# New Course Approval Process

Once the course has been approved by the Department Chair, the proposal form and syllabus should be emailed to the Office of Graduate, Professional & Interdisciplinary Studies (gradstudies@newpaltz.edu who will initiate the review/approval process via Microsoft Teams. 

# Instructions

# Part I of this form is used by Records & Registration to build a course in our Student Information System (Banner). Answer each section below and save your work as a word document using the following course naming convention: category\_coursenumber\_ date **(Ex. NEW\_ENG699\_3.10.22)**

# Course Information

|  |  |  |
| --- | --- | --- |
| **School** | * Business
* Education
 | * Fine & Performing Arts
* Science & Engineering
 |
| **Department**  |  |
| **Course Number & Title** |  |
| **Faculty Sponsor**  |  |
| **Department Chair Approval** |  |
| *Subsequent approvals will be captured electronically.* |

# Submission Checklist

# My new graduate course proposal:

* Addresses the required sections of the course proposal form and is saved as an editable **Word Document**.
* Follows the document naming convention: **category\_coursenumber\_date** (Ex: NEW\_ENG699\_3.10.22)
* Uses the [Accessible Syllabus Template](https://newpaltz.teamdynamix.com/TDClient/1905/Portal/KB/ArticleDet?ID=102445) provided by the Provost’s office.
* This completed document and the syllabus will be sent to GPIS who will initiate the review/approval process via Teams.

# Part I: Summary Information for College RecordsPlease 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: <https://catalog.newpaltz.edu/graduate/course-descriptions/>
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: <https://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., 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?

1. **Class limit:**
2. **Frequency of course offering:** (e.g., annually, bi-annually, fall/spring/summer)
3. **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 using the [Accessible Syllabus Template.](https://newpaltz.teamdynamix.com/TDClient/1905/Portal/KB/ArticleDet?ID=102445)