***Hofstra University***

***Curriculum and Standards***

***Proposal Form***

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

(September, 2013)

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| Identifying Code: | Date: Select date |

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

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| --- | --- |
| 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  INTN   1. Honors Essay/Project/Thesis Course   HR   1. Distance/Hybrid Approval   ADL (Distance Learning)  AHY (Hybrid)   1. Liberal Arts (HCLAS only)   LIB   1. 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 |  |  |  |