Course Submission Procedures

All course outlines must be approved at the departmental level prior to being submitted to Graduate Council for review and final approval by Faculty Assembly. Any course or course number revision as well as for any new course or number must be approved at all levels. New/revised courses must follow the approved course submission format (see link) and be submitted in a MS Word Document. Language of the proposal must be free of gender and cultural bias according to the Faculty Assembly resolution passed on April 2, 1980.

Levels of Approval

1. New/Revised courses or numbers must be approved first at the department level and forwarded to the next level by the Department Chair or his/her designee.
 - 1a. School of Education only. New/Revised course outlines must be approved by the SOE Faculty Council and receive notification of approval prior to sending the proposal forward.

Following departmental and/or SOE Faculty Council approval, new/revised proposals are submitted to the Graduate Studies Office in electronic format to Vicki Parsnow at vicki.parsnow@oswego.edu in an MS Word Document. The Graduate Studies Office will place the approval of the proposal on the Graduate Council agenda.

2. At the Graduate Council level departments/programs must have a representative present the proposal in order for the Council to act. If approved, the Graduate Council Faculty Assembly representative will report the approval at a Faculty Assembly meeting. If the proposal is not approved, it will be returned to the department with feedback to be returned to the Council at a later date. Upon Graduate Council approval and being reported out at Faculty Assembly, the new course will be forwarded by the Graduate Studies Office to:
 - Penfield Library Reserves and Archives
 - Penfield Librarian (or designee)
 - The college catalog editor
 - The Registrar
 - The Department Chair
 - Campus Technology Services Director