

9. (If proposing intensive writing designation) How many rewritten pages does this course require? _____
10. What proportion of the course grade is based on written work, not including tests and exams? _____
11. On average, how many hours each week does the average student spend on this course, not including class time, regularly scheduled laboratory time, or regularly scheduled performance activity time? _____
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Please attach a syllabus, with a laboratory syllabus if appropriate. The minimum components of a syllabus are course description, required texts, policies (e.g., class absences, late papers, honor code), grading method in terms of percent, sequence of topics to be discussed, and schedule of assignments.

Signature of Chair _____ Date _____

Procedure to list new or changes to Biomedical Science Courses with the Registrar's Office

1. Approve course at department level.
2. Assign a new course number. To avoid assigning a course number that is reserved for special purposes by the Registrar, please consult with Mary Frances Gleason (Tudie) in the Registrar's office when designing the new course number.
Tudie's contact info:

Mary Francis Gleason (Tudie)
Tulane University Office of the Registrar
110 Gibson Hall
New Orleans, LA 70118
504-865-5759
fax: 504-865-6760
e-mail: gleason@tulane.edu

The department chair should turn in the completed copy of the BMS Course Proposal Form (available as a pdf), which contains all the information the Registrar needs to list the course, and a copy of the course syllabus to:

Dr. Robert Garry
Assistant Dean
Graduate Program in Biomedical Sciences
School of Medicine
1430 Tulane Avenue
New Orleans, LA 70112
504-988-5226
504-988-3779
email: BMS@tulane.edu

- The Steering Committee will review the proposal. Upon approval, the Assistant Dean's office will forward the Course Proposal form to the Registrar and a copy of the syllabus will be kept on file.