

# 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)     **DIVISION/UNIT CHANGE** (e.g., PSYxxx to COUxxx)  
 **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: \_\_\_\_\_

COURSE INFORMATION

REVISIONS

APPROVAL CONSULTATION

# 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\\_liberalarts.html](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?

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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](mailto: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.**

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

## 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.

Type of Change	Minor Revision Submit a <b>Minor Course Revision Form</b>	Major Revision Submit a <b>Major Course Revision Form</b> with copies of the old and new course syllabi.
Course title change	✓	
Course number change		✓  (e.g., xxx501→xxx515) (e.g., xxx501→xxx701) (e.g., PSYxxx→COUxxx)
Change in number of credits (e.g., change from 3 to 4 credit hours)		✓
Course description change <u>not</u> related to a substantial change in the nature of the course content.	✓	
Course description change reflecting a <u>substantial change</u> in the nature of the course content. (e.g. 30% change in course content)		✓
Change in restrictions Restrictions control registration by including or excluding specific majors, student levels (UG/GR)	✓	
Change in prerequisites: Graduate	✓	
Change in frequency of course offering	✓	
Re-activating “frozen” courses (Note: A course may be brought back at will if last taught within the past 4 years.)	✓  (If the course was taught 4-8 years ago.)	✓  (If the course was last taught 8 or more years ago.)