# 2014-2015 COURSE APPROVAL REQUEST FORM
## COLUMBIA COLLEGE, SCHOOL OF GENERAL STUDIES
## GRADUATE SCHOOL OF ARTS & SCIENCES

This form must be submitted for all courses that are new, have been significantly changed, or have not been taught for five or more years. In addition to the completed form, please submit the following documentation:

1.      Syllabus
2.      Instructor CV only if new and not a full-time member of the faculty and/or instructional staff

For additional instructions, please refer to: www.college.columbia.edu/coi-procedures

- Courses for undergraduate students – submit materials to: cc-gs-courses@columbia.edu
- Courses for graduate students – submit materials to: gsas_dean@columbia.edu

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**INSTRUCTORS:** *please complete this section*

Name of Department/Program: _____ Subfield: _____

Term(s) to be offered: _____ Year to be offered: _____ Points: _____

Course Title: _____

Instructor(s): _____

Course Type:  _____ Lecture   _____ Seminar   _____ Colloquium   _____ Language
              _____ Laboratory   _____ Fieldwork   _____ Studio   _____ Other

Additional class meetings: ____ Discussion/Recitation   ____ Film screening   ____ Other: _____

Prerequisites/Corequisites, if any: _____

Proposed enrollment limit (maximum or expected number of students): _____

Enrollment priorities: _____

*Syllabus to include:*

- Course information
- Instructor contact information and office hours
- Course description, overview, and goals
- Course requirements and grading (include weighting of assignments and deadlines)

- Weekly breakdown of topics and readings, with publication information for readings
- Class and university policies, including a statement on academic integrity

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**DIRECTORS OF UNDERGRADUATE or GRADUATE STUDIES:** *please complete and sign this section*

Curricular Planning: please indicate the appropriate CPS categories for this course

*Required for:*   _____ Undergraduate majors   _____ Majors in other departments

*Elective for:*   _____ Undergraduate majors

*Consider as:*   _____ Science Requirement   _____ Global Core: *include Global Core checklist* http://www.college.columbia.edu/GlobalCore

*Required for:*   _____ MA and/or PhD candidates   In what program? _____

Confirm which departments consulted if appropriate: _____

Signature (indicates department faculty approval of this course): _____

Name: _____   Date: _____

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**ACADEMIC DEPARTMENT ADMINISTRATORS**: *please complete this section*

Designator and Course Number (e.g. URDU W3445) _____

Days and Hours: _____   New Instructor? _____ Yes   _____ No

New course? _____ Yes   _____ No - term & year last offered: _____