

MEMORANDUM

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TO: Executive Committee
Members of the Graduate Programs and Policies Committee
Faculty Who Wish to Develop New Graduate Courses
Curriculum Committees of the Schools of Pharmacy, Nursing, and Health Sciences

RE: *Requirements for Approval of Proposed Graduate Courses*

The purpose of this memo is to describe the procedures and documentation requirements for gaining approval of a new graduate course. Approvals of courses with 500- and 600-level numbers in the Doctor of Pharmacy and Nursing M.S./ANP programs are addressed separately at the end of this document.

Procedures

1. The person proposing the course should transmit the Form 40 and Supporting Document (see **Documentation Requirements** below for a description of the Supporting Document) to the School Head (in the case of HLS) or Department Head (for departments in Pharmacy) for signature. The signature of the department head means that the course has been formally approved by the Department or School, and that the Supporting Document meets the requirements below as well as any departmental internal requirements.
2. The Form 40 and the Supporting Document (six copies of each) should then be submitted to the Associate Dean for Research & Graduate Programs (ADRGP). The ADGRP will examine the materials for compliance with the documentation requirements and can raise other issues of concern with the person proposing the course.
3. The ADRGP will submit the Form 40 and the Supporting Document to the Graduate Programs and Policies Committee (GP&PC) of the Schools of Pharmacy, Nursing, and Health Sciences along with a ballot and any explanation that uniquely applies to the course under consideration. The members of this committee should examine the documents for compliance with the requirements below. The members of the committee may also raise any questions that they feel express valid concerns about the course or the material. Such concerns may include, but are not necessarily limited to, duplication with other graduate courses, appropriateness for the graduate level, and qualifications of the instructor.
4. The members of the GP&PC will return their ballots to the ADRGP by the deadline listed on the ballot. On this ballot each member can vote to approve the course offering or can withhold approval pending resolution of concerns, which should be listed. The ADRGP will attempt to resolve these concerns with the person proposing

the course. This resolution will typically involve some modification of the Supporting Document. The ADRGP may contact the member of the GP&PC who raised the concern if resolution of the concern is not clear. If in the opinion of the ADRGP all concerns are resolved satisfactorily, the course proposal will be considered approved without an additional ballot. Every effort will be made to achieve unanimous approval. Should it be necessary, however, a meeting of the GP&PC will be convened to discuss the course proposal. If unanimous approval is not possible, a two-thirds vote of the Committee members present shall suffice to move the course forward. The ADRGP can vote as a member of the committee.

5. Upon approval of the course by the GP&PC, the ADRGP will notify the Department or School that proposed the course. The proposing Department or School will then provide the original plus one copy of the Form 40 and the original and twenty (20) copies of the Supporting Document to the office of the ADRGP, which will transmit the Form 40 and the Supporting Document to the Graduate School for consideration by the Graduate Council.

Documentation Requirements

The documentation requirements for proposed new graduate courses must adhere to the January 26, 1984, "Brandt Memorandum" of the Graduate School (written by then Associate Dean Karl Brandt). The requirements in this memorandum are as follows.

The Brandt Memorandum (January 26, 1984)

Requests submitted to the Graduate Council for approval of *new* 500- or 600- level courses frequently lack information needed for evaluation of the course by Council members (or by the Area Committee charged with reviewing the course prior to Council action). For that reason, we require that in the future each *new* course proposal consists of two documents, the Form 40 (Office of the Registrar) and a Supporting Document.

- I. *Form 40*: This form (which is transmitted to the Office of the Registrar after approval of the new course by Council) provides essential information on title, credit hours, and frequency of offering. It should also show the "Course Description" *as it is to appear in the Graduate School Bulletin*. This entry should provide a brief, crisp, and clear statement of what the course is about.
- II. *Supporting Document*: A supplementary document that provides the following information should be prepared for each *new* course proposal.
 1. Justification for the course: Why is this course needed? Where does it fit in with, and how does it relate to, other courses offered in the department and in other departments on the campus? Is it intended primarily for majors in the department, or as a course to serve students from other departments?
 2. Level of the course: Why is it appropriate for this course to be offered at the 500- or 600 – level? Why would it be inappropriate for the course to be offered at the 400- level? Will the course be used mainly by graduate students or undergraduate students?

