State University of New York at New Paltz
Major Graduate Course Revision Form

Use this form if you are making a major change to a graduate course (e.g., course number, number of credits, a significant description change, or to reactivate a frozen course that has not been taught within the last eight years). Approval of a new syllabus is required for any of these changes. For other revisions, please refer to Guide to Course Revisions (below).

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

DEPARTMENT: ____________________________________________

COURSE NUMBER & TITLE: __________________________________________________________

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

COURSE DESCRIPTION: Please enter current course description below.

☐ RE-ACTIVATE FROZEN COURSE

☐ COURSE CONTENT CHANGE (e.g., 30% or more change in content)

☐ COURSE NUMBER CHANGE (e.g., xxx500 to xxx700)

☐ COURSE DESCRIPTION CHANGE:

☐ CREDIT HOUR CHANGE (e.g., 3 credits to 4 credits)

Please enter new description below. (Approximately 35 words)

If applicable, notify the department(s) whose majors take this course of the revision and obtain the chair’s signature(s). Signature(s) indicate(s) notification has occurred.

Affected Department ___________ Chair’s Signature: ______________________ Date: __________

Affected Department ___________ Chair’s Signature: ______________________ Date: __________

Chair, Originating Dept.: ____________________________ Date: __________

Chair, Sch. Council, if applicable (EDCO, LA&S Senate): ____________________________ Date: __________

Academic Dean, Originating Dept.: ____________________________ Date: __________

Presiding Officer for Graduate Council: ____________________________ Date: __________

Assistant Vice President for Graduate & Extended Learning: ______________________ 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: __________
State University of New York at New Paltz
Major Graduate Course Revision Form

Instructions
In using the outline below please enter both the number of the item and a brief subhead
(e.g., Part I, 1c. Location) so that readers will understand the entries. Please number each page of the
proposal. NOTE: Remember to use person-first (e.g., “student with a learning disability” vs. “learning disabled
student”) and gender-inclusive language.

Part I: Summary Information for College Records
All major course revisions must address Parts I & II, and submission of the new and old course syllabi.

Using the list below, please provide information for changes that you are making to the 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)

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, 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/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., ARSxxxx minimum grade B OR ARHxxxx minimum grade B).

   * Concurrent prerequisite(s): Some prerequisites may be taken at the same time. Can this/these prerequisite(s) be
taken concurrently?
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: Detailed Explanation of Proposed Major Revision**

All major course revisions must include Part I, II, and submission of the new and old course syllabi.

1. Explain how this course, as revised, supports the department’s overall goals and its curricular/programmatic offerings.

2. Describe any staffing changes as a result of these course revisions.

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

**Reminders**

My major course revision:

☐ has a cover sheet that has been signed by the appropriate governing bodies

☐ addresses the required sections of the Major Course Revision form

☐ includes copies of the old and new course syllabi

**NOTE:** 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 gradstudies@newpaltz.edu. Send the original proposal and signed cover sheet to the Assistant Vice President for Graduate & Extended Learning, Old Main Building, Room 127. Thank you.
Guide to Course Revisions

Please use the guidelines below to determine whether your proposal should be submitted as a **Minor Course Revision** or as a **Major Course Revision**. If your course revision includes elements of a minor and major revision, please submit a **Major Course Revision form** only.

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Minor Revision</th>
<th>Major Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title change</td>
<td>✚</td>
<td></td>
</tr>
<tr>
<td>Course number change</td>
<td>When the change does not involve significantly changing the level of instruction (e.g., xxx501 → xx515)</td>
<td>When the changes involves significantly changing the level of instruction (e.g., xxx501 → xxxx701)</td>
</tr>
<tr>
<td>Change in number of credits (e.g., change from 3 to 4 credit hours)</td>
<td></td>
<td>✚</td>
</tr>
<tr>
<td>Course description change <em>not</em> related to a substantial change in the nature of the course content</td>
<td>✚</td>
<td></td>
</tr>
<tr>
<td>Course description change reflecting a substantial change in the nature of the course content (e.g., 30% change in course content)</td>
<td></td>
<td>✚</td>
</tr>
<tr>
<td>Change in restrictions</td>
<td>✚</td>
<td></td>
</tr>
<tr>
<td>Restrictions control registration by including or excluding specific majors, student levels (UG/GR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in prerequisites: Graduate</td>
<td>✚</td>
<td></td>
</tr>
<tr>
<td>Change in frequency of course offering</td>
<td>✚</td>
<td></td>
</tr>
<tr>
<td>Re-activating “frozen” courses (Note: A course may be brought back at will if last taught within the past 4 years.)</td>
<td>✚ (If the course was taught 4-8 years ago.)</td>
<td>✚ (If the course was last taught 8 or more years ago.)</td>
</tr>
</tbody>
</table>

For changes not listed in this table, please consult your dean and the Assistant Vice President for Graduate and Extended Learning.