



Name of GSAS Department or Program:

Course Title and Number:

Name and rank of Instructor:

In which semester will this course first be given?

How frequently will it be offered thereafter, and by whom?

Course type: lecture ☐ seminar ☐ independent study ☐ colloquium ☐ lab ☐ Points the course is worth:

What are the prerequisites?

Grade Scheme: Letter ☐ Pass/Fail ☐ Repeatable for credit? (Y/N) If yes, how many times?

The number and duration of each week's meetings. ***If less than NY State required 50 minutes per credit per week for 15 weeks, provide information on how the remaining instructional time will be made up.***

Identify departments or special programs in GSAS whose students would benefit from the proposed course.

Describe the role this course will play in the Department/Program curriculum.

Name of Department Chair/Director:

Signature: _____ Date: ____/____/20____

For OASA use only.

Approved ☐ Denied ☐

Signature of GCC Chair: _____

Date Received: _____

Date: _____

Instructions for the Request for Approval of New Course Form

The creation of new graduate courses is a frequent occurrence. Any new course offering must be approved by the Committee on Graduate Curriculum and Financial Aid. New course proposals should be submitted to the Office of Academic and Student Affairs by the deadlines indicated here: <http://gsas.nyu.edu/about-gsas/standing-committees/committee-on-graduate-curriculum-and-financial-aid-dates-and-dea.html>.

Please submit the form and the syllabus, as outlined below, as a single electronic file.

Courses may be either required or elective. If the course you wish to propose is to be a required course, then you will need to also submit a proposal for a program change.

To submit a new course proposal for approval, fill out the Request for Approval of New Course form. This form will ask you to provide the following:

- Name of the sponsoring department or program
- Suggested course number, i.e. GSAS-GA 1234
- Course title
- Name and rank of the initial instructor(s). If the instructor is an adjunct, please include a CV
- Which semester you wish to first offer this course. If the length of the course differs from the standard semester time frame, you must also list the start and end dates, number and time duration of each session, and the reason for this differing time frame. Courses to be offered in January Term must be approved even if they have already been approved to be given in a standard semester.
- How frequently the department intends to offer this course and by whom
- How many points the course will carry. NYSED defines a point 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”
- What prerequisites the course has, if any
- What type of course it is: lecture, seminar, lab, etc.? What is the grade scheme? Is it repeatable?
- The number and duration of each week’s activities. If the time differs from that stated above with respect to the number of credits, you must provide information on other instructional activities that will be employed to make up the remainder of the required time.
- Other GSAS departments and programs whose students would benefit from the new course
- The role the course will play in departmental/program curriculum. Is the course required or an elective? If the course will have variable content, such as special topic courses and independent study, also indicate the scope of the subjects to be covered and how this course will function within the department. If the course is a special topic course, a sample topic syllabus, with all features listed below, must be submitted.

Beyond filling out the form, you **must** also supply a syllabus which includes the following:

- a description of the course as it would appear in the bulletin (250 words or less),
- a description of the learning outcomes desired of the course,
- a detailed list of the weekly topics and the assigned and recommended readings for each of the 15 weeks.
- a description of all examinations, papers and/or other requirements,
- and a description of how the students will be evaluated along with a breakdown of how each of the course requirements constitutes the final grade.