INSTRUCTIONS FOR COMPLETION OF THE COMPUTERIZED UAMS COURSE APPROVAL FORM

1. Please read the form carefully and answer all questions. The form begins on the next page.

2. The form has been designed with fields for your responses, and these are indicated in blue and gray shading. Use the “tab” key to move between fields. A ‘beep’ will sound if you attempt to enter a response that contains more characters than is permitted. IF YOU NEED HELP IN ANY OF THE FIELDS, PRESS THE F1 KEY AND A HELP WINDOW WILL OPEN.

3. When you have completed the form, save it as a document on your own disk for future reference.

4. Print the document, and then obtain the appropriate signatures before submitting the form to the Graduate Office.
COURSE APPROVAL FORM, Graduate School
University of Arkansas for Medical Sciences

This form and attached materials are due in the Graduate School Office on the third Monday of the month. All forms will be submitted to the UAMS Graduate Council Curriculum Committee for review and approval prior to consideration by the Graduate Council.

This form is not required for minor stylistic or editorial corrections to the title or course descriptions. These may be made when revising the catalog copy.

1. **Program:**
   - Department
   - Alpha (Department) Code

2. **Action proposed** (indicate one or more items):  
   - Add course
   - Eliminate course
     - (No outline needed)
   - Change title
   - Change credit hours from: ________ to ________
   - Change course number from: ________ to ________
   - Change description

3. **Course ID, title and description:**
   - prefix
   - number
   - title (20 characters)
   - catalog name (40 characters)

   Scheduled offering:  
   - Fall
   - Spring
   - Summer
   - On demand

To cross list a course, use the Course Cross Listing Form.

Describe the course in sentence form using 50 words or less as it is to appear in the catalog. List prerequisites, co-requisites and possible off-site instructional opportunities or requirements.

4. **Justification:**

Justify this change in terms of course needs or curriculum improvement. State the effect of this change on any degree programs. Identify the courses to be eliminated, if any, if this course is approved. (Course Approval Forms must also be submitted for these courses) Identify any existing course or courses that would extensively overlap or be duplicated if the proposed curricular change occurs. Provide statements of concurrence with the change from the chairperson(s) and dean(s) of the programs/areas offering the affected courses.
5. Course Information: This information is not required for seminars, special problems, research, thesis, dissertation, colloquia, practica, etc.

Course Title and Course number: See Graduate School Office for assignment of course number.

Credit Hours:

Proposed Date/Semester:

Course Description: Briefly describe course topics and educational materials the course will cover.

Course Goals or Objectives: State at least one: examples.
- To evaluate …
- To demonstrate …
- To measure…
- To conduct …
- To be able to …

Course Prerequisites: State if any; if none, indicate “No prerequisites.”
The prerequisites are…

Attendance: See example below.
Attendance is required for all classes. Excused absences may be obtained only by permission from the course director. Make-up exams will only be given under the most extenuating circumstances.

Student Evaluation: See examples below;
This is a pass/fail course. A grade of 70% or greater will constitute a “pass”.
Students’ grades will be based on the following:
  Attendance, discussion of reading, class/lab participation……………… 20%
  Final Examination ………………………………………………………… 80%
  TOTAL……………………………………………………………………100%

Course Evaluation: See example below; include evaluation by faculty peers as well as by students.
At the end of the course, students will be provided with a Course Evaluation Form to anonymously assess the content and delivery of the course. Faculty will assess the course each term and make any appropriate modifications and updates.

Textbooks/Reading Materials: See examples below.
Textbook XXX along with other assigned reading will be used.
There will be no textbook but journal articles will be assigned reading.
Students will be e-mailed a copy of the PowerPoint presentations before each lecture.

Course Director(s): Dr. XXX

Tentative Course Schedule:

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6. **Program Approvals:**

(Print or type) Chairperson, Academic Department or Area

(Signature) Chairperson, Academic Department or Area               Date

College Dean (Dean McGehee for College of Medicine)               Date

7. **Graduate School Approvals**

Chairperson, Graduate Council               Date

Dean of the Graduate School               Date