

# Required Documentation for Proposals for All New Courses

The following form must be completed for all proposed new courses. It is to be submitted by the *Director of Undergraduate Studies* at [cas.ucc@nyu.edu](mailto:cas.ucc@nyu.edu).

DEPARTMENT in which the new course is being offered:

DIRECTOR OF UNDERGRADUATE STUDIES (Name):

(e-mail):

## A. Basic Information

1. Number and title of the course:
2. Name and rank of the instructor. (If the instructor is not a regular member of the Faculty of Arts and Science, please submit a *curriculum vitae* in PDF format, and indicate what plans the department has for staffing this course in the future.)
3. Instructor's experience as it relates to the course:
4. Will any other instructors teach this course?
5. In which semester will this course first be given?
6. How frequently will it be offered thereafter?
7. What is the anticipated enrollment?
8. Has this course been offered already as a topics course? If so, what was the course number and title?
9. How many points will the course carry?
10. What prerequisites, if any, will be set for the course?

11. Is the course introductory, mid-level, or advanced?
12. Is it a lecture course, seminar, colloquium, laboratory, workshop, or combination of the above?
13. Give the number and duration of each week's lectures, discussion sections, laboratory sections, field trips, and any other meetings. *N.B. Please refer to the credit hour policy and chart at the end of this document for expectations regarding the relationship between in-class time and credits awarded. If the proposed course deviates from guidelines, please give a justification.*
14. How many pages of reading and writing does this course require? (The UCC recommends 60-100 pages of reading per week, and 20 pages of writing per course.)

## **B. The Course Description**

1. Give the description of the course as it would appear in College course materials, including the online Bulletin (preferably around 100 words; maximum 150). The paragraph should describe clearly and concisely, with a minimum of jargon or "insider" language, the course's major topics and/or texts, main goals, and (if suitable) approaches or methods (labs, primary source analysis, etc.).
2. Give, in fuller detail, the aims of the course. This description is designed for the Curriculum Committee, an audience of your peers; it helps the Committee evaluate the match between course topic and level and watch for overlap with courses offered in other departments. Concisely explain the need for the course (e.g., new developments in research, new availability of source material, a lacuna in existing departmental offerings).

## **C. The Syllabus**

1. Attach a provisional syllabus with as much detail as possible. It should include:
  - a week-to-week outline of topics and required readings or sources from which the readings will be drawn
  - an estimate of the number of pages (or comparable assignments) to be assigned each week (the UCC recommends 60-100 pages of reading per week, and 20 pages of writing per course)
  - the methods of assessment to be used in the course (e.g., midterm and final examinations, papers, research projects, oral reports)
  - the weighting of the course requirements in the final grade (class participation is typically 5-10%)

**D. Information about the Course in the Context of the CAS Curriculum**

1. Will the course (a) serve majors and/or minors in the department or program; or (b) serve non-majors particularly?
  
2. Will the course be cross-listed with any other departments or programs? If so, list the departments and the faculty members there who have been consulted, and indicate the results of those discussions.

**Statement by the Director of Undergraduate Studies (to be completed after the faculty member proposing the course has filled out the form)**

1. Check here to affirm that the course has been approved by the departmental undergraduate curriculum committee and/or faculty.      yes
  
2. Check here to attest that the DUGS has reviewed departmental course offerings to ensure that the new course is not redundant with other courses within the Department or elsewhere in CAS.      yes

*Questions may be directed to the Associate Dean for Academic Affairs (ext. 88113) or the Chair of the Undergraduate Curriculum Committee (name of current Chair available on the Web or from the Office of Academic Affairs, ext. 88110).*

**College of Arts and Science Credit Policy:**

Credit hours	Course type	Classroom instruction time per week	Lab time Per week	Supplementary assignments per week
Four credit	With recitation	200 minutes		8 hours
Four credit	W/out recitation	150 minutes		>8 hours
Four Credit	Course + lab	150 minutes	100 minutes	8 hours
Five Credit	Course +lab	150 minutes	150 minutes	>8 hours
Four Credit	Language	225 minutes		8 hours
Six Credit	Intensive Lang	375 minutes		11 hours

NYU's College of Arts and Science credit hour policy is as follows:

Courses with recitations worth four credit hours typically meet for 200 minutes of instruction each week for 15 weeks.

Courses without recitation worth four credit hours typically meet for 150 minutes of instruction each week for 15 weeks.

Courses with labs that count for four credit hours typically meet for 150 minutes of classroom instruction each week for 15 weeks, and in the lab for 100 minutes each week for 15 weeks.

Courses with labs that count for five credit hours typically meet for 150 minutes of classroom instruction each week for 15 weeks, and in the lab for 150 minutes each week for 15 weeks.

Language courses worth four credit hours typically meet for 225 minutes of instruction each week for 15 weeks.

Intensive language courses worth six credit hours typically meet for 375 minutes each week for 15 weeks.

Courses that meet at least 50 minutes per credit hour require 2 hours of supplementary assignments per credit hour per week. Those that meet fewer or greater than 50 minutes per credit hour are required to adjust their supplementary assignments accordingly.<sup>1</sup>

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<sup>1</sup> When the College (and subsequently the University) went from five three-credit courses per semester to four four-credit courses, it received approval from the Chief of the Bureau of College Evaluation in the New York State Education Department Chief to do so without extending formal class contact hours based on an increase in the amount of required work. NYSED defines a credit in the following way in Title 8 Chapter II Regulations of the Commissioner: “[A] Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary (i.e. homework). This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.”