State University of New York at New Paltz
New Graduate Course Proposal Form

Use this form only to propose a new graduate course.
Revisions to existing courses require different forms. (See Guide to Course Revisions)

SCHOOL:  
☑ Liberal Arts & Sciences  ☐ Education  ☐ Science & Engineering  
☐ Fine and Performing Arts  ☐ Business

DEPARTMENT: ____________________________________________________

COURSE NUMBER & TITLE: ____________________________________________

PROPOSER’S NAME: ________________________________________________
(Print & then sign)

Has the Dean of the Library verified that the library’s collection and databases support this course?  ☐
Has Academic Computing verified that there is adequate support for this course?  ☐

If applicable, consult the department(s) that will be impacted by this new course and obtain the signature(s) of the chair(s) and dean(s). Signature(s) indicate approval of this new course.

Affected Department ___________ Chair’s Signature: _____________________ Date: _________
Affected Department ___________ Chair’s Signature: _____________________ Date: _________

Chair, Sch. Council, if applicable (EDCO, LA&S Senate): ______________________________ Date: _________
Chair, Originating Dept.: ____________________________________________ Date: _________

Academic Dean, Originating Dept.: ____________________________________________ Date: _________
Assistant Vice President: ____________________________________________ Date: _________

Provost/Vice President, Academic Affairs: ____________________________________________ Date: _________

ADMINISTRATIVE OFFICE USE ONLY

Course Number:___________________________ Effective Term:______________________
Restrictions:____________________________ Location/Format:____________________

RECORDED IN BANNER:
Records & Registration (signature): ___________________________ Date Entered: __________

NOTE: After the academic dean of the originating department approves the course and signs the cover sheet, please email the course and a scanned copy of the cover sheet to millss@newpaltz.edu. Send the original proposal and signed cover sheet to the Assistant Vice President, OM 127. Thank you.
State University of New York at New Paltz
New Graduate Course Proposal Form

Instructions

In using the outline below please enter, for every item, both the number of the item and a brief subhead (e.g., Part I, 8. Grading method) so that readers will follow the entries. Number each page of the proposal.

NOTE: Please use person first (e.g., student with a learning disability as opposed to learning disabled student) and gender inclusive language.

Part I: Summary Information for College Records
Please provide the following information for your new course:

1. Full alpha-numeric course number (3 letters, 3/digits):
   Departments may select a course number from among those not currently in the Course Master. Please refrain from selecting a number previously assigned to a course that has been frozen for less than two years.

2. Long course title:
   Please limit title to 100 characters including spaces. This title will appear in the course catalog description available at: http://www.newpaltz.edu/graduate/courses.html.

3. Abbreviated course title:
   Please limit title to 30 characters including spaces. This title will appear in the schedule of classes.

4. Course catalog description (approximately 35 words):
   Please refrain from beginning your description with: “This course is…”

5. Location: (e.g., on campus, off campus, online)

6. 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.

7. Facility: (e.g., classroom, lecture hall, lab, online, etc.)

8. Credit hours:

9. Repeatable:
   Is this course repeatable for credit? If so, how many times?

10. Grading method: (e.g., regular letter grade, S/F, H-grade, etc.)

11. Co-requisite course(s):
   Do students need to enroll in another course at the same time as this one (e.g., this course AND ARHxxx)?

12. Liberal Arts (LA) designation:
   Many graduate education programs require their students to enroll in a certain number of liberal arts courses. The LA designation is helpful when registering and designing the plan of study. To determine if your course meets Liberal Arts requirements, please refer to: http://www.newpaltz.edu/ugc/policies_liberalarts.html.

13. Restrictions:
   Restrictions limit registration by including or excluding specific majors, student levels (UG/GR), or class types (Junior/Senior). Would you like to include or exclude particular students? If this course is included in a new or revised program proposal, would you like to limit registration for the course by including the new major code (e.g., Only students in the “013C” major are allowed to register for this course)?

14. Pre-requisites:* 
   Do students need to complete a specific course prior to enrolling in this one? If so, what is the minimum passing grade for meeting this requirement (e.g., ARSxxx minimum grade B)? If this pre-requisite may be fulfilled by more than one course, please insert “or” between the courses (e.g., ARSxxx minimum grade B OR ARHxxx minimum grade B).

