

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 spd_scheduling@stonybrook.edu with GPD copied.

Department / Course Number:

Dept Alpha

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Course #

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<u>Spring Deadlines</u>	
10/1 –Revisions	11/1 – Topics & New Courses
<u>Summer/Fall Deadlines</u>	
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 SPD 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*) _____

Req. Group # (SPD use only) _____

***Components:** Laboratory Lecture Recitation Seminar Supervision Tutorial

***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 SPD Bulletin). Please also send electronic descriptions separately via email to spdscheduling@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.

Assistant Director: _____	Phone: _____
Graduate Program Director: _____	Date: _____

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

Graduate Program Director Approval: _____	Date: _____
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SPD use only:

Representative Approval: _____	Date: _____
Processed By: _____ Request # _____	Date: _____