### CAS/GRS New Course Proposal Form

This form is to be used when proposing a new CAS or GRS course.

This form should be submitted to Senior Academic Administrator Peter Law (617-353-7243) as a PDF file to [pgl@bu.edu](mailto:pgl@bu.edu). For further information or assistance, contact Associate Dean Susan Jackson (617-353-2410; [sjackson@bu.edu](mailto:sjackson@bu.edu)) about CAS courses or Associate Dean Jeffrey Hughes (617-353-2690; [hughes@bu.edu](mailto:hughes@bu.edu)) about GRS courses.

DEPARTMENT OR PROGRAM: DATE SUBMITTED:

COURSE NUMBER:

COURSE TITLE:

INSTRUCTOR(S):

TO BE FIRST OFFERED: Sem./Year: \_\_\_\_ /\_\_\_\_\_\_

SHORT TITLE: The “short title” appears in the course inventory, on the Link University Class Schedule, and on student transcripts and must be 15 characters maximum *including spaces*. It should be as clear as possible.

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COURSE DESCRIPTION: This is the description that appears in the CAS and/or GRS Bulletin and The Link. It is the first guide that students have as to what the course is about. The description can contain no more than 40 words.

PREREQUISITES: Indicate “None” or list all elements of the prerequisites, clearly indicating “AND” or “OR” where appropriate. Here are three examples: “Junior standing or CAS ZN300 or consent of instructor”; “CAS ZN108 and CAS ZN203 and CAS PQ206; or consent of instructor”; “For SED students only.”

1. State the prerequisites:
2. Explain the need for these prerequisites:

CREDITS: (check one)

**⬜** Half course: 2 credits **⬜** Variable: Please describe.

**⬜** Full course: 4 credits **⬜** Other: Please describe.

Provide a rationale for this number of credits, bearing in mind that for a CAS or GRS course to carry 4 credits, 1) it must normally be scheduled to meet at least 150 minutes/week, AND 2) combined instruction and assignments, as detailed in the attached course syllabus, must anticipate at least 12 total hours/week of student effort to achieve course objectives.

DIVISIONAL STUDIES CREDIT: Is this course intended to fulfill Divisional Studies requirements?

**⬜** No.

**⬜** Yes. If yes, please indicate which division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and explain why the course should qualify for Divisional Studies credit. Refer to criteria listed [here](http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/curriculum/reviewing-and-revising-existing-coursesproposing-new-courses/) and specify whether this course is intended for “short” or “expanded” divisional list.

How frequently will the course be offered?

**⬜** Every semester **⬜** Once a year, fall **⬜** Once a year, spring **⬜** Every other year

**⬜** Other: Explain:

NEED FOR THE COURSE: Explain the need for the course *and* its intended impact. How will it strengthen your overall curriculum? Will it be required or fulfill a requirement for degrees/majors/minors offered by your department/program or for degrees in other departments/school/colleges? Which students are most likely to be served by this course? How will it contribute to program learning outcomes for those students? If you see the course as being of “possible” or “likely” interest to students in another departments/program, please consult directly with colleagues in that unit. (You must *attach appropriate cognate comments using cognate comment form* if this course is intended to serve students in specific other programs. See FURTHER INFORMATION below about cognate comment.)

ENROLLMENT: How many undergraduate and/or graduate students do you expect to enroll in the initial offering of this course?

CROSS-LISTING:Is this course to be cross-listed or taught with another course? If so, specify. Chairs/directors of all cross-listing units must co-sign this proposal on the signature line below.

OVERLAP:

1. Are there courses in the UIS Course Inventory (CC00) with the same number and/or title as this course?

**⬜** No.

**⬜** Yes. If yes, any active course(s) with the same number or title as the proposed course will be phased out upon approval of this proposal.

NOTE: A course number cannot be reused if a different course by that number has been offered in the past five years.

1. Relationship to other courses in your program or others: Is there any significant overlap between this course and others offered by your department/program or by others? (You must *attach appropriate cognate comments using cognate comment form* if this course might be perceived as overlapping with courses in another department/program. See FURTHER INFORMATION below.)

FACILITIES AND EQUIPMENT: What, if any, are the new or special facilities or equipment needs of the course (e.g., laboratory, library, instructional technology, consumables)? Are currently available facilities, equipment, and other resources adequate for the proposed course? (NOTE: Approval of proposed course does *not* imply commitment to new resources to support the course on the part of CAS.)

STAFFING: How will the staffing of this course, in terms of faculty and, where relevant, teaching fellows, affect staffing support for other courses? For example, are there other courses that will not be taught as often as now? Is the staffing of this course the result of recent or expected expansion of faculty? (NOTE: Approval of proposed course does *not* imply commitment to new resources to support the course on the part of CAS.)

BUDGET AND COST: What, if any, are the other new budgetary needs or implications related to the start-up or continued offering of this course? If start-up or continuation of the course will entail costs not already discussed, identify them and how you expect to cover them. (NOTE: Approval of proposed course does *not* imply commitment to new resources to support the course on the part of CAS.)

EXTERNAL PROGRAMS:If this course is being offered at an external program/campus, please provide a brief description of that program and attach a CV for the proposed instructor.

FURTHER INFORMATION THAT MUST BE ATTACHED IN ORDER FOR THIS PROPOSAL TO BE CONSIDERED:

* A complete week-by-week SYLLABUS with student learning objectives, readings, and assignments that reflects the specifications of the course described in this proposal; that is, appropriate level, credits, etc. (See guidelines on “Writing a Syllabus” on the Center for Excellence & Innovation in Teaching [website](http://www.bu.edu/ceit/teaching-resources/writing-a-syllabus/).) Be sure that syllabus includes your expectations for academic honesty, with URL for pertinent [undergraduate](http://www.bu.edu/academics/policies/academic-conduct-code/) or [GRS](http://www.bu.edu/cas/students/graduate/forms-policies-procedures/academic-discipline-procedures/) academic conduct code(s).
* Cognate comment from chairs or directors of relevant departments and/or programs. Use the form [here](http://www.bu.edu/cas/faculty-staff/procedures-forms/academic-planning/) under “Curriculum Review & Modification.” You can consult with Susan Jackson (CAS) or Jeffrey Hughes (GRS) to determine which departments or programs inside and outside of CAS would be appropriate.

Department contact name and position**:**

Department contact email and phone:

DEPARTMENT APPROVAL:

Department Chair Date

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Other Department Chair(s) (for cross-listed courses) Date

**DEAN’S OFFICE CURRICULUM ADMINISTRATOR USE ONLY**

**CAS/GRS CURRICULUM COMMITTEE APPROVAL:**

**⬜** Approved Date:

**⬜** Tabled Date:

**⬜** Not Approved Date:

Divisional Studies Credit:

**⬜** Endorsed

**⬜** HU

**⬜** MCS

**⬜** NS

**⬜** SS

**⬜** Not endorsed

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**Curriculum Committee Chair Signature and Date**

Comments:

**Provisional Approval requested for Semester/Year**

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**Dean of Arts & Sciences Signature and Date**

Comments:

**CAS FACULTY:** Faculty Meeting Date: **⬜** Approved **⬜** Not Approved

**Curriculum Administrator Signature and Date**

Comments: