***Hofstra University***

***Curriculum and Standards***

***Proposal Form***

**For New Programs/Courses & Major Changes Only**

 (September, 2013)

|  |  |
| --- | --- |
| Identifying Code:       | Date: Select date |

***COLLEGE/SCHOOL & DEPARTMENT INFORMATION:***

|  |  |
| --- | --- |
| College/School: Select college/school | HCLAS ONLY: Select HCLAS Division |
| Department/Program:       |
| Chairperson’s Name:       |

***A. COURSE/PROGRAM TITLE:***

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| Course/Program Title:       |
| Course Prefix:       | Course #(s):       | Sem. Hours:       |

***B. ACTION REQUESTED:***

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| 1. Level: [ ]  Undergraduate [ ]  Graduate  |
| 2. Major Change – *For a new program/major/minor, go directly to Section D. For a new course, fill out all sections of the proposal form*: [ ]  new program/major [ ]  new minor [ ]  new course [ ]  new dual-degree program  [ ]  substantial change [ ]  add DL format to existing program  [ ]  other; details:        |
| 3. **BANNER ATTRIBUTES – for new courses**:1. Distribution Courses (HCLAS only):

 [ ]  AA (App & Anal) [ ]  HP (Hist Phil & Rel) [ ]  BH (Beh Soc Sci) [ ]  IS (Interdisciplinary) [ ]  CC (Cross Cultural) [ ]  LT (Literature) [ ]  CP (Creative Partic) [ ]  MA (Mathematics)\* [ ]  CS (Comp Sci)\* [ ]  NS (Natural Sci) [ ]  Second Category (optional for CC only) \* Formerly part of MC (Math/Comp Sci) (b) Internship/Externship/Field-based courses [ ]  INTN1. Honors Essay/Project/Thesis Course

 [ ]  HR1. Distance/Hybrid Approval

 [ ]  ADL (Distance Learning) [ ]  AHY (Hybrid)1. Liberal Arts (HCLAS only)

 [ ]  LIB1. SOE only

 [ ]  FP (Field Placement) [ ]  TT (Teacher Training) [ ]  SLKS (Skills course) |
| 4. Proposed Official Enrollment Limit (OEL):       |
| 5. Effective Bulletin Year:       **Please note that changes submitted after February 1st will apply to the next bulletin year, unless otherwise noted and approved.** |

***C. REQUIRED INFORMATION FOR COURSES ONLY:***

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| 1. First Offering: Semester:       Year:       |
| 2. Offering Sequence – check all that apply: [ ]  Fall [ ]  Spring [ ]  January [ ]  Summer [ ]  Periodically [ ]  Once a Year |
| 3. Repeatable for Credit: [ ]  Yes [ ]  No  If yes, maximum times course can be taken:       or check [ ]  No limit |
| 4. Grade Mode: [ ]  Standard (S) [ ]  SUS (I) [ ]  Mandatory P/F (P) [ ]  Not for Degree Credit (B) |
| 5. Course Type – see specific definitions in *C&S Proposal Form Instructions*: [ ]  Lecture (L) (also includes seminars, discussion groups) [ ]  Subsection (directly related to a specific lecture): [ ]  Lab (B) [ ]  Recitation (R) Associated Lecture Course for Lab/Recitation:       [ ]  Studio/Skills (S) (e.g., music, art, theater, sports skills) [ ]  Independent Study (I) (courses with ISP other than Z; e.g., internship, thesis supervision) [ ]  Other (O) (non-Hofstra off-site courses, e.g., INTD, STA) |
| 6. Can Course Be Taken Pass/D+/D/Fail (undergraduate) or Pass/Fail (graduate)? [ ]  Yes [ ]  No  |
| 7. List Corequisite(s):       |
| 8. List Equivalent Courses:       If course “same as” (identical to) another course, identify “same as” course:        Has course been offered before as a provisional/workshop/special topics course? [ ]  Yes [ ]  No If yes, provide previous # and title (*add “Formerly” in course description*):       |
| 9. List Prerequisite(s):       GPA or Grade Requirement:       |
| 10. Budget Number:        |
| 11. Special Fees: [ ]  Yes [ ]  No [ ]  Variable $ [ ]  Set $ Fee Type (e.g., lab fee):       |
| 12. Adding course to be accommodated by diminishing offering frequency of course(s)/section(s): [ ]  No [ ]  Yes Which course(s)/section(s):       |
| 13. Weekly total class meeting hours:       |
| 14. Faculty load:       |
| 15. Suggested **ISP** code, if appropriate:        **Final ISP code assigned following a review of *ISP Course Information Form* (if appropriate). See latest version of the *Per Capita Descriptions* for definitions of the various categories and their associated ISP codes.** [ ]  Provost approval |
| 16. **Voucher** request for individuals, such as cooperating teachers or on-site supervisors, who are not otherwise compensated; subject to approval: [ ]  Yes |

***D. COURSE/PROGRAM SUPPORT:***

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| 1. If known, provide name(s) of expected initial instructor(s):       |
| 2. To be taught by: [ ]  Present full-time faculty [ ]  New full-time faculty [ ]  Present adjunct faculty [ ]  New adjunct faculty |
| 3. Will any of the following **additional** resources be needed? Library resources [ ]  No [ ]  Yes Instructional equipment [ ]  No [ ]  Yes Instructional supplies [ ]  No [ ]  Yes Media costs/services [ ]  No [ ]  Yes Computer support (e.g., software, computer lab) [ ]  No [ ]  Yes Other (e.g., field trips, guest lecturers) [ ]  No [ ]  Yes Explanation for any “Yes” answer above:       |

***E. BULLETIN TEXT (EXACT WORDING):***

**OLD BULLETIN TEXT**

Copy URL from most recent Bulletin:

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|       |

**NEW BULLETIN TEXT**

* Include course number and title, semester hours, when offered (e.g., Fall, Periodically), and where appropriate, any restrictions, prerequisites, or corequisites under Prerequisite(s)/Course Notes.
* For new programs, list program requirements and all courses. *Indicate new courses with an asterisk (\*).*

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***F. EXPLANATION/RATIONALE FOR MAJOR CHANGES***

* Use the box below to explain change(s), relationship to other courses in another department/college/school, prospective demand for new program/course, how the course meets *Cross-Cultural* or *Interdisciplinary* distribution criteria requirements (if appropriate), etc.
* **Outcomes Assessment**
	+ For new courses or for changes to existing courses, provide learning goals and objectives. If this information is contained in the syllabus, can refer to it.
	+ If any changes are being made as a result of the department’s/program’s outcomes assessment, include this information in the rationale.
	+ For new programs, detail outcomes assessment procedures.

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***G. SIGNATURES***

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|  | Signature | Comments | Date |
| Dean |  |  |  |
| Dean, Library(*if necessary*) |  |  |  |
| Academic Computing(*if necessary*) |  |  |  |
| Other Department Chair(*if necessary*) |  |  |  |
| Third Department Chair(*if necessary*) |  |  |  |
| Other Unit Dean(*if necessary*) |  |  |  |
| Curric. Comm. Chair(*if necessary)* |  |  |  |
| Exec., Grad., or Other Comm. Chair(*if necessary)* |  |  |  |

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| --- | --- | --- | --- |
| Registrar |  |  |  |
| Bulletin Editor |  |  |  |
| Provost |  |  |  |