* Concurrent prerequisite(s): Some prerequisites may be taken at the same time. Can this/these prerequisite(s) be taken concurrently?
State University of New York at New Paltz
New Graduate Course Proposal Form

15. Class limit:

16. Frequency of course offering: (e.g., annually, bi-annually, fall/spring/summer)

17. Core or elective course:
   Is this a required or elective course? Please specify.

Part II: In-Depth Narrative Justifying Recommendation by Department

1. Explain how this course relates to the department’s overall goals and its curricular/programmatic offerings.

2. Describe how the course is to be staffed, giving the names and qualifications of regular faculty who will teach it.

3. Are there adequate resources to support this course? Describe (specify, document) the anticipated cost/budgetary impact of this course, including personnel, library, computer/equipment, laboratory, materials and supplies, and other anticipated expenses.

4. Attach a model syllabus for this course. According to Academic Affairs Syllabus Requirements, syllabi should include the following information:

   A. Title of course:

   B. Number of credit hours:
      Please note: Credit hours assigned reflect both classroom instruction time and expected outside preparation/study time and must comply with SUNY’s credit hour policy. Verification of compliance is a component of Middle States’ reaccreditation review.

   C. Instructor’s name and contact information:

   D. Times and locations of office hours:

   E. Course catalog description:

   F. Student Learning Outcomes (SLOs):
      SLOs are statements that specify what students will know or be able to demonstrate when they have completed a course and describe observable and measurable actions or behaviors.

      Bloom’s Taxonomy of Educational Objectives (published in 1956 and revised in 2001) provides a format to express SLOs in a way that reflects cognitive skills, affective skills and psychomotor skills. (A summary of Bloom’s Taxonomy of Learning Domains is available here.)

      You can find a sampling of SLO resources at:

      - www.oucom.ohiou.edu/fd/writingobjectives.pdf
      - assessment.aa.ufl.edu/slo-components
      - http://www.aallnet.org/Archived/Education-and-Events/cpe/outcomes.html#_ftn1

   G. Reading materials:

   H. Summary of topics to be covered:

   I. Schedule of class meetings, assignments, quizzes, papers, and examinations:
J. **Grading information:** Grades should reflect levels of student achievement on the student learning outcomes presented in the syllabus. It is important that students receive timely, formative feedback so they can gauge their progress in the course and have an opportunity to improve their performance before receiving a final, summative grade.

1. **Explanation of course grading policies**
2. **Method of determining the final grade, including relative weight of each assignment**
3. **Include at least ONE sample rubric that will be used to assess an assignment.**

Examples of rubrics may be found at the following links:

- Rubric for classroom participation: (need a sample rubric...)
- Rubric for evaluating mathematics: [http://www.cortland.edu/gear/mathpanel.html](http://www.cortland.edu/gear/mathpanel.html)
- Rubric for evaluating critical thinking: [http://www.cortland.edu/gear/criticalthinkingpanel.html](http://www.cortland.edu/gear/criticalthinkingpanel.html)

K. **Last day of the semester to withdraw from a course without receiving a penalty grade:**

L. **Attendance statement:** The number of allowed absences in a course is at the discretion of the instructor. If the instructor penalizes students for unexcused absence from class, this policy must be stated in the course outline.

M. **Campus-wide Policy Statements:**

1. **Academic integrity policy** statement
2. **Reasonable accommodation of individuals with disabilities statement.** This language is recommended: *Any student who will need classroom and/or testing accommodations based on the impact of a disability should contact the Disability Resource Center, Student Union, Room 210, 845-257-3020. The DRC will provide an Accommodation Memo for your instructors verifying the need for accommodations. Students are encouraged to request accommodations as close to the beginning of the semester as possible.*
3. **Identity verification policy** statement for online courses

Also note **Computer Services’ acceptable-uses policy**, which states: *Use of the computer resources and network facilities generally requires that you have a valid user account. You are responsible for the safeguarding of your computer account. Your account and network connection are for your individual use. A computer account is to be used only by the person to whom it has been issued. You are responsible for all actions originating through your account or network connection. You must not impersonate others or misrepresent or conceal your identity in electronic messages and actions.*

N. **Information on electronic SEIs, which students are encouraged to complete:** To elicit a robust student response to the online SEI, you might consider using this statement in your syllabi: *You are responsible for completing the Student Evaluation of Instruction (SEI) for this course and for all your courses with an enrollment of five (5) or more students. I value your feedback and use it to improve my teaching and planning. Please complete the form during the open period on-line [add dates].*
Reminders

My new graduate course proposal:

- includes a cover sheet that has been signed by the appropriate individuals/governing bodies
- addresses the required sections of the course proposal form
- contains an attached sample syllabus

REMINDER: After the academic dean of the originating department approves the course proposal and signs the cover sheet, please email the course proposal and a scanned copy of the cover sheet to millss@newpaltz.edu. Send the original proposal and signed cover sheet to the Assistant Vice President, OM 127. Thank you for developing this new course proposal.