

## A USER'S MANUAL FOR THE COURSES OF STUDY COMMITTEE As of January 2025

These instructions are intended to help Department Chairs submit new courses, new programs, or course changes to the Courses of Study (CoS) Committee. The committee usually meets four times each semester. Deadlines for submission for each meeting will be distributed to Chairs at the start of each year. Your materials need to be submitted *at least ten days* before the next meeting of CoS. *Any application received less than ten days before a meeting may be considered at the following meeting.*

### I. What you should put through the Committee

The Committee considers the following:

- all new courses, both graduate and undergraduate
- changes in the name, number, or credits of a course
- new programs
- new majors
- new and previously approved courses to be presented online
- new minors

You must consult with the Dean's Office before submitting a proposal for a new program, major, minor, or for any course that requires new resources.

### II. The timetable

It is very important to plan ahead, because of the time consumed by the various steps in the process. *You must have a course approved during the semester before the one in which you want the course to be offered.* Remember that CoS approval must be followed by SASN approval, and, in the case of Graduate Courses, by Graduate School-Newark approval as well. It is therefore important to be certain that the forms are completed correctly, because an incomplete or inaccurate form will be returned to the Chair for consideration at a later CoS meeting. If a request is deferred during the final meeting of CoS in any given semester, the change cannot receive SASN/GSN approval until the following semester.

### III. The forms and procedures

a) For a *new course*, you will need:

- [Form 29](#)
  - [Request for New Course Approval Form](#)
- a proposed syllabus or any other useful supplementary material
- If any other department is in any way involved in your proposal, a letter of agreement from the appropriate Chair.

*Any credit-bearing course must have a number 100 or higher. Undergraduate Courses are 100s-400s; Graduate Courses are 500 and above.*

*Please check the [Master List](#) to be sure the course number you propose is really available.*

b) For a change in *name, number, or credits*, only Form 29 is necessary, along with a letter briefly explaining your reasons for the change.

*Be sure that a change in name is really that; if the course content is changing, you should propose an entirely new course.*

Form 29 is for the use of the Scheduling Office. It contains the technical information needed to update the Master List of courses (names, numbers, credits), and the signatures of the Department Chair and the Dean. You sign the form when you submit it; the Dean signs it after faculty approval has been voted at an SASN meeting.

The Request for New Course Approval form is distributed to the members of CoS and, in the case of graduate courses, to the Graduate School Courses of Study committee. It provides the basis for the committees' discussion. In it you describe what you want to do, how, and why.

Be certain that both forms are filled out thoroughly and correctly. All course numbers (including those for prerequisites) should be complete, including prefixes; without them the Scheduling Office cannot enter the changes.

If you have any questions, contact the Chair of the Courses of Study Committee or the Senior Associate Dean for Arts and Sciences.