

QUEENS COLLEGE GRADUATE CURRICULUM COMMITTEE

REQUEST FOR NEW COURSE

Department: <Insert>

Department Contact: <Insert>

Telephone Number: <Insert>

Date Approved by Departmental Curriculum Committee: <Insert>

Date Approved by Divisional Dean: <Insert>

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

<https://www.qc.cuny.edu/Academics/GradStudies/Documents/GCC%20Syllabus%20Guidelines.pdf>

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 or some other format than 3 hr/3 credits, 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 AN ELECTRONIC WORD DOCUMENT TO

FAZULA.MARTINEZ@QC.CUNY.EDU & NATASHIA.RHODES@QC.CUNY.EDU