HCLAS Curriculum and Standards Proposal Form
NEW PROGRAMS/COURSES/MAJOR CHANGES
(August 2022)

To prevent any input errors, it is important that you take the time to make sure every deletion, change or addition is correctly highlighted and indicated. Please limit highlighting changes to the following:

- **New or Modified Text-** `[yellow highlight]`
- **Deletion –** `[magenta highlight]`
- **Notes -** `[cyan highlight]`

** indicates required section

Date:	Name:

Department/Program: **	Date:
Chairperson's Name (printed): **	Chairperson's Signature:

A. SCHOOL: **

☐	School of Humanities, Fine and Performing Arts
☐	School of Natural Sciences and Mathematics
☐	Peter S. Kalikow School of Government, Public Policy and International Affairs
☐	School of Education

B. OTHER UNITS FOR REVIEW:

☐	School of Humanities, Fine and Performing Arts
☐	School of Natural Sciences and Mathematics
☐	Peter S. Kalikow School of Government, Public Policy and International Affairs
☐	School of Education
☐	Hofstra University Honors College

C. COURSE/PROGRAM TITLE

Course/Program Title: **		
Course Prefix: **	Course Number(s): **	Semester Hours: **

D. ACTION REQUESTED: **

1. Level: ☐ Undergraduate ☐ Graduate ☐ Dual Degree ☐ Accelerated Degree ☐ Badge
2. Major Change **Program:** **
☐ new program/major/minor
☐ add or remove concentration or track
☐ add DL format to existing program
☐ change total program credits
☐ change admission requirements
☐ modify/add/delete graduation requirements
☐ substantial change to existing program (over 1/3 of program content changed)
☐ significant program description changes
☐ deactivate program
☐ reactivate program
☐ program title change

☐ other: _____

3. Major Change **Course:** **
☐ change course type/change course number
☐ change semester hours
☐ add or remove distribution designation
☐ add or remove Liberal Arts credit
☐ change grade modality
☐ change faculty load
☐ change/add prerequisites or corequisites
☐ substantial change to existing course (over 1/3 of course content changed)
☐ significant course description changes
☐ Drop/Inactivate
☐ Reactivate/Reinstate
☐ other: _____

4. Banner Attributes: **
☐ new course
☐ existing course

**Distribution:☐ Course not for distribution credit
☐ Appreciation & Analysis (AA)
☐ Behavioral Social Science (BH)
☐ Creative Participation (CP)
☐ Cross Cultural (CC)
☐ History, Philosophy and Religious Studies (HP)
☐ Interdisciplinary (IS)
☐ Literature (LT)
☐ Mathematics/Computer Science (MC)
☐ Natural Sciences (NS)
☐ Second Category (optional for Cross-Cultural courses only):
For Cross-Cultural and Interdisciplinary courses, see Item H

☐ INTN Internship/Externship/Field based courses
☐ HR Honors Essay/Project/Thesis Course
☐ ADL Distance Learning   ☐ AHY Hybrid
☐ LA Liberal Arts credit
☐ FP Field Placement.   ☐ TT Teacher Training   ☐ SLKS Skills Course

5. Proposed Official Enrollment Limit (OEL): **

6. Requested Effective Bulletin Year: **
Please note that changes submitted after January 15 will apply to the next Bulletin year, unless otherwise noted and approved.

**☐ I have attached a syllabus (all major course changes must have a syllabus attached) *See Item G.*

E. NEW COURSE REQUIRED INFORMATION

1. First Offering: Semester: **   Year: **
2. Offering Sequence (check all that apply): **
☐ Fall ☐ Spring ☐ January ☐ Summer ☐Periodically ☐ Once a Year
3. Repeatable for Credit: ** ☐ Yes   ☐ No

4. Maximum times this course can be taken? ☐ No limit	

5. Grade Mode: ** ☐ Standard (S) ☐ NC/SUS (I)
☐ Mandatory P/F (P) ☐ Not for Degree Credit (B)

6. Course Type ** (see specific definitions in *C&S Proposal Form Instructions*):
☐ Lecture (L) – (also includes seminars, discussion groups)
☐ Subsection (directly related to a specific lecture):
☐ Lab (B)
☐ Recitation (R)
Associated Lecture Course for Lab/Recitation:
☐ Studio/Skills (S) – (e.g., music, art, theater, and sports skills courses; some skills workshops)
☐ Independent Study (I) – (courses with ISP other than Z; e.g., internship & thesis supervision)
☐ Other (O) – (non-Hofstra off-site courses, e.g., INTD or STA)

7. Can Course Be Taken Pass/D+/D/Fail? ** ☐ Yes ☐ No

8. List of Corequisites:

9. List Equivalent courses:
Is this course same as another Prefix?

10. Has this course been offered before as a provisional/workshop/special topics course? **
☐ Yes ☐ No
If yes, provide course number and title: _____

