PROPOSAL FOR NEW GRADUATE COURSE
SUBMISSION FORM

When completed and approved by the appropriate Graduate Program, this proposal should be submitted to the Office of Graduate Studies for the consideration of the Committee on Graduate Studies. The proposal form with a syllabus and bibliography must be attached as one file and sent by email to jcarrington@jjay.cuny.edu.

1. a. Program proposing this course: ______________________________________________________________

b. Date submitted to the Office of Graduate Studies: __________________________________________

c. Name and contact information of the proposer(s):

2. a. Title of the course: ________________________________________________________________________

b. Abbreviated title: _________________________________________________________________________
(A maximum of 20 characters including spaces, to appear on students transcripts and in SIMS):

3. a. Course Description as it is to appear in the bulletin:
(This should be clear and informative; no more than 75 words).

b. Course Prerequisites:
None

c. Number of:
   I. Class hours: _____   II. Lab hours: _____   III. Credits: _____
4. Has this course been taught on an experimental basis?

Yes ______ No _______

If yes, please provide the following:

I. Semester(s) and Year(s):
II. Teacher(s):
III. Enrollment(s):
IV. Prerequisite(s):

5. **Rationale for course:** *(This will be submitted to CUNY in the Chancellor’s Report).*

   Why should this program offer this course? *(Explain briefly, 1-3 paragraphs).*

6. **Course Learning Objectives:**
   a. **Knowledge Objectives:** *(What do you expect students to know after taking this course?)*
      Students will be able to:
      1. 

   b. **Performance Objectives:** *(What do you expect students to be able to do after taking this course? e.g. data presentation, assessments, research ...).*
      1. 
c. **Assessment:**  
How will students demonstrate that they have achieved the objectives of the course?

7. **Proposed texts and supplementary readings:** (ISBN Number is required).

8. **Library resources for this course:**  
Please consult with a member of the Library faculty before completing the following sections of this question. Submission must include the name of the Librarian consulted.

9. **Identify and assess the adequacy of available library resources**  
   
a. **Databases**

   
b. **Books, Journals and e Journals**  
College subscribes to all major journals in the security field and has a more than adequate collection of primary texts. Journal lists includes but are not limited to:
10. Identify recommended additional library resources

11. Estimate the cost of recommended additional library resources (For new courses and programs)

12. Please list any specific bibliographic indices/databases to which students will be directed for this course. (Please check the list of databases licensed by the library before answering this question).

   No ___________ Yes ___________.
   If yes, please include the names.

13. Are current College resources (e.g. Computer labs, facilities, equipment) adequate to support this course?

   Yes ___________ No ___________.
   If no, what resources will be needed? With whom have these resource needs been discussed?

14. Proposed instructors:
   Proposed instructors include current full or part time faculty members that possess a Master’s degree or higher in the specific course subject matter, coupled with practical experience in the field.

15. Other resources needed to offer this course:

16. If the subject matter of the proposed course may conflict with existing or proposed courses in other programs, indicate action taken:

17. Syllabus
   Attach a sample syllabus for this course, which should be based on the College’s model syllabus, found at: http://www.jjay.cuny.edu/JJC_Form_GS_001_9April2011.pdf
   The syllabus should include grading schemas and course policies. A class calendar with the following elements: a week-by-week listing of topics, readings with page numbers and all other assignments must be included. [If this course has been taught on an experimental basis, an actual syllabus may be attached.]

18. Date of Approval by the Program: ________________________________

19. Date of Approval by the Committee on Graduate Studies: ________________________________