NEW/REVISED COURSE OFFERINGS FORM

This form is to be completed when proposing a new course or requesting changes in a catalog listing for an existing course.

☐ New Course    ☐ Course Change

Type of Change

1. Department: Department Budget Number:

2. Subject Subject Number

3. Course Title:

4a. Catalog Description:

4b. Rationale for the course:

4c. Learning Outcomes (unless indicated on syllabus):

5. Number of Credits: Current Proposed Variable: to
   Lecture Hours per Week: Lab Hours per Week: Online Hours per Week:

5a. For credit conversion (3 to 4), please describe or list the additional content and objectives for the extra credit.

6. Campus:
   ☐ New York City    ☐ Pleasantville    ☐ White Plains    ☐ Online (WWW)    ☐ Offsite

7. The first semester the course will start: Year
   ☐ Fall    ☐ Spring    ☐ Summer 1    ☐ Summer 2

8. Rotation/Frequency
   ☐ F – Every Fall ☐ Fo– Fall, odd yrs ☐ Fe – Fall, even yrs ☐ SM – Summer
   ☐ S – Every Spring ☐ So – Spring, odd yrs ☐ Se – Spring, even yrs

9. Grading Options
   ☐ Letter Grades
   ☐ Auditors (AUD)
   ☐ Continuing Education Units (CEU)
   ☐ Pass/Fail (P/F)
   ☐ Satisfactory/Unsatisfactory (S/U)

10. Delivery Modes (Schedule Types) – Select No More Than 4

<table>
<thead>
<tr>
<th>Mode</th>
<th>Fac Cr Hrs</th>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>A-Lecture</td>
<td></td>
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<td>N-Thesis/Research Project</td>
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<td>B-Discussion</td>
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<td>O-Laboratory with Roster</td>
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<td>C-Clinical</td>
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<td>P-Physical Education</td>
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<td>D-Laboratory</td>
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<td>Q-Studio</td>
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<td>E-Externship</td>
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<td>R-Student Teaching</td>
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<td>F-Seminar</td>
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<td>S-Clerkship</td>
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<td>G-Independent Study</td>
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<td>T-Skills Devel/Lect/Application</td>
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Revised October 29, 2003
10a. Is this course designed to be part of an [ ] existing major [ ] new degree: indicate major:

11. Is this a (check all that apply):
   [ ] core course
   [ ] pre-requisite
   [ ] major course
   [ ] open elective course

   **Graduate**
   [ ] Preliminary
   [ ] Foundation
   [ ] Integrative

   **Undergraduate**
   [ ] Foundation
   [ ] AOK 1
   [ ] AOK 2
   [ ] AOK 3
   [ ] AOK 4
   [ ] AOK 5
   [ ] Writing Enhanced Course
   [ ] Learning Community

12. Pre-Requisite Course Info

   Subject       Course Number
   Subject       Course Number
   Subject       Course Number

13. Co-Requisite Course Info

   Subject       Course Number

14. Other Pre-Requisites

   [ ] Student Must Be in Major:
   [ ] Student Must Be Junior or Senior
   [ ] Instructor Permission Required
   [ ] Other

15. Course Fee: $

16. Does this course replace a currently offered course? If so, please indicate course number:

17. Are there special physical requirements for this course? Yes [ ] No [ ] If yes, please indicate

   Please attach a course syllabus, including required texts. Be advised that any material developed for a course will be governed by the University’s current copyright/intellectual property policy, as amended.

____________________________  ____________________________
Chairperson Signature    Date

____________________________  ____________________________
Initialing/School Dean Signature  Date

Approved for schedule and course catalog by the Deans’ Council

____________________________  ____________________________
Deans’ Council Signature       Date

____________________________  ____________________________
Provost Signature                                                                Date

Revised October 29, 2003