

**2015-2016 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](http://www.college.columbia.edu/coi-procedures)

- Courses for undergraduate students – submit materials to: [cc-gs-courses@columbia.edu](mailto:cc-gs-courses@columbia.edu)
- Courses for graduate students – submit materials to: [gsas\\_dean@columbia.edu](mailto:gsas_dean@columbia.edu)

**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

**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: \_\_\_\_\_

**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: \_\_\_\_\_