11. List Prerequisite(s):
GPA Requirement:

12. What budget number should this course be charged to? **

13. Special Fees: ** ☐ Yes ☐ No
Fees: ☐ Variable $ ☐ Set $ ☐ Fee Type (e.g., lab fee)

14. Is adding this course accommodated by diminishing offering frequency of course(s)/section(s)? **
☐ No ☐ Yes Which course(s)/section(s)?_____

15. Proposed enrollment limit per section: **

16. Semester Hours: **
Weekly total class meeting hours: **

17. Faculty Load: **

18. Suggested ISP code, if appropriate:
Please keep in mind that the final ISP code will be assigned based on an agreement between the Provost's Office and the AAUP. Please see the latest version of the *Per Capita Descriptions*.

19. Request for **Voucher** compensation for individuals, such as cooperating teachers or on-site supervisors, who are not otherwise compensated (subject to approval): ☐ Yes

F. COURSE/PROGRAM SUPPORT

1. If known, provide name(s) of expected initial instructor(s):

2. To be taught by: **
☐ Present full-time faculty ☐ New full-time faculty
☐ Present adjunct faculty ☐ New adjunct faculty

3. Will any of the following be needed? **		
Added library resources	☐ No	☐ Yes
Added instructional equipment	☐ No	☐ Yes
Added instructional supplies	☐ No	☐ Yes
Added media costs/services	☐ No	☐ Yes

Added computer support (e.g., software, student access to PCs, class use of computer lab)		
	☐ No	☐ Yes
Other added costs (e.g., field trips, guest lecturers)		
	☐ No	☐ Yes (Specify:)
Explanation for any 'yes' answer above:		
_____		

G. FOR NEW OR SUBSTANTIALLY CHANGED COURSE, ATTACH SYLLABUS FOR NEW PROGRAMS, ATTACH CURRICULUM SCHEMA **

Although each college/school/department may have its own preferred format for course syllabi, the following categories are typically included. Depending on the course, some categories may or may not be appropriate.

Please also see the Syllabus Best Practices Guidelines:

https://www.hofstra.edu/sites/default/files/2022-02/hclas-syllabus-best-practices-2022.pdf

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Hofstra University
College/School
Department

Course Prefix & Number   Course Title   Sem. Hours

Professor
Contact information
Office hours

1. Course Description
2. Goals/Objectives Learning Outcomes
3. Course Requirements
4. Typical Assignments/Requirements
5. Required Text(s)/Readings
6. Course Schedule
7. Grading Criteria - NOTE: Hofstra's grading scale does not include an A+ or a D-. Students must be able to clearly understand how their final grade is calculated.
8. Attendance Policy – If there are specific attendance policies for the class, please be explicit about penalties for unexcused absences and/or lateness and specifically how that factors into the final grade.
9. Bibliography - Not a research bibliography but a list of resources that a student can access to better understand the topics being discussed.
10. Provost's Policy language or link:
    "For specific policy wording relating to the following important matters: Academic Dishonesty; Student Access Services; Deadlines and Grading Policies; Absences for Religious Observance; Discrimination, Harassment, Sexual Misconduct; the Center for Academic Excellence, see Hofstra Policies: Wording for Syllabuses:
    https://www.hofstra.edu/about/administration/provost/provost-hofstra-policies.html
11. "Your presence in this class signifies that you have read the syllabus and are willing to comply with its contents."

H. CROSS-CULTURAL OR INTERDISCIPLINARY STUDIES COURSES

The **"Explanation-Rationale" (item J)**, as well as the **syllabus**, should indicate how the course meets the HCLAS distribution criteria of *Cross-Cultural* or *Interdisciplinary*. Please see the *HCLAS Faculty Handbook for General Education Distribution Requirements at:*
https://www.hofstra.edu/sites/default/files/2022-01/hclas-faculty-handbook.pdf
for the specific definitions of these two distribution categories and the information that needs to be included in the rationale.

I. BULLETIN TEXT (EXACT WORDING): **

OLD BULLETIN TEXT: **

☐ Undergraduate   ☐ Graduate   ☐ Both (Accelerated or Dual Degree program)

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NEW BULLETIN TEXT: **

Include course number and title, semester hours, when offered (e.g., Fall, Periodically), and where appropriate, any notes including restrictions, prerequisites, or corequisites.

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For new programs, list program requirements and all courses.

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J. EXPLANATION—RATIONALE FOR MAJOR CHANGES, NEW COURSES AND NEW PROGRAMS**

Use the box below to explain necessity for change(s), relationship to other courses in an outside the department, prospective demand for new course(s), etc.

K. PROPOSAL OBJECTVE

    (a) If any changes are being made as a result of the department's/program's outcomes assessment, please detail that information below.

    (b) For new programs, detail outcomes assessment procedures.