

Request for Graduate Course Approval or Revision

Add new course: complete all sections noted with an asterisk * (and other sections as applicable)

Revise an existing course: provide the course number, title, effective date, and revised information

Add a topic: provide the course number, title, effective date, and new course topic only

Activate/Inactivate a course: provide the course number, title, effective date, and any revised information if necessary.

All completed requests must be emailed to gradcoursecatalog@stonybrook.edu with GPD copied.

| | | | | | | | | | | | | |
|------------------------------|---|---|---|--|-------------------------|--|-----------------|-----------------------------|------------------------------|--|-----------------|---------------------------|
| Department / Course Number: | Dept Alpha <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> | / | Course # <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Spring Deadlines</td> </tr> <tr> <td style="width: 50%;">10/1 –Revisions</td> <td style="width: 50%;">11/1 – Topics & New Courses</td> </tr> <tr> <td colspan="2" style="text-align: center;">Summer/Fall Deadlines</td> </tr> <tr> <td>3/1 - Revisions</td> <td>4/1– Topics & New Courses</td> </tr> </table> | Spring Deadlines | | 10/1 –Revisions | 11/1 – Topics & New Courses | Summer/Fall Deadlines | | 3/1 - Revisions | 4/1– Topics & New Courses |
| Spring Deadlines | | | | | | | | | | | | |
| 10/1 –Revisions | 11/1 – Topics & New Courses | | | | | | | | | | | |
| Summer/Fall Deadlines | | | | | | | | | | | | |
| 3/1 - Revisions | 4/1– Topics & New Courses | | | | | | | | | | | |

Add New Course
 Course Revision
 Activate Course
 Inactivate Course
 Add Topic

*Effective Date:
 Fall = 8/20/20__
 Spring = 01/01/20__
 Summer = 05/20/20__

*Complete Course Title (appears in Graduate Bulletin; max. 50 characters including spaces):

*Abbreviated Course Title (appears on Schedule, Transcript, etc.; max. 30 characters including spaces):

*Credit Hours: (Min.) ____ (Max.) ____

*Grading: ABCF S/U

*Repeat for Credit: Yes No Limited (please specify) _____ Multiple enrollments in term

*Consent: None Departmental Consent Instructor Consent

Approved Topic (max. 30 spaces). Please number each topic being added: _____

| | | |
|---|---|---|
| Prerequisite or Co-requisite (Enforced requisites only) _____ | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> Req. Group# (GS use only) _____ </td> </tr> </table> | Req. Group# (GS use only) _____ |
| Req. Group# (GS use only) _____ | | |

*Components: Laboratory Lecture Recitation Seminar Supervision Tutorial

* How will this course be offered: Face-to-face Online Hybrid

*Primary/Graded Component (For Multiple Component Courses Only): _____

*Final Exam: Yes No Last Class **Enrollment Limit:** _____

***On a separate attachment please submit:**

1. Course Description (with wording as it will appear in Graduate Bulletin). Please also send electronic descriptions separately via email to gradcoursecatalog@stonybrook.edu
2. Explanation if this course will require new resources outside those already in or to be generated by the department.
3. The reason for course addition and into which graduate program(s) it will fit.

| | |
|----------------------------------|--------------|
| Contact Name: _____ | Phone: _____ |
| Graduate Program Director: _____ | Date: _____ |

Required for new courses only: New course requests must be submitted in **hard copy** to Graduate School with signatures

| | |
|---|-------------|
| Department or Program Chair Approval: _____ | Date: _____ |
| Divisional Dean Approval: _____ | Date: _____ |

Graduate School use only:

| | |
|-------------------------|-----------------|
| GS Dean Approval: _____ | Date: _____ |
| Processed By: _____ | Request # _____ |
| | Date: _____ |