

## A USER'S MANUAL FOR THE COURSES OF STUDY COMMITTEE

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 two times each semester. When you are planning to present something to CoS, it is a good idea to consult the Dean's Office to check on deadlines. 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 cannot be considered.*

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

The Committee considers the following:

- all new courses;
- changes in the name, number, or credits of a course;
- new programs;
- new majors;
- new and previously approved courses to be presented online or during summer or winter sessions;
- new minors.

You must consult the Dean before submitting a proposal for a new program or major, or for any course that requires new resources. Note that a minor that is simply a miniature version of an existing major need not be put through the committee.

### **II. The timetable**

It is very important to plan ahead, because of the amount of 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. 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, then the change cannot receive SASN approval until the following semester.

### III. The forms and procedures

The two forms you'll need to submit, Form 29 and the Request for Change in Curriculum Form, can be found [under Courses of Study] online at

<https://sasn.rutgers.edu/information/faculty-staff>

1) 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, and 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.

2) The Request for Change in Curriculum form is distributed to the members of CoS and provides the basis for the Committee's discussion. In it you describe what you want to do, how, and why.

For a *new course*, append a proposed syllabus or any other useful supplementary material. If any other department is in any way involved in your proposal, be sure to append a letter of agreement from the appropriate Chair. Be sure to check the Master List to be sure the course number you propose is really available. The Scheduling Office keeps the Master List; you can consult it at

<https://sims.rutgers.edu/fco>

For a *change in name, number, or credits*, only Form 29 is necessary. Append 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.

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.