

SUNY Fredonia
New Course Proposal Form

To be used for new courses proposed to begin in 2011 or later.

1. (a) *Subject Code and Number:*

(b) *Course Title:*

(c) *Name of Faculty Member Making Proposal:*

(d) *Department:*

(e) *Office Number/Building:*

(f) *Telephone:*

(g) *E-mail:*

(h) *Date:*

2. *Check which applies:*

Proposed New Course Course Reactivation

3. *Check all that apply:*

Undergraduate Course CCC Course Graduate Course

4. *If this is proposed to be a CCC Course, choose the CCC Category:*

5. *Does this proposal impact the Professional Education Unit?*

No Yes

6. *Indicate the semester you would like the proposed new course to take effect:*

7. *Provide a complete catalog listing for the course, by providing the following information:*

(a) *Subject Code and Number:*

(b) *Course Title:*

(c) *Frequency:*

(d) *Course Description:*

(e) *Prerequisite Courses:*

(f) *Co-requisite Courses:*

(g) *Credits:*

8. *If this is a proposed course reactivation, provide the catalog listing for the course at the time it was deactivated.*

(a) *Subject Code and Number:*

(b) *Course Title:*

(c) *Frequency:*

(d) *Course Description:*

(e) *Prerequisite Courses:*

(f) *Co-requisite Courses:*

(g) *Credits:*

9. *If the course title in item 7 above is longer than 30 characters, provide an abbreviated title not more than 30 characters in length.*

10. *Is this a course (e.g., a “special topics” course) that may be taken more than once for credit?*

No

Yes

11. *Indicate the grading mode for the course:*

S/U

Standard Letter

Mode may vary by section

12. *Indicate the instruction type for the course (refer to “SUNY Instruction Types”):*

13. *Please provide a brief rationale for the proposal. If appropriate, indicate how the proposed new course resulted from program assessment. Also, if not covered in the syllabus, indicate how this course will contribute to the attainment of learning goals at the program level.*

14. *Include a syllabus (as a separate file). A complete syllabus should include information on textbooks, course rationale (how it contributes to program goals), course objectives, course requirements, grading, and bibliography.*

15. *If this course is being proposed for the CCC, include (as a separate file) a rationale that responds to the guidelines for the proposed CCC category; refer to:*

<http://www.fredonia.edu/department/gened/guidelines.htm>

“Signature” Page

16. *Chair’s Approval: I hereby approve of this proposal and attest that all affected departments have been informed, and that the Registrar has approved the proposed course subject code and number.*

Name: _____ Date: _____

17. *Dean’s Approval: I hereby approve of this proposal. In so doing, I acknowledge that any resource implications of the proposal have been considered, and that any concerns the administration has in this regard will be communicated to the Academic Affairs Committee.*

Name: _____ Date: _____

18. *Approval by the Professional Education Council (required if the proposal impacts the Professional Education Unit):*

Name: _____ Date: _____

19. (a) *Approval by the Graduate Council:*

Name: _____ Date: _____

(b) *Approval by the Academic Affairs Committee:*

Name: _____ Date: _____

20. *Approval by the College Core Curriculum Committee; this is required if the course is being proposed for inclusion in the CCC:*

Name: _____ Date: _____

21. *Approval by the Vice President for Academic Affairs:*

Name: _____ Date: _____