QUEENS COLLEGE GRADUATE CURRICULUM COMMITTEE

REQUEST FOR NEW COURSE

Department: <Insert>
Department Contact: <Insert>
Telephone Number: <Insert>
Date Approved by Departmental Curriculum Committee: <Insert>

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Please note: Append a syllabus and course outline. The syllabus must follow the attached GCC guidelines.

Please state the course as follows:
Course number and title: <Insert>
    hours and credits: <Insert>
    prerequisites or corequisites: <Insert>
    description (as it should read in the Graduate Bulletin): <Insert>

Rationale (Please include an explicit statement regarding how you expect this new course to fit into your graduate program.): <Insert>

Projected Enrollment: <Insert>
Projected Frequency: <Insert>

On-line Instruction (If any or all class instruction is to be held on-line, please describe the rationale for this approach. Discuss the skills/training required of the instructor, and describe how instructor and students will interact on-line.): <Insert>

Graduate courses for 3 credits typically meet 3 hours per week, the “2 hour plus conference” being an exception. If the proposed course is a “2 hour plus conference” course, please give a detailed rationale explaining why this format is appropriate. <Insert>

If this course will require additional costs, such as additional faculty, special facilities (laboratory, computer, library facilities), please attach a description and rationale. <Insert>

PLEASE SUBMIT 10 PAPER COPIES TO THE OFFICE OF GRADUATE STUDIES, AND ONE ELECTRONIC COPY TO GRADUATESTUDIES@QC.EDU

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