

COLLEGE OF ARTS AND SCIENCE UNDERGRADUATE CURRICULUM COMMITTEE

ESSENTIAL INFORMATION

Deadline for submitting New Course Proposals:

- for fall courses: February 1
- for spring courses: September 1
- for summer courses: November 15

NOTE: Faculty new to NYU may wish to consult with their Director of Undergraduate Studies (DUS) about offering new courses under a departmental “Special Topics” rubric during their first year. They should submit the proposal the following term in order to add the course to the department’s permanent curriculum.

What is the Undergraduate Curriculum Committee (UCC)? The UCC is composed of nine elected FAS faculty members (usually three from each of the three disciplinary divisions), one undergraduate representative (selected by the CAS Student Council), and, ex officio, the FAS Dean, the CAS Dean, and the CAS Associate Dean for Academic Affairs.

What does the UCC do? It evaluates all new courses to be offered for credit by the College of Arts and Science (CAS), whether at the Washington Square campus or at an NYU Abroad site. It also reviews all new majors and minors, as well as changes to existing majors and minors.

What makes a good New Course Proposal? Answer all the questions on the Required Documentation *form* in as much detail as you can. See below for more information.

What questions does the UCC ask when evaluating proposals?

- Is the topic/area to be covered presented clearly and coherently?
- Does the short description suitably advertise the course to students?
- Is the workload for the declared level of the course (including readings, assignments, tests, research projects, and papers) comparable to that of similar courses in the College?
- Does the new course overlap with courses offered in other departments? (The DUS is responsible for checking for overlap within the department.)
- Does the course have the proper prerequisites?
- Has the proposer consulted with other faculty teaching courses on the topic or related topics, inside and outside her/his department? Should the course be cross-listed?
- If the proposer is not a regular full-time member of FAS, what plans does the department have for staffing the course in the future?

How does the evaluation process work? At the UCC meeting, comments on each proposal are recorded by the Chair. The Chair then informs the DUS of the relevant department that (1) the new course has been approved by the committee; (2) the proposal has minor problems—usually, some answers are incomplete or unclear; or (3) the proposal has major problems. In the case of (2), the Chair requests the DUS to transmit the UCC’s questions and recommendations to the faculty member proposing the new course; the proposer or the DUS sends answers/responses directly to the Chair. Usually, this resolves the problem and the proposal is approved by the UCC without further ado. In the case of (3), the Committee requests that the proposal be rewritten and resubmitted after the faculty member has considered the Committee’s questions and concerns. In these cases, the Committee usually reviews the rewritten proposal at its next meeting. As soon as the Committee approves the New Course Proposal, it is forwarded for formal final approval to the next full FAS Faculty Meeting.