

Guidelines for Graduate Course Proposals (500-800 level)

All course proposals should follow the requirements and processes described on the Office of the University Registrar [website](#). For questions on the course proposal process, contact the UW Curriculum Office at uwcr@uw.edu.

In addition, consider the following when proposing graduate-level courses (500-800 level):

- **Graduate curriculum changes and new program proposals:** If a course proposal is part of a [significant curricular change](#) or new program proposal, contact the Graduate School Office of Academic Affairs (OAA) (progprop@uw.edu) for guidance. Courses should be developed and submitted in coordination with curriculum changes and new program proposals, but will generally not be fully approved until the program-level proposal is approved.
- **Course numbers:** Most graduate courses should be proposed as 500-level courses. For courses at the 600 level and above, see Graduate School [Policy 2.1](#) for requirements and guidance. Note that courses above 599 are not calculated as part of a student's GPA.
- **Parallel courses:** If a 400-level course expects significant graduate student enrollment, a parallel 500-level course should be proposed. Parallel 400/500 level courses are held at the same time and place but require different assessment levels for graduate students. See Graduate School [Policy 2.1](#) for requirements and guidance.
- **Course descriptions:** As indicated by the Office of the University Registrar, course descriptions should be written in active tense, explaining what the student can expect to learn in the course.
- **Learning objectives:** Graduate courses should typically have 4-7 learning objectives and begin with active verbs such as those defined in Bloom's Taxonomy.
- [UW Syllabus Guidelines and Resources](#)