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

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

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>
<td></td>
<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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10. Is this course designed to be part of an existing major or 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

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<th>Subject</th>
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13. Co-Requisite Course Info

<table>
<thead>
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<th>Subject</th>
<th>Course Number</th>
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14. Other Pre-Requisites

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

15. Course Fee: $

15. 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

__________________________________________  ____________________________
Associate Dean Signature                    Date

__________________________________________  ____________________________
College/School Curriculum Committee          Date
Approved for schedule and course catalog by the Deans’ Council

Deans' Signature (Lubin School of Business)  Date

Deans' Signature (Dyson College of Arts and Sciences)  Date

Deans' Signature (Lienhard School of Nursing)  Date

Deans' Signature (School of Education)  Date

Deans' Signature (Seidenberg School of Computer Science and Information Systems)  Date

Deans' Signature (Law School)  Date

*Faculty Council Committee  Date
(New York & Pleasantville)

Provost Signature  Date

*Only required if changes in course offering causes significant change in the requirements of an existing program