3. Prerequisites: It is assumed that, in most cases, a student could not successfully compete in a graduate level course without knowledge previously acquired in undergraduate (or other graduate) courses. It is expected that prerequisite courses will normally be listed to convey this information to students and faculty. If no prerequisites are listed, the reasons for their absence should be explained.
4. Course instructor: The identity of the faculty member(s) who will initially teach the course should be provided. (*See additional School requirements below.*)
5. Course Outline: An outline of topics to be covered and an indication of the relative emphasis or time devoted to each topic are necessary. If laboratory or field experience is involved, the nature of this component should be explained.
6. Reading List: A reading list or bibliography is useful if it is intended as a guide to what the students will be required to read in order to successfully complete the course.

Additional School Requirements

New Course Proposals will not be transmitted to the GP&PC unless they meet the requirements of the Brandt Memorandum. In addition, three other School conditions must be met.

1. The proposed instructor(s) for the course should have appropriate Graduate Faculty Certification. If they do not, the course proposal will not be transmitted to the Graduate School. The ADRGP may elect to initiate School course approval procedures, however, provided that certification procedures for uncertified faculty are initiated concurrently.
2. The method of student evaluation (*i.e.*, grading) should be given. An example is, "The course grade will be based on two hour examinations (25% each), a paper (25%), and a final examination (25%)."
3. It is expected that all courses will contain a course- and instructor-evaluation component that meets the School requirements for all courses. The method of meeting this requirement should be stated.

Adherence to these requirements will avoid unnecessary delays in transmitting new course proposals to the Graduate School and will significantly increase the likelihood that a course will obtain Graduate Council approval.

Requirements for Doctor of Pharmacy Courses

Definitions. A *professional* course for purposes of this document is a course whose intended enrollees are primarily Pharm. D. students. A *graduate* course for purposes of this document is a course whose intended enrollees are primarily M.S. and/or Ph. D. students in the graduate programs of the School.

The Problem with Professional Course Approvals. The Purdue course numbering system does not differentiate between 500-level professional courses and 500-level graduate courses, and both types of course offering must be approved by the same process at the Graduate School level. Yet the intended enrollees for these two types of course are fundamentally different. Consequently, the local (School) approval processes for the two types of course are different.

Procedure for Approval of Professional Courses. The School of Pharmacy Faculty passed on April 10, 1991, the following approval process for professional courses.

A professional course at the 500- and 600-level must be approved by the Pharmacy Faculty using the normal process used for all other professional courses, i.e., submission to and approval by the Curriculum Committee followed by a vote of the faculty (or using any other valid process that might subsequently be established). The GP&PC process described earlier in this document for graduate courses is *not* used for professional courses. *However, those charged with approval of professional courses should understand that, once approved, a professional course may also be used as a graduate course in Masters or Ph.D. programs unless such use is specifically excluded on the Form 40 and in the Supporting Document.*

Once a Professional course has been approved it must receive Graduate Council approval. The Graduate School Form 40 and Supporting Document as described above under **Documentation Requirements** must be submitted to the ADRGP, who will review them to be sure they meet the University and School criteria. The ADRGP can require modification of the documentation or additional documentation if necessary to meet these requirements. Following approval by the ADRGP, the course documents will be submitted to the Graduate School for Graduate Council approval.

Requirements for Masters of Nursing/Adult Nurse Practitioner (M.S./ANP) Courses

For the M.S./ANP program, the same course-approval process will be used as for Pharm.D. courses. A course intended for the M.S./ANP program will receive approval of the School of Nursing faculty using this faculty's process for course approval.

Once an M.S./ANP course has been approved by the Nursing faculty, it must receive Graduate Council approval. The Graduate School Form 40 and Supporting Document as described above under **Documentation Requirements** must be submitted to the ADRGP, who will review them to be sure they meet the University and School criteria. The ADRGP can require modification of the documentation or additional documentation if necessary to meet these requirements. Following approval by the ADRGP, the course documents will be submitted to the Graduate School for Graduate Council approval.

