

**COLLEGE OF ARTS AND SCIENCE  
UNDERGRADUATE CURRICULUM COMMITTEE**

**Required Documentation for Proposals for All New Courses**

The following format must be followed for all proposed new courses. It is to be submitted by the *director of undergraduate studies*.

**A. Information about the Proposed Course**

1. Name of the department or program offering the course.
2. Number and title of the course.
3. Name and rank of the instructor, and the special credentials of the instructor as they relate to this course. (If the instructor is not a regular member of the Faculty of Arts and Science, please submit a curriculum vitae.)
4. In which semester will this course first be given? How frequently will it be offered thereafter, and by whom?
5. How many points will the course carry? What are the prerequisites?
6. Is the course introductory, lower level, or advanced? Is it a lecture course, seminar, or colloquium?
7. Give the description of the course as it would appear in the CAS Bulletin (preferably under 100 words, and in no case more than 150).
8. Give, in fuller detail than in the Bulletin copy, (a) the aims of the course and (b) a provisional *syllabus* in as much detail as possible.
9. Give a provisional, detailed list of *assigned* readings, and a list of *recommended* readings, if any (*not* a bibliography of the subject), indicating the actual required readings or the sources from which the readings will be drawn.
10. Give the number and duration of each week's lectures, discussion sections, laboratory sections, field trips, and any other related information.
11. How many examinations, papers, or other obligations (specify) will there be?
12. Describe any audio-visual aids to be used.

13. Will graduate assistants be used? If so, in what capacity?

**B. Information about the Course in the Curriculum of CAS**

1. State (a) whether the course would serve majors and/or minors in the department or special program; (b) whether it would serve constituencies from other departments or special programs in the College; and (c) whether it is designed to serve non-majors particularly.
2. State whether any course will be dropped from the offerings to make room for this one.

**C. Statement by the Director of Undergraduate Studies**

1. In submitting a proposed new course, the director of undergraduate studies should affirm that the course has been approved by the departmental undergraduate curriculum committee and/or faculty.
2. List the names of individuals with whom discussions were held, and indicate the results of those discussions concerning any departments or programs whose fields of interest adjoin that covered by the proposed course, which offer similarly titled courses, or with which the course is to be cross-listed.

*Fifteen (15) copies of the course proposal should be submitted to the Office of Academic Affairs (908 Main) for transmission to the Undergraduate Curriculum Committee. Questions may be directed to the Associate Dean for Academic Affairs (ext. 88113) or the Chair of the Undergraduate Curriculum Committee.*