

Format for Developing University-Wide Courses

Instructions: Course proposals must follow the proposal format presented below. If changes are requested to the course number/title/catalog description of a previously approved course, a new form must be submitted indicating the requested changes and the approval date.

All courses must comply with Binghamton University's policy for credit hours and course expectations. The policy can be found online at <https://www.binghamton.edu/academics/provost/docs/syllabus-credit-hours-0314.pdf>.

Please send this form to John H. Starks, Jr., Director of the Office of University-Wide Courses. Once courses are approved, the Provost's Office will create the courses in the master course file (i.e., Banner Catalog) so that they are ready for the Office of University-Wide Courses to build during the course building periods.

1. Type of Proposal: (Permanent or Experimental)
2. Course Proposal Submitted By: Name of person proposing course (and, if applicable, sponsoring office or program).
3. Course Proposal Approved By: Committee or governing body which has approved the course
4. Date Course Approved:
5. Course Name/Number: Experimental "X" numbered courses may be taught one semester only. They are described in the schedule of classes on BU Brain, not the Bulletin.
6. Credit Value:
7. Course Title: (30 characters maximum)
8. Instructor(s):
9. Frequency: Indicate whether it will be taught: Regularly (meaning at least once a year), Each semester, Spring only, Fall only, or Summer only.
10. Bulletin Description: Provide a complete, precise and concise course description (maximum approx. 60 words). Include prerequisites, if any.
11. Grading Limitation: (note if restricted to pass/fail option)
12. Type of Space: (are any special facilities required).
13. Anticipated Enrollment: Indicate the anticipated enrollment for this course and the levels of students who will enroll. Describe how these determinations were made. Indicate if it has been taught previously as either a topics or an experimental course and the enrollment results.
14. Rationale: Why is this course being proposed? What needs will it meet (e.g. supports changes in requirements for the major or for Gen Ed., a service course for other units, adds variety to a unit's

offerings, reflects interest of a new faculty member)? Will this course replace another course or will other courses be offered less frequently? Name the impacted courses.

15. Relationship to Existing Courses/Programs/Disciplinary Developments: What is its relation to requirements of the department? What is its relationship to current developments within the discipline? Does it complement, overlap, or compete with existing coursework in other programs?
16. Relationship to Graduate Program: Indicate whether this course will be taught simultaneously as an undergraduate and graduate course; and, if so, what differences will exist between the undergraduate and graduate versions (Note: the Graduate Council must approve all graduate courses)
17. Exceptional budgetary or resource requirements: (funds, staff support, library, computer use, laboratory needs) associated with this course; if none, provide a statement to that effect. Provide a statement of department's means of meeting those exceptional needs.
18. Human Subjects Research: Does the proposed course involve human subjects research? (Types of activities involving human subjects include: interviews, questionnaires, or observations, etc.) If so, students must be advised to obtain permission from the University's Human Subjects Research Review Committee prior to commencing research.
19. Format: In what format will the course initially be offered? (Lecture, Lecture/Lab, Discussion, etc.)