

**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/New Course Proposal 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.

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.ⁱ

ⁱ 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”