1. Format for Change in Existing Course Proposals:

**Directions:** Please use the format below as a guide. Not all items listed may be applicable to your proposal. Information in the “from” section must match the current information in the online Catalog located at [http://wwwcsi.cuny.edu/catalog/](http://www.csi.cuny.edu/catalog/). The information changing in the “from” section must use the strike-through font (e.g., -example). This is a change from the brackets that were previously required. In the “to” section all new course information must be underlined. Arial Font Size 11 is recommended.

**Change in existing course:**

**FROM:**
COURSE: (e.g., ENS 249 Measurements and Laboratory Instruments)
PRE/CO REQUISITE: 
CREDITS: 
HOURS: 
CATALOG DESCRIPTION: 
REQUIREMENT DESIGNATION: LIBERAL ARTS: Yes [ ] No [ ]
COURSE ATTRIBUTE: e.g., Writing Intensive, WAC, etc.
GENERAL EDUCATION COMPONENT*: Not applicable or Required or Flexible (e.g., Required: Science or Flexible: World Cultures)

**TO:**
COURSE: Course includes Subject Area, Number and Title
PRE/COREQUISITE: 
CREDITS: 
HOURS: 
CATALOG DESCRIPTION: 
REQUIREMENT DESIGNATION: LIBERAL ARTS: Yes [ ] No [ ]
COURSE ATTRIBUTE: e.g., Writing Intensive, WAC, etc.
GENERAL EDUCATION COMPONENT: Not applicable/Required/Flexible* 
COURSE OBJECTIVES AND EXAMPLES EVIDENCE THAT OBJECTIVE CAN BE MET: Please use a table format and refer the link below for examples [http://www.csi.cuny.edu/academicsresearch/curriculumoffice/Course_ Objectives.pdf](http://www.csi.cuny.edu/academicsresearch/curriculumoffice/Course_Objectives.pdf)
ROLE IN CURRICULUM: What role will the course play in the College's curricula?
RATIONALE: Give a brief argument of why the course is needed.
SUBMISSION TO COMMITTEE CHAIR: Please indicate date that proposal was submitted to the Committee Chair (Provost, Dean(s), or faculty designee) and the Curriculum Office.
APPROVAL: Please indicate Dean(s), department(s), Chair(s)/faculty/committee (s) and date(s), CUNY Core Committee (when applicable)
CONSULTATION: Please indicate department(s) or program(s) that were consulted about the proposed course and date(s). Please refer to the Consultation in the Curriculum Process Report located at [http://www.csi.cuny.edu/academicsresearch/curriculumoffice/Curriculum_Report.pdf](http://www.csi.cuny.edu/academicsresearch/curriculumoffice/Curriculum_Report.pdf).
EFFECTIVE: Semester/Year. Proposals are not approved until they have been voted on by the CUNY Board of Trustees and have appeared in a Chancellor's Report.

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*The General Education Component Choices are:
Required: English Composition, Mathematics, or Science
Flexible: World Cultures, U.S. Experience and Its Diversity, Creative Expression, Individual and Society, or Scientific World
2. Format for New or Topics Course Proposals:

Directions: Please use the format below as a guide. Not all items listed may be applicable to your proposal. Arial Font Size 11 is recommended.

New Course:
DEPARTMENT/PROGRAM: e.g., World Languages and Literatures
CAREER: [ ] Undergraduate [ ] Graduate
ACADEMIC LEVEL: [ ] Regular [ ] Compensatory [ ] Development [ ] Remedial
SUBJECT AREA: e.g. Spanish
COURSE NUMBER: Assigned by Registrar’s office
COURSE TITLE:
CATALOG DESCRIPTION:
PRE/CoreQUISITES:
CREDITS:
CONTACT HOURS:
LIBERAL ARTS: [ ] Yes [ ] No
COURSE ATTRIBUTE: e.g. Writing Intensive, WAC, etc.
GENERAL EDUCATION COMPONENT*: Not applicable or Required or Flexible (e.g. Required: Science or Flexible: World Cultures)
SCHEDULING: How often will the course be scheduled and will it be added to existing courses or will it replace an existing course? Was it previously a topics course?
ENROLLMENT: What is the expected enrollment and on what is the expectation based on? Is this course open to non-majors? Please provide the mean enrollment for the past academic semesters for courses in this discipline if available.
CAPACITY: Indicate suggested capacity for the proposed course.
EQUIPMENT: Indicate if equipment is required for the course.
COURSE OBJECTIVES AND EXAMPLES EVIDENCE THAT OBJECTIVE CAN BE MET: Please use a table format and refer to template http://www.csi.cuny.edu/academicsresearch/curriculumoffice/Course_Objectives.pdf for examples.
ROLE IN CURRICULUM: What role will the course play in the College’s curriculum?
RATIONALE: Give a brief argument of why the course is needed.
SUBMISSION TO COMMITTEE CHAIR: Please indicate date that proposal was submitted to the Committee Chair (Provost, Dean(s), or faculty designee) and the Curriculum Office.
APPROVAL: Please indicate Dean(s), department(s), Chair(s)/faculty/committee (s) and date(s); CUNY Core Committee (when applicable).
CONSULTATION: Please indicate department(s) or program(s) that were consulted about the proposed course and date(s). Please refer to the Consultation in the Curriculum Process Report located at http://www.csi.cuny.edu/academicsresearch/curriculumoffice/Curriculum_Report.pdf.
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Required: English Composition, Mathematics, or Science
Flexible: World Cultures, U.S. Experience and Its Diversity, Creative Expression, Individual and Society, or Scientific World
3. Format for Change in Degree/Minor/Certificate Proposals

Directions: Please use this format below as a guide. Not all items listed may be applicable to your proposal. Information in the “from” section must match the current information in the online Catalog located at http://www.csi.cuny.edu/catalog/. The information changing in the “from” section must use the strike through font (e.g., example). This is a change from the brackets that were previously required. In the “to” section all new information must be underlined. Arial Font Size 11 is recommended.

Change in Degree/Minor/Certificate Proposal:
PROGRAM: e.g. Political Science BA
NYSED PROGRAM CODE: Provided by the Curriculum Office
FROM:
REQUIREMENTS:
ELECTIVES:
TOTAL NUMBER OF CREDITS:
TO:
REQUIREMENTS:
ELECTIVES:
TOTAL NUMBER OF CREDITS:
ROLE IN CURRICULUM: What role will the course play in the College’s curriculum?
PROGRAM GOALS: Program Goals are required for Undergraduate and Graduate Degree, Minor and Certificate Programs.

1. UNDERGRADUATE DEGREE/MINOR/CERTIFICATE PROGRAMS PROPOSALS:
   a. Please provide the program's curricular goals and a curriculum map which demonstrates alignments between these goals and its curriculum. For additional information, see OIRA's "CSI Guidelines for Curricular Mapping," available at http://csivc.csi.cuny.edu/assessment/files/resources.html.

   Program Goals: Upon completion of this program, students will be able to:
   Goal 1: State the assessable goal.
   Goal 2: State the assessable goal.
   Goal 3: State the assessable goal.

<table>
<thead>
<tr>
<th>Courses or Course Groups</th>
<th>Goal 1</th>
<th>Goal 2</th>
<th>Goal 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS 101</td>
<td></td>
<td></td>
<td>I, A</td>
</tr>
<tr>
<td>CRS 102</td>
<td></td>
<td>I, R, A</td>
<td></td>
</tr>
<tr>
<td>CRS 201</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Group 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Group 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   I: Introduction R: Reinforcement / Practice M: Mastery / Application A: Program-level assessment evidence collected

   b. FOUR-YEAR PLAN: Please attach a Four-Year Sample Academic Plan for the revised program. Existing plans are available via the Academic Advisement Office, at www.csi.cuny.edu/academicadvisement/plans.html.

2. GRADUATE DEGREE/CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>Program Goals</th>
<th>Example Evidence That Goal Can Be Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Goal</td>
<td>Example Evidence</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>Program Goal</td>
<td>Example Evidence</td>
</tr>
</tbody>
</table>

More complex use of the data gathered in the examples would form a basis for assessment plans, which are discussed in the Academic Outcomes Assessment Committee (AOAC).

RATIONALE: Give a brief argument of why the course is needed.

SUBMISSION TO COMMITTEE CHAIR: Please indicate date that proposal was submitted to the Committee Chair (Provost, Dean(s), or faculty designee) and the Curriculum Office.

APPROVAL: Please indicate Dean(s), department(s), Chair(s)/faculty/committee(s) and date(s)

CONSULTATION: Please indicate department(s) or program(s) that were consulted about the proposed course and date(s). Please refer to the Consultation in the Curriculum Process Report located at http://www.csi.cuny.edu/academicsresearch/curriculumoffice/Curriculum_Report.pdf

EFFECTIVE: Semester/Year. Proposals are not approved until they have been voted on by the CUNY Board of Trustees and have appeared in a Chancellor’s Report.
4. Format for Withdrawn Courses

Directions: Please use this format below as a guide. Not all items listed may be applicable to your proposal. Information in this proposal must match the current information in the online Catalog located at http://www.csi.cuny.edu/catalog/

List the course number and title of all courses to be withdrawn
COURSE NUMBER and TITLE:
RATIONALE: Why are you withdrawing this course?

Example:

FR 303 Readings in French Literature
RATIONALE: This course has been replaced by two courses covering specific historical periods.
Glossary of Terms

**Academic Level:** Indicate if the course is Regular, Compensatory, Development, or Remedial.

**Career:** Indicate if this course is Undergraduate or Graduate.

**Course Attribute:** Does this course have an attribute? (e.g., Writing Intensive or WAC)

**Course Number:** The course number will be assigned by the Registrar's Office.

**Department:** The Department or Program offering the course

**General Education Component:** Indicate if the course fits the Required Core, Flexible Core, College Option. If the course does not fill a General Education Component please indicate Not Applicable. Courses in the Required Core are: English Composition, Mathematics, or Science. Courses in the Flexible Core are: World Cultures, U.S. Experience in Its Diversity, Creative Expression, Individual and Society, or Scientific World.

**Subject Area:** e.g., Spanish (SPN)

**Requirement Designation:** Indication of whether or not a course is Liberal Arts.

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*The General Education Component Choices are:
Required: English Composition, Mathematics, or Science
Flexible: World Cultures, U.S. Experience and Its Diversity, Creative Expression, Individual and Society, or Scientific World*