**SUNY DELHI**

**College of Technology**

**State University of New York**

**CURRICULUM COMMITTEE OF THE COLLEGE SENATE**

**NEW COURSE PROPOSAL FORM**

**Faculty Member(s) Making Presentation:**

**Date of School Approval:**

**I. COURSE INFORMATION:** Fill in the table and provide information requested below.

|  |  |
| --- | --- |
| Course Number  |       |
| Course Title (30 characters or less; abbreviated titles will be spelled out in full on SCADETL) |       |
| School |       |
| Program Area/Degree |       |
| Repeatable Course (Y or N) (can be taken multiple times for credit) |       |
| Repeat Limit (number of times and maximum credit hours) |       |
| Course Description (should match course syllabus) |       |
| Credit hours |       |
| Hours in lecture |       |
| Hours in lab |       |
| Other hours, if any |       |
| Carnegie units (“Credit hours” : ”Hours in lecture”, “Hours in lab or other hours”) |       |
| Grading mode (Normal [A,A-,etc.], P/NP [pass/not pass], or other [please specify] |       |
| Upper or Lower division (100-299 is Lower; 300-499 is Upper) |       |
| Schedule type: lecture, lab, seminar, recitation, independent study, intern, distance learning, studio (select all that apply) |       |
| Degree Attributes (for example: LASC, GE xx, HBTE, ITTE) |       |
| Pre-requisites, if any; minimum passing grade for prerequisite course; Concurrency (Y or N) |       |
| Co-requisites, if any |       |
| Restrictions, if any (ex: restricted by major, restricted by class year) |       |
| Equivalencies\*, if any |       |
| Cross-listed courses\*\*, if any |       |
| College Code  | completed by Registrar |
| CIP Code  | completed by Registrar |
| Taxonomy of Program Code  | completed by Registrar |

\*An equivalent course is a course that has been superseded by another. For example, UNIV 103 replaces ENGL 103.

\*\* A cross-listed course is one that has an identical twin with a different name, e.g. ARTS 115 and ARCH 115. Same course, different discipline and number.

**RATIONALE:** Include reasons for offering this course and relate the proposal to the philosophy of the discipline, Program, School, etc.

**ANTICIPATED ENROLLMENT & SOURCE OF STUDENTS:** Provide estimated number of students that would take this course per semester and their anticipated Program or degree area.

**COST TO STUDENTS:** List any financial costs to students aside from the cost of textbooks. Ex. Lab fees, travel expenses, etc. If this course will have a lab fee, make sure your dean contacts the office of Business & Finance to file appropriate paperwork.

**COMPARABLE COURSES:** Provide catalog course descriptions for similar courses offered at other academic institutions. If there are no comparable courses elsewhere, please explain the uniqueness of this course.

**COURSE STUDENT LEARNING OUTCOMES:** List the SLOs. If you plan to apply for General Education (GE) approval through SUNY, you must, at a minimum, include the [SUNY student learning outcomes for that GE area](https://system.suny.edu/academic-affairs/acaproplan/general-education/). Start each outcome with an appropriate verb from Bloom’s Taxonomy.  When writing your SLOs please refer to the [SLO/PLO workbook on the Assessment Vancko Hall page](https://moodle.delhi.edu/mod/book/view.php?id=595641).  Proposals with insufficient SLOs may be tabled.

 Students will be able to:

**COURSE CONTENT:** Provide a detailed list of topics or a sample syllabus.

**II. IMPACT STATEMENTS**

**LIBRARY (required)** Provide a statement from the Director of the Library or designee detailing the impact that the proposed course will have on the Library. Contact the Director of the Library **seven (7)** days before the submission deadline.

**PROGRAM CHANGES** If this course creates a change in program requirements, submit the program changes form along with this proposal.

**ADDITIONAL RESOURCES** If this course **cannot** be taught with current staffing, facilities, and equipment, provide a statement of needs.

**GENERAL EDUCATION (GE)** Submit the following materials if this course will complete a GE requirement.

**1.** If the proposed course comes from outside the School of Liberal Arts & Sciences (LA&S), submit a statement from the Dean of LA&S indicating that the School has approved the proposed course as a possible GE course, as determined by SUNY.

**2.** Submit the General Education Course Reports Form (available on the Curriculum Committee webpage) along with this proposal to be sent to the Provost’s office and then to SUNY for approval.

**IMPACT ON OTHER SCHOOLS** If this course impacts other Schools within the College (draws resources from another School, will be offered in another School, etc.), submit a statement from the Dean of that School stating that the School will be able to accommodate that impact.