SIDE A
UNIVERSITY SENATE COMMITTEE ON CURRICULA (SCC)
COURSE PROPOSAL FORM

(Please use and attach additional sheets of paper if more space is required)

SCHOOL/COLLEGE COURSE OWNER	**Select College:**	COURSE LEVEL (Select one)	**Select Level:**
FIRST SEMESTER AND YEAR TO BE OFFERED		TYPE OF APPROVAL SOUGHT	**Select One:**

DELIVERY/LOCATION: If this course is being taught in multiple modes, check all that apply:

ONLINE ☐ CAMPUS ☐ SU ABROAD CAMPUS ☐ OFF-CAMPUS INTERNATIONAL ☐ OFF-CAMPUS DOMESTIC ☐

INITIATING FACULTY	Submit Date	Name , Phone & Email	
DEPARTMENT	Approval Date	Contact Name , Phone & Email	
COLLEGE/SCHOOL	Approval Date	Contact Name , Phone & Email	

CHECK ***CHANGE(S)*** PROPOSED **(*only* for courses being revised)** Subject ☐ Number ☐ Title ☐ Credit ☐ Descr ☐ Prereq ☐ Coreq ☐ Grading ☐ Max Cr ☐ Max Times ☐ Crosslists ☐ Dbl Number ☐ Convert to Online ☐

SECTION I: COURSE IN PRESENT FORM (COMPLETE THIS SECTION FOR REVISIONS AND REGULARIZATIONS)			**SECTION II: NEW, REVISED, OR REGULARIZED COURSE**		
Subject & Number			Subject & Number		
Crosslist/Double Numbered Course(s)			Crosslist/Double Numbered Course(s)		
Credits [a]	Grading Option [b]	**Select One:**	Credits [a]	Grading Option [b]	**Select One:**
Frequency of Offering [c]	**Select One:**		Frequency of Offering [c]	**Select One:**	
No. of times course can be taken [d]	If repeatable, note maximum credits		No of times course can be taken [d]	If repeatable, note maximum credits	
Full Catalog Title			Full Catalog Title		
Check here if title varies at the section level. [e] ☐			Check here if title varies at the section level [e] ☐		
Title on Transcript (30 character limit includes spaces).			Title on Transcript (30 character limit includes spaces).		
Catalog Description (35 word limit).			Catalog Description (35 word limit). Check here if unchanged. ☐		
Prerequisite(s) *Courses Only*			Prerequisite(s) *Courses Only*		
Corequisite(s) *Courses Only*			Corequisite(s) *Courses Only*		

*Separate each Pre/Corequisite by the word ***and*** or ***or***, **not punctuation.**

INSTRUCTIONS:

1. Refer to http://universitysenate.syr.edu/curricula/curricula.html for complete instructions and guidelines.
2. Always complete Sides A and B of this form.
3. **For all new course proposals**, complete only Section II. For course regularizations & revisions 1) complete Section 1 (*Course in Present Form)* and
   2) those parts of Section II (*New, Revised, or Regularized Course)* that are being changed.
4. Prerequisite(s) and Co-requisite(s) Only course(s) listed by the 3-letter subject and number are acceptable.

NOTES:

a) *Credits:* NYSED definition of required contact minute: 12.5 hours=1 credit per semester of instruction (may include final exams as well as lectures, recitations, discussion and labs) and at least 30 hours of supplementary assignments. The Senate Committee on Curricula suggests the following guidelines for calculating how much time students will spend on the course: In Class: 50 minutes/week/credit hour Preparation for Class: 100 minutes/week/credit hour Lab or Studio: 150 minutes/week/credit hour

b) *Grading Option Codes*: **1**=A-F, **2**=A-F&V(Variable Length), **3**=RM (Remedial), **6**=P/F , **7**=NR (Not- Required), **9**=P/F&V(Variable Length),

c) *Frequency of Offering Codes*: **S**=every semester, **Y**=at least once every academic year, **E**=offered when fall semester is an even year, **O**=offered when fall is an odd year, **SI**=upon sufficient interest, **IR**=irregularly, **SS**=summer session only.

d) *Repeatable for credit:* If this course may be taken more than once **for credit towards a degree**, indicate the maximum number of times and the maximum credit that can be earned toward degree.

e) If the course title varies at the section level, see the rule on Variable Title Courses.

Present Course Subject and Number
New, Revised, or Regularized Course Subject and Number
Cross List/Double Numbered Course(s)

1 **RATIONALE:** Why are you proposing this new course or course change? Keep in mind that most Senate Committee on Curricula members will not know your curriculum.

1a PROGRAM MAPPING: Describe how this course supports ***program*** learning objectives.

2 **CONSULTATION:** If the course content is similar to or may possibly overlap with any courses offered in your own or other SU schools/colleges, then a consultation* with the department chairs of those academic units is required. A request for consultation across schools/colleges should be sent to the Academic Associate Dean of the affected unit. The Associate Dean should ensure that all chairs of departments that might be affected by the change have an opportunity to respond. In instances where there is no response to the initial consultation request after two weeks, a second request should be made. If there is no response to the second request after an additional week, the consultation will be referred to the Registrar or Curriculum Coordinator for resolution. ***Please provide only the section of the e-mail consultation that either approves or raises a specific concern regarding the course. [See Side B, #2]**

2a If this course is intended to be either required or an elective in a curriculum/program that is outside of your department, consultation with the appropriate school/college academic dean for curriculum/instruction is required to ensure appropriate availability and access for students.

Name:	**Date:**

3 **CONSULTATION FOR OFF-CAMPUS INTERNATIONAL:** If the course has a component involving international travel or study, a consult with SU Abroad is required in order to understand University risk-management policies/emergency procedures related to study abroad. Please provide the date and name of person at SU Abroad with whom you consulted.

Name:	**Date:**

4 **LIBRARY RESOURCES:** For **NEW OR REGULARIZED COURSES.** A copy of the course bibliography/syllabus must be submitted to the appropriate **Subject Librarian** at time of submission to college/school curriculum committee. Please provide the name of the subject librarian(s) and the date of submission.

Name:	**Date:**

5 **SYLLABUS: To be completed for a NEW, REGULARIZED OR SIGNIFICANTLY REVISED COURSE, WHICH INCLUDES COURSES THAT ARE BEING CONVERTED TO AN ONLINE OFFERING.**

A course syllabus template is **mandatory for use** and available for download at:
http://universitysenate.syr.edu/curricula/forms.html