

Office of the Registrar

Worksheet for Approval of a New Course

- **OVERVIEW OF THE PROCESS OF APPROVAL.** Those who propose to teach a new course should complete this form, and then send it to the appropriate Field for approval. Once the Field has given its approval, the Field Convener forwards the completed form to the Registrar (rortiz@uts.columbia.edu). In turn, the Registrar forwards the form to the Academic Affairs Committee, which must approve the proposal before it can be inserted in the catalog. In some cases, the Academic Affairs Committee may seