



**FEC ACADEMIC PROGRAM SUBCOMMITTEE (APS) ROUTING FORM:  
PERMANENT APPROVAL FOR A NEW COURSE**

**Due Dates** (to Registrar's Office): **October 1** for Summer Term; **February 1** for next academic year (Fall and Spring Terms)

*Thank you for submitting a new course proposal. The Academic Program Subcommittee of FEC reviews and approves new course proposals as part of an ongoing effort to maintain the quality of the overall academic program at Teachers College.*

**Please note the following:**

- Please submit all materials to the Office of the Registrar. Electronic documents (including scanned pages with signatures) are preferable, but hard copies may also be submitted.
- The Office of the Registrar, the Office of the Vice-Provost, and the Academic Program Subcommittee must review and approve all course proposals. Proposals submitted after the deadlines noted above will not be reviewed in time to offer the course the following semester or year, except under special circumstances.
- Academic departments are responsible for ensuring that new courses are of high academic quality. Please refer to the [Course Syllabi Policy](#) for the complete list of items required in a syllabus.
- It is the responsibility of the faculty member and Department Chair to ensure a new course does not duplicate an existing course (or substantial portion thereof) either inside or outside the department.
- Instructional staff may not propose new courses.
- The signatures below indicate that the majority of the department's faculty or a designated subcommittee has approved the new course.
- Course proposals missing any of the elements and information noted on these forms will not be reviewed by the Academic Program Subcommittee and will be returned to the department for revision.
- All courses must meet the minimum credit hour requirement. The Credit Hour requirement policy may be reviewed at the Policy Library: [Credit Hour Policy](#)

Name of Faculty Member Proposing Course: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Documentation of Program and Departmental Approval of Proposed Course:

Program Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Paperwork prepared by: \_\_\_\_\_



## PROPOSAL FOR PERMANENT APPROVAL OF A NEW COURSE

Date Submitted for Permanent Approval:

Initiating Department and Program:

**Proposed Course Title:**

**Proposed Course Number:**

The Office of the Registrar will review the proposed course number and revise if necessary to accommodate the standard definitions for course numbers and the availability of the number in the master course inventory file.

*Key to Course Numbers:*

*4000 = introductory graduate 5000 = intermediate graduate 6000 = advanced graduate*

**Course Type:**

*Seminar, Colloquium, Internship, Practicum, Student Teaching, Workshop or Institute, Fieldwork, Independent Study, Laboratory, Lecture, Studio, Online or Distance Learning, Hybrid, and Blended. For descriptions of the different course types, see the Faculty Handbook, Section 07- Degree Programs and Courses of Instruction - Guides and Policies, or the Instructional Staff Handbook, Section VI. Electronic versions of the handbooks are located in the TC Portal under the Community tab.*

Number of Points: Fixed Points \_\_\_\_\_ Variable Points \_\_\_\_\_

Will the proposed course include a non-credit component? Yes \_\_\_\_ No \_\_\_\_

If “yes”, how many CEU’s (continuing education units) will be awarded for course completion?

Number of CEU’s: \_\_\_\_ Course will be non-credit but will not award CEU’s: \_\_\_\_

**Suggested Catalog Description:**

If this course has been previously offered as an Issues/Special Topics course or under another course number, indicate the term(s) and year(s) in which it was offered:

Semester(s) To Be Offered (check all that apply): Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

Expected Frequency: Every semester \_\_\_\_ Every year \_\_\_\_ Other: \_\_\_\_\_



Will the class meet in a standard timeframe in a term?      Yes                      No

If no, please list the proposed timeframe and submit a rationale for the alternative meeting schedule.

