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 gradcoursecatalog@stonybrook.edu with GPD copied.

Department / Course Number: Dept Alpha / Course #

Spring Deadlines
10/1 – Revisions
11/1 – Topics & New Courses

Summer/Fall Deadlines
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 Graduate 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# (GS 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 Graduate Bulletin). Please also send electronic descriptions separately via email to gradcoursecatalog@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.

Contact Name: _____________________________  Phone: _____________________________
Graduate Program Director: _____________________________  Date: _____________________________

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

Department or Program Chair Approval: _____________________________  Date: _____________________________
Divisional Dean Approval: _____________________________  Date: _____________________________

Graduate School use only:

GS Dean Approval: _____________________________  Date: _____________________________
Processed By: _____________________________  Request # _________  Date: _____________________________