### Course Proposal/Revision Cover Sheet and Transmittal Record

Office of the Provost/Vice President for Academic Affairs – SUNY Plattsburgh

<table>
<thead>
<tr>
<th>Agenda No</th>
<th>Date</th>
<th>Course Subject/Number</th>
<th>Course Title</th>
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Abbreviated Title (29 spaces maximum) ______

Department, Center, or Program ______

Chair, Director, or Coordinator ______

Faculty Proposer ______________________

#### Create Course

- □ Create Course
- □ First semester offered
- □ winter [ ] spring [ ] summer [ ] fall [ ]
- □ Number of credit hours: minimum _____ maximum _____ credit hours vary [ ] Yes [ ] No
- □ May this course be repeated for credit? [ ] Yes [ ] No
- □ Course title varies: [ ] Yes [ ] No
- □ Does this course quality for liberal arts status? [ ] Yes [ ] No
- □ Submitted for AWR approval [ ] Yes, date submitted: ______
- □ Submitted for GE review [ ] Yes, date submitted: ______
- □ Cross-list with another course: [ ] Yes, date submitted: ______
- □ Applies to teacher certification: [ ] Yes [ ] No
- □ Experimental: [ ] Yes [ ] No
- □ Schedule Type (check all that apply):
  - [ ] lecture
  - [ ] seminar
  - [ ] student teaching
  - [ ] internship
  - [ ] off-campus
  - [ ] lab
  - [ ] recitation
  - [ ] independent study
  - [ ] self-paced
  - [ ] workshop
  - [ ] online 100%
  - [ ] practicum
  - [ ] tutorial
  - [ ] activity
  - [ ] clinical
  - [ ] hybrid
  - [ ] field experience
  - [ ] studio
- □ Credit Type Code (check one):
  - [ ] course used to meet degree requirements
  - [ ] developmental course
  - [ ] non-credit course
- □ Facility Type Code (check one most desirable):
  - [ ] classroom
  - [ ] group lab, studio, or computer classroom
  - [ ] physical ed facility
  - [ ] lecture hall (for 100+)
  - [ ] none (Web, internship, independent study)
  - [ ] other

#### Revise Course

- □ Revise Course
- □ NOTE: Revisions to previously approved GE and AWR courses must be submitted to respective committees for review.
- □ Course subject/number From _____ To _____
- □ Title From _____ To _____
- □ Credit hours From _____ To _____
- □ Prerequisites From _____ To _____
- □ Corequisites From _____ To _____
- □ Course outline/objectives (attach) [ ] Yes [ ] No
- □ Course bibliography [ ] Yes [ ] No
- □ Course Description [ ] Yes [ ] No
- □ Other Describe: ______

#### Make Course Dormant

□ Make Course Dormant

#### Delete Course

□ Delete Course

#### For all above course activity:

1. Does the above course activity affect any major/minor program requirements? [ ] Yes [ ] No
2. If yes, list program(s) and how the course will be used (or attach a copy of the SZC100A course report if applicable):

3. Have chairpersons of other programs been notified of this course creation, revision, dormancy, or deletion? [ ] Yes [ ] No

NOTE: Programs affected by this course creation, revision, dormancy, or deletion will not be revised without the official Program Proposal/Revision form.

### Transmittal Record:

<table>
<thead>
<tr>
<th>Transmittal Record:</th>
<th>Signature</th>
<th>Approved?</th>
<th>Date of Action</th>
</tr>
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<tbody>
<tr>
<td>Departmental Approval</td>
<td>______________________</td>
<td>[ ] Yes [ ] No</td>
<td>______________________</td>
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<tr>
<td>Dean</td>
<td>______________________</td>
<td>[ ] Yes [ ] No</td>
<td>______________________</td>
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<tr>
<td>Course &amp; Program Committee</td>
<td>______________________</td>
<td>[ ] Yes [ ] No</td>
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<td>Dean</td>
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<td>VPAA</td>
<td>______________________</td>
<td>[ ] Yes [ ] No</td>
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Catalog Year ______________________

VPAA/2008
1. Describe the need for the proposed course, rationale for the revision of an existing course, or reason for course dormancy or deletion.

2. How will the course relate to other departmental courses and fit with the program(s) concerned (i.e., major requirement, cognate requirement, elective, etc.)?

3. Is this course part of a sequence?  ☐ Yes  (If yes, describe below)  ☐ No

4. Will an existing course be deleted or made dormant in connection with this proposal/revision?  ☐ Yes  ☐ No
   If yes, list course:  
   (A separate Course Proposal/Revision form must be submitted to make this course dormant or to delete this course.)

For New Courses: List name and department of outline preparer and date of departmental approval; attach an outline that includes course subject, number, and title; course description with prerequisites and corequisites (brief and descriptive; include special/unique features; add liberal arts notation to description if applicable); number of credit and contact hours; course objectives (stated in terms of changes in the student's knowledge, understanding and performance); the specific program, general education, and/or college-wide student outcomes the course will help students achieve; course content; and selected, one-page bibliography. Forward the completed Course Proposal/Revision form and all necessary attachments to the respective dean.

For Revised Courses: List name and department of outline preparer and date of departmental approval; attach a copy of the current course outline and the proposed new outline. The new outline should include all the information specified under “For New Courses.” Use SZC100A to run a course report for the relevant course and attach this report to the Course Proposal/Revision form (SCZ100A lists current course information existing in the database, including course attributes and course usage by CAPP--major and minor programs).

VPAA Processing Record Only:

SYOPLOG C&P Tracking Log:  
STVSUBJ  
SCACRSE  
SCASYLB  
SCADETL  
SZC100A/CAPP  

Additional notes:

VPAA/2008