

**PROCEDURE FOR SUBMITTING  
LIBERAL ARTS & SCIENCES  
COURSE PROPOSALS AND MINOR COURSE REVISIONS  
August 2007**

1. Please submit course proposals and minor course revisions by e-mail attachment to Nancy Riley ([rileyn@newpaltz.edu](mailto:rileyn@newpaltz.edu)). If you'd like a copy of these forms in Word, she can e-mail you a copy. A hard copy of the appropriate cover sheet must be sent through intercampus mail, since we need original signatures (one copy in blue ink please).
2. Associate Dean Lynn Spangler will review and either approve the submission or return it for revision. Once approved, the information will be loaded onto our Blackboard site. We will then alert the Liberal Arts & Sciences Senate members that materials are on-line for their review. The Senate will proceed with its review, and either approve or seek revisions. After LA&S Senate approval Dean Benjamin will review the submission. After Dean Benjamin's approval the Curriculum Committee or Graduate Council will be notified that there is a submission for their review.
3. To review the materials that are listed go to Blackboard. Select the Course Proposal and Assessment site under the "My Community" heading on the lower right side. To review information you will need to go to either "Course Proposals," "Assessment" or "Online Proposals" on the upper left side of the screen.
4. After Curriculum Committee or Graduate Council approval we will notify the Provost that his action is needed.