



Course Approval Form

For approval of new courses and deletions or modifications to an existing course.

registrar.gmu.edu/facultystaff/curriculum

Action Requested:

Create new course Delete existing course

Modify existing course (check all that apply)

Title Credits Repeat Status Grade Type

Prereq/coreq Schedule Type Restrictions

Other: _____

Course Level:

Undergraduate

Graduate

College/School: Department:

Submitted by: Ext: Email:

Subject Code: Number: Effective Term: Fall Spring Summer

(Do not list multiple codes or numbers. Each course proposal must have a separate form.) Year

Title: Current Banner (30 characters max including spaces) Comprehensive Exam

New

Credits: (check one) Fixed Variable 1 or to

Repeat Status: (check one) Not Repeatable (NR) Repeatable within degree (RD) Repeatable within term (RT) Maximum credits allowed:

Grade Mode: (check one) Regular (A, B, C, etc.) Satisfactory/No Credit Special (A, B, C, etc. +IP)

Schedule Type Code(s): (check all that apply) Lecture (LEC) Lab (LAB) Recitation (RCT) Internship (INT)

Independent Study (IND) Seminar (SEM) Studio (STU)

Prerequisite(s):

Corequisite(s):

Instructional Mode:

100% face-to-face

Hybrid: ≤ 50% electronically delivered

100% electronically delivered

Special Instructions: (list restrictions for major, college, or degree; hard-coding; etc.)

Are there equivalent course(s)?

Yes No

If yes, please list _____

Catalog Copy for NEW Courses Only (Consult University Catalog for models)

Description (No more than 60 words, use verb phrases and present tense)	Notes (List additional information for the course)
Preparation and completion for the comprehensive exam within the GGS department. Instructor should be the chair of the examination committee. The exam committee will specify exam content.	
Indicate number of contact hours: _____ Hours of Lecture or Seminar per week: _____ Hours of Lab or Studio: _____	
When Offered: (check all that apply) <input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	

Approval Signatures

Department Approval _____ Date _____ College/School Approval _____ Date _____

If this course includes subject matter currently dealt with by any other units, the originating department must circulate this proposal for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this proposal.

Unit Name	Unit Approval Name	Unit Approver's Signature	Date

For Graduate Courses Only

Graduate Council Member _____ Provost Office _____ Graduate Council Approval Date _____

Course Proposal Submitted to the Curriculum Committee of the College of Science

1. COURSE NUMBER AND TITLE:

GGG 700

Course Prerequisites: None, though functionally the requirement is to complete the other course requirements for the degree

Catalog Description: Preparation and completion for the comprehensive exam within the GGS department. Instructor should be the chair of the examination committee. The exam committee will specify exam content.

2. COURSE JUSTIFICATION:

Course Objectives: This course will serve four purposes:

- 1) To document which students are planning on taking the comprehensive exam as the semester starts, and to establish what professor is the committee chair. This will avoid the current problem of students arriving mid-semester to professors who have never met them before.
- 2) To establish a method of documenting quality of their Exam on a student's record.
- 3) To formalize both the time involvement (through FTE) and exam chair relationship (by requiring a particular professor to serve as instructor).
- 4) To raise the apparent level of difficulty associated with the comprehensive exam with the goal of further suggesting to students that they complete a thesis-option instead of a comprehensive-exam option.

Course Necessity: Current administration of the comprehensive exam is ad-hoc. This course will formalize the process and provide structure for the examination.

Course Relationship to Existing Programs: We are integrating it first into our Master's in Geographic and Cartographic Sciences. Further implementation may be in our PhD and Master's in ESS that also utilize a comprehensive exam.

Course Relationship to Existing Courses: Course is administrative in nature and does not conflict with existing courses.

3. **APPROVAL HISTORY:** Initial proposal to GGS – Oct '13;

4. SCHEDULING AND PROPOSED INSTRUCTORS:

Semester of Initial Offering: Fall '14

Proposed Instructors: Individualized

5. **TENTATIVE SYLLABUS:** Individualized section.