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**academic year 22-23**

**REQUEST FOR NEW COURSE**

**INSTRUCTIONS:**

1. Dean or designee contacts the Office of the Registrar at [currcomm@nyit.edu](mailto:currcomm@nyit.edu) to obtain course number. **NO FORMS WILL BE ACCEPTED WITHOUT A COURSE NUMBER FROM THE REGISTRAR.**
2. Dean or designee completes form by **copying and pasting relevant information from syllabus** and forwards intact to Academic Affairs, with copy of syllabus.
3. Academic Senate Curriculum Committee forwards to Senate with recommendations and then to Vice President of Academic Affairs following Senate action.
4. Vice President of Academic Affairs will keep one copy and distribute others to Registrar, appropriate Dean, and Publications.

**Request for Addition of a New Course:**

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| Course prefix, number, and title:  (e.g., FCIQ 101 Foundations of Inquiry) |  |

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| **Reason for Introducing New Course**:   |  |  | | --- | --- | | Prerequisites (Please list specific courses): |  | | Co-requisites (Please list specific courses): |  | |

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| **Course Entry Information (please complete for all courses)** |
| Recommended Abbreviated Title (limited to 30 characters):  Department:  Semester and year the new course will be effective:  Lecture hours per week:  Lab/Studio hours per week:  Semester Credit Hours:  Course Level (Please check one): ◻Undergraduate ◻Graduate ◻Professional Level  Course required for students in (curriculum):  Is this a Liberal Arts course? ◻Yes ◻No  Is this course only offered as Pass/Fail? ◻Yes ◻No  Can this course be taken multiple times for credit? ◻Yes ◻No  Course being replaced:  Is the course being replaced required in degree maps of any other programs? ◻Yes ◻No  Specify the programs:  Have other program / department chairs been notified of the proposed change? ◻Yes ◻No  Identify all course equivalencies:  Standard Course Capacity: |
| **Core Curriculum Information (please complete If course satisfies a Core Requirement)** |
| Core Interdisciplinary Seminar Course? ◻Yes ◻No If yes, please specify:  ◻Literature (ICLT) ◻Social Sciences (ICSS) ◻ Behavioral Science (ICBS) ◻Philosophy Ethics (ICPH)  Does this course satisfy a mathematics core requirement? ◻Yes ◻No  Does this course satisfy a science core requirement? ◻Yes ◻No |
| **Catalog Description** | |
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| **Student Learning Outcomes** | |
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| **Methods of Assessment** | |
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| **Grading Formula** | |
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| **Descriptions of Assignments** | |
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| **Will this course require any NEW equipment, technology, or facilities?** | |
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| 1. Requested by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Member | Date\_\_\_\_\_\_\_\_ | 2. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Chair | Date\_\_\_\_\_\_\_\_ |
| 3. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean or Designee | Date\_\_\_\_\_\_\_\_ | 4. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Academic Senate (President or Secretary) | Date\_\_\_\_\_\_\_\_ |
| 5. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vice President of Academic Affairs | Date\_\_\_\_\_\_\_\_ | 6. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registrar | Date\_\_\_\_\_\_\_\_ |