Does the course meet the minimum credit hour requirement?      Yes                      No  
*The Credit Hour policy can be reviewed at [Credit Hour Policy](#)*

Prerequisites/Corequisites:

Special Fees with Justification for Fees:



## RATIONALE FOR PROPOSED COURSE

Explain why this course is needed:

Student Audience:

1. For whom is this course intended?

- |  |           |          |
|--|-----------|----------|
| • Exclusively for your department's students?                      | _____ Yes | _____ No |
| • Primarily for your department's students?                        | _____ Yes | _____ No |
| • Primarily for students from other departments?                   | _____ Yes | _____ No |
| • For a combination of students in and outside of your department? | _____ Yes | _____ No |

2. For what degree program(s) is this course **required**?

MA, MS, or EdM in \_\_\_\_\_

EdD or PhD in \_\_\_\_\_

Other: \_\_\_\_\_

3. For what level of student has the course been designed:

\_\_\_\_\_ Introductory    \_\_\_\_\_ Intermediate    \_\_\_\_\_ Advanced

Staffing:

1. Who will teach the course?

*Note: If regular faculty, then answer 2; otherwise, 3.*

2. How will the new course be incorporated into the regular faculty member's existing course load?

3. If the course will be taught by an adjunct professor, a lecturer, or another member of the instructional staff, please explain why this is necessary.



### CONSULTATION WITH OTHER ACADEMIC UNITS

It is important that a new course is located within the appropriate academic department and program and that it does not duplicate or substantially overlap with existing courses at Teachers College or Columbia University. Use this form to document that other academic units have been consulted as appropriate. **Please include copy of the email exchange with faculty consulted.**

Faculty member consulted: \_\_\_\_\_ Department: \_\_\_\_\_

Faculty member consulted: \_\_\_\_\_ Department: \_\_\_\_\_

Faculty member consulted: \_\_\_\_\_ Department: \_\_\_\_\_

Issues, questions, or concerns raised:

How are these concerns being taken into consideration in the proposed course?

**Provide a syllabus. Please refer to the [Course Syllabi Policy](#) for the complete list of items required in a syllabus.**

**APPROVAL CHECKLIST: PERMANENT APPROVAL OF A NEW COURSE**  
**Departmental Review Process**

*The entire department or a subcommittee of the department reviews each course proposal before the Department Chair completes the following checklist and signs this form. Proposals missing any of these elements will not be reviewed by APS and will be returned to the department.*

1. Has the departmental faculty reviewed and approved the course proposal?	YES	NO
2. Has it been determined that the course does not overlap or conflict with courses or academic emphases in your own or other departments?	YES	NO
3. Does the department have a plan for staffing, funding, and scheduling the course?	YES	NO
4. Has a course information form ("green sheet") been prepared for the Registrar?(Please attach a copy)	YES	NO
5. Is the syllabus for the course attached?	YES	NO
6. Does the syllabus include the following elements as defined in the Course Syllabi Policy		
a. Course Description	YES	NO
b. Learning objectives of the course	YES	NO
c. Prerequisites	YES	NO
d. Credits allocated. If the course is offered for variable points, there must be a statement of the clear differentiation of specification of requirements for each point value	YES	NO
e. Description of curriculum content, readings, major activities, including a schedule with topics and readings for individual class sessions	YES	NO
f. Assignments	YES	NO
g. Method for assessing student achievement of learning objectives, including the assessment rubrics at the course and project levels	YES	NO
h. Basis of grade determination	YES	NO



i. Bibliographic and other resources	YES	NO
j. Other course policies related to integrity of credit	YES	NO
k. Contact information and office hours for the instructor	YES	NO
l. A schedule of class meeting times which meets NY State minimum requirements	YES	NO
m. For courses that have a distance learning component, expectations for completing the minimum credit hour requirements	YES	NO
n. For courses that have a distance learning component, expectations for completing the minimum credit hour requirements	YES	NO
o. TC statements on accommodations, Incomplete Grades, Monitoring TC email account, Religious Observance, Sexual Harassment and Violence Reporting	YES	NO

\_\_\_\_\_  
**Department Chair's Signature**

\_\_\_\_\_  
**Date**