For Provost's Office Use
Effective Term: _____

New Undergraduate Course Proposal
Cover Sheet

Use this form *only* to propose a **new, seated** undergraduate course. Course revisions and new online courses require other forms.

SUMMARY INFORMATION

SCHOOL/COLLEGE: ❑ Business ❑ Liberal Arts & Sciences ❑ Fine & Performing Arts ❑ Education ❑ Science & Engineering

DEPARTMENT: _____ **COURSE NUMBER:** _____
(assigned by dept. or Rec & Reg)

COURSE TITLE: _____ **PROPOSED FOR** _____ **TERM**

PROPOSER'S NAME (print): _____ Signature: _____

Is this course required in a teacher-education program? ❑ Yes ❑ No ***If yes,*** School of Education review/approval is required. (See shaded box, below.)

Will this course replace an existing course? ❑ Yes ❑ No ***If yes,*** which one?_____

Can this course be repeated for credit? ❑ Yes ❑ No

Course Attributes:

Is this course proposed for General Education (GE III)? ❑ Yes ❑ No

If yes, please select *one category* and *one or more competencies,* and complete the *GE III Narrative Supplement*.

Category: ❑ ART ❑ DIVR ❑ HUM ❑ NSCI ❑ USST ❑ WRLD ❑ COMP ❑ FLNG ❑ MATH ❑ SSCI ❑ WEST

Competencies: ❑ EEA ❑ EEO ❑ EEW ❑ ER ❑ IL ❑ SI

Liberal Arts designation? ❑ Yes ❑ No **Writing Intensive?** (Writing Board approval required) ❑ Yes ❑ No

CONSULTATION

Place a check here if you've consulted the Collections Development Librarian: ❑
(Check **ONLY** after verifying that the library's collection supports the course.)

Please list other departments that will be impacted by this new course offering:

_____

Ask the chair(s) of these departments to sign and date below to confirm that they have been notified of this new course and, if applicable, that they have approved its cross-listing. (To process cross-listings, see your associate dean.)

Dept.: _____ /Chair's Signature: _____ Date: _____ Approve cross-listing? Yes

Dept.: _____ /Chair's Signature: _____ Date: _____ Approve cross-listing? Yes

REQUIRED APPROVALS

Chair, Originating Dept.: _____
⇩ **Signature & Date**

Presiding Officer, School/ College Governing Body: _____
⇩ **Signature & Date**

Academic Dean: _____
Signature & Date
⇩ **unless course is in a teacher-education program, then** ⇨

Chair, Writing Board (if applic.): _____
⇩ **Signature & Date**

Chair, Curriculum Committee:
_____
Signature & Date
⇩

Provost/Vice President, Academic Affairs: _____
Signature & Date

If this course will be required in a program leading to teacher certification, please obtain the following additional approvals:

Sponsoring Department, School of Education:
❑ Elementary Education ❑ Secondary Education

Chair, Sponsoring Dept.: _____
Signature & Date

Chair, Education Council: _____
Signature & Date

Dean, School of Education: _____
Signature & Date
(to Curriculum Committee)

Course Recording: Records & Registration (signature): _____ Date entered in Course Master File: _____

If for General Education: Sent to Albany via e-mail on _____ by _____, Provost's Office.

Approved? ❑ Yes - Date notice rec'd: _____ ❑ No - Indicate follow-up: _____