



INSTRUCTIONS

- Eleven copies and the signed original of this course proposal should be submitted to the Office of the Vice Dean in accordance with published deadlines to be passed on to the Graduate Curriculum Committee. Incomplete submissions will be returned to the department.
- Requests should be submitted to the Office of the Vice Dean – 6 Washington Square North, 2<sup>nd</sup> floor. Incomplete submissions will be returned to the department. Please direct questions to x88030.

**Attach a provisional syllabus which includes the following:**

- A description of the course as it would appear in the Bulletin (preferably under 250 words).
- A description of the aims of the course.
- A detailed list of assigned/recommended readings, indicating the relation of the readings to the weekly schedule of topics.
- The number and duration of each week's lectures, discussion sessions, laboratory sections, and field trips.
- A description of examinations, papers, and/or other obligations (specify).

Name of GSAS Department or Program:

Course Title and Number:

Name and rank of Instructor:

In which semester\* will this course first be given?

How frequently will it be offered thereafter, and by whom?

Is the course a: lecture seminar independent study  speaker series\*\* How many points will the course carry?

What are the prerequisites?

The number and duration of each week's meetings. If less than NY State required 50 minutes per credit, provide justification

Identify departments or special programs in GSAS whose students would benefit from the proposed course.

Describe the role this course will play in the Department/Program curriculum.

\*If the length of the course differs from the normal semester period, please indicate the dates, number and length of sessions, and reasons for the special time frame.  
\*\*If the course will have variable content (special topics, research, readings, independent study, special project) please indicate the scope of subjects to be covered and the function of this kind of course within your program. For Special topics courses a sample syllabus is required.

Name of Department Chair/Director:

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

For Vice Dean's Office use only.

Approved  Denied

Signature of GCC Chair: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date: \_\_\_\_\_