

To Be Completed by the Director

For general information about course proposals, including CIP codes, please refer to the [Faculty Handbook](#).

Originating Office/Dept. (check one):

- Advising Center Learning Center
 Career Development Other (specify: _____)
 Community Engagement Physical Education
 International Programs & Services (For study abroad courses: Use the LAS/SOA course proposal form)

Basic Information:

1. **Full course title for publication** (max 120 characters):
2. **First semester and year offered:**
3. **CIP code** (six digits):
For CIP codes: nces.ed.gov/ipeds/cipcode/browse.aspx?y=55.
Please direct questions about CIP codes to barbara.moore@purchase.edu.
4. **Originating (home) discipline** (three-letter course prefix):
5. **Add to "plus" discipline(s)**, if applicable (specify*):
**Specify the name or course prefix of the "plus" discipline (e.g., Asian studies; GND for gender studies)*
6. **Level: Undergraduate:** 1000; **or** 2000; **or** 3000; **or** 4000 • **Graduate:** 5000
7. **Type:** Lecture; **or** Discussion; **or** Seminar; **or** Lab; **or** Studio; **or** Practicum; **or** Field Trip;
8. **Description** See page 4 for course description guidelines (60 words max, third person, present tense):
9. **Prerequisite** – specify if applicable:
10. **Corequisite** – specify if applicable:
11. **Any other restrictions** (e.g., limited to majors; freshmen only):
12. Can this course be **taken more than once for credit**? Yes; No
If yes, it may be taken _____ times total or up to _____ credits
13. Is this course **replacing another course** or is it **similar enough to another course** that students **should not be able to take both** and earn credit? **Replacing:** Yes; No; **or** **Similar to:** Yes; No
If yes, which course(s)? – specify course prefix and number(s): _____
14. Is this course a **prerequisite for an existing course**? If so, list the course(s) for which it is a prerequisite: _____
15. **Grading:** Standard letter; **or** Pass/no credit

16. Enhanced curriculum code (if applicable)

For descriptions: www.purchase.edu/live/files/1114-chart-of-courseattributespdf

- | | |
|---|--|
| <input type="checkbox"/> Service Learning (AP01) | <input type="checkbox"/> Community Service (AP07) |
| <input type="checkbox"/> Field Study (AP02) | <input type="checkbox"/> Civic Engagement (AP08) |
| <input type="checkbox"/> Leadership (AP03) | <input type="checkbox"/> Practicum (AP10) |
| <input type="checkbox"/> Entrepreneurship (AP04) | <input type="checkbox"/> International & Domestic Travel/Exchange (AP19) |
| <input type="checkbox"/> Writing Intensive (AP06) | |

Credit/Contact-Hour Information

A [reference chart on the credit/contact-hour relationship](#) is available online. Those with questions about credits or instructional contact hours should consult with their board-of-study coordinator or the chair/director of their school/conservatory.

1. Number of credits: _____

2. Scheduled instructional time: _____

List the number classroom minutes per week for lecture/discussion/seminar and/or lab/studio/practicum/field trip
For courses that are a combination of lecture/discussion/seminar and lab/studio/practicum/field trip, list the minutes in each category (e.g., 100 min./wk. lecture + 100 min./wk. studio). For lectures, discussions, and seminars, one 50-min. instructional contact hour or its equivalent is required per credit hour. In a 15-week semester, a 4-credit lecture would normally meet for four 50-min. contact hours per week (4 x 50 = 200 min. weekly scheduled instructional time)

3. For **labs, studios, practica, and field trips**, please specify whether:

- little or no outside preparation* is expected of students; **or**
 substantial outside preparation* is expected of students

*"substantial student outside preparation" (e.g., homework) = approx. 2 hrs./wk. x 15 wks. per credit

4. Additional instructional component, if applicable:

(Specify total time and activity; for example: 5 hrs. per semester, museum field trips with instructor)

When you have completed the proposal:

1. Email the completed proposal (as a Word attachment) to the chair/director's assistant or coordinator in your school/conservatory. AMG course proposals should be emailed to Adriana Pera, the program coordinator.
2. The chair/director of your school/conservatory will review and approve the proposal.
3. The chair/director's assistant will email the approved proposal (as an attachment):
 - To: Sheryl.Secor@purchase.edu in the Office of the Registrar.

General Guidelines for Course Descriptions

1. Because the description applies specifically to the course title listed above it, it is unnecessary to begin the description with the words "This course." **Sentence fragments are acceptable** as long as the meaning is clear.
2. **Write in the present tense, third person** (e.g., "Students explore..." — not "We will explore...").
3. **Length: 60 words maximum**
To check word count:
Highlight the description in Word, go to Tools in the menu bar, and click on Word Count.
4. General style: Please refer to the [Editorial Style Guide](#)
5. **All course titles and descriptions are subject to editing for length, clarity, and style.**