Undergraduate Major Course Revision, page 2

1. If you are proposing a **CHANGE IN PREREQUISITES offered by another department**, please use the space below to justify the change, and submit a new course syllabus.

   **Justification:**

   [Blank space for justification]

2. **For all other major revisions**, please respond to the following questions, *retaining the outline format used below*. Remember to use person-first (e.g., “student with a learning disability” vs. “learning disabled student”) and gender-inclusive language.

   On each additional sheet, please add a heading that includes page number, course number and title, proposer’s name and originating department.

   A. Please explain the changes in the content and goals of the course and the rationale for such changes. Include any significant changes in texts and readings, required assignments, required oral presentations, the type and frequency of examinations and other methods of assessing student performance.

   B. Please summarize any changes in instructional information, including
   1. Location (on campus, off campus)
   2. Type of instruction (lecture, lab, tutorial, etc.)
   3. Contact hours & number of class sessions per week (Lecture classes require 50 minutes for each credit hour; labs require 100 minutes for each credit hour.)
   4. Facilities (materials, equipment, space, etc.)
   5. Class size limit (i.e., maximum enrollment) and justification for this limit
   6. Frequency of course offering (e.g., annually, biannually, fall/spring, summer)
   7. Liberal Arts (LA) or Writing Intensive (WI) designation

   C. Explain how this course, as revised, supports the department’s overall goals, its other course offerings and its present programs. If the course is required in any department programs, or in any programs leading to teacher certification, what will be the impact of the course revision?

   D. Describe any staffing changes as a result of this course revision, and provide the names and qualifications of regular faculty who will teach the course for the first time.

   E. Are there adequate resources to support the course, as revised? Please explain the budgetary impact of this course revision, including costs related to personnel, library, computer/equipment, laboratory, materials/supplies, and other anticipated expenses.

   F. Have the department’s plans for evaluating the merits of this course changed as a result of the proposed course revision? If so, describe how.

   G. Attach copies of the **old and new** course syllabi.

3. **In addition, if you are proposing a GENERAL EDUCATION CATEGORY CHANGE**, please complete a new GE III Narrative Supplement (see [www.newpaltz.edu/curriculum/forms.html](http://www.newpaltz.edu/curriculum/forms.html)).