Required Documentation for New Course Proposals

This form must be completed for all proposed new (standalone) courses. It is to be submitted by the Director of Undergraduate Studies by upload to the CAS-DUS NYU Classes site.

<table>
<thead>
<tr>
<th>Department in which course is being offered:</th>
<th>Click here to enter text.</th>
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<tbody>
<tr>
<td>Director of Undergraduate Studies Name:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Director of Undergraduate Studies Email:</td>
<td>Click here to enter text.</td>
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</tbody>
</table>

A. Basic Information

1. Number and title of the course: Click here to enter text.

2. Name and rank of the instructor. (If the instructor is not a regular member of the Faculty of Arts and Science, please attach 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: Click here to enter text.

4. Will any other instructors teach this course? Click here to enter text.

5. In which semester and year will this course first be given? Click here to enter text.

6. How frequently will it be offered thereafter? Click here to enter text.

7. What is the anticipated enrollment? Click here to enter text.

8. Has this course been offered already as a topics course? If so, what was the course number and title? Click here to enter text.

9. How many points will the course carry? (See CAS credit policy on page 5.) Click here to enter text.

10. What prerequisites, if any, will be set for the course? Click here to enter text.

11. Is the course introductory, mid-level, or advanced? Click here to enter text.

12. Is it a lecture course, seminar, colloquium, laboratory, workshop, or combination
13. Give the number and duration of each week’s lectures, discussion sections, laboratory sections, supervised 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, though these recommendations may vary according to the discipline and nature of the material.)

15. Does this course further the University’s commitment to diversity and inclusion in any way? If so, please explain.

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 or learning objectives, 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. Concisely explain the need for the course (e.g., new developments in research, new availability of source material, a lacuna in existing departmental offerings).

3. Address how the course fits into the broader CAS curriculum. Concisely explain what steps have been taken to ensure that there is minimal overlap with existing
courses offered in other departments, and what efforts, if any, have been made to cross-list the course with other departments or programs.

C. The Syllabus

Attach a complete syllabus with as much detail as possible. It should include:

- Course description

- Learning objectives, i.e. what will students be able to do or know after completing the course? (Included as a paragraph or bulleted list, if not included in the course description.)

- Office hours (Includes in-person, virtual, and ad hoc options. Please note that all courses are expected to offer at least 2 hours of in person office hours per week, plus any virtual or ad hoc options.)

- For each class period, the topics covered and the mode of delivery (e.g., lecture or discussion; when recorded materials are used in a course, short clips may be presented in class, but class-length films and audio content should assigned for viewing or listening outside of class.)

- For each class period, the required readings with page numbers (The UCC recommends 60–100 pages of reading per week per four-credit course; when assigned readings are highly technical or challenging, fewer pages are appropriate, but the UCC recommends noting in the syllabus the special nature of the reading.)

- The expected content, style and length of each writing assignment or comparable assignment in another medium (The UCC recommends 20 pages of writing per four-credit course.)

- The methods of assessment to be used in the course (e.g., midterm and final examinations, quizzes, papers, research projects, oral reports; when group projects are assigned, the syllabus should contain clear guidelines for how individual contributions are assessed)

- The weighting of the course requirements in the final grade (Class participation is typically 5-10%; when participation is to be weighted more heavily, the syllabus should contain clear guidelines for how participation is evaluated.)

- Moses statement (All syllabi should mention options for accommodation for students.) The recommended accommodation statement is as follows:

  **Disability Disclosure Statement:** Academic accommodations are available for students with disabilities. The Moses Center website is [www.nyu.edu/csd](http://www.nyu.edu/csd). Please contact the Moses Center for Students with Disabilities (212-998-4980 or mosescsd@nyu.edu) for further information. Students who are requesting academic accommodations are advised to reach out to the Moses Center as early as possible in the semester for assistance.
D. Information about the Course in the Context of the CAS Curriculum

1. How will the course (a) serve majors and/or minors in the department or program; and/or (b) serve non-majors particularly?

Click here to enter text.

2. ☐ Check here if the course will be cross-listed with any other departments or programs. Please note that the UCC does not process cross-listings. Any cross-listing requests should go to Associate Dean of Academic Affairs, Armanda Lewis (al861@nyu.edu), who will review them and set them up with the Registrar. The cross-listed departments should provide a new, non-Topics course number to use for any cross listing.

   a. If cross-listed, list the departments and the faculty members there who have been consulted, and indicate the results of those discussions.

Click here to enter text.

E. 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.

2. ☐ Check here to attest that the DUS has reviewed departmental course offerings to ensure that the new course is not redundant with other courses within the Department or elsewhere in CAS.

Questions may be directed to cas.academicaffairs@nyu.edu
### College of Arts and Science Credit Policy:

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course type</th>
<th>Classroom instruction time per week – 15 weeks*</th>
<th>Lab time Per week</th>
<th>Supplementary assignments per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four credit</td>
<td>With recitation</td>
<td>200 minutes</td>
<td></td>
<td>8 hours</td>
</tr>
<tr>
<td>Four credit</td>
<td>W/out recitation</td>
<td>200 minutes</td>
<td></td>
<td>8 hours</td>
</tr>
<tr>
<td>Four Credit</td>
<td>Course + lab</td>
<td>150 minutes</td>
<td>100 minutes</td>
<td>8 hours</td>
</tr>
<tr>
<td>Five Credit</td>
<td>Course +lab</td>
<td>150 minutes</td>
<td>150 minutes</td>
<td>10 hours</td>
</tr>
<tr>
<td>Four Credit</td>
<td>Language</td>
<td>225 minutes</td>
<td></td>
<td>8 hours</td>
</tr>
<tr>
<td>Six Credit</td>
<td>Intensive Lang</td>
<td>375 minutes</td>
<td></td>
<td>12 hours</td>
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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 should have 200 minutes of instructional time 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.¹

¹ New York State considers **Classroom instruction time** to be supervised, in person instructional time for face-to-face courses. If a course has two weekly 75-minute sessions, additional instructional time could be required office hours attendance, instructor-supervised tours, or other required events where the instructors, course assistants, and/or teaching assistants are physically present.

¹ 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 work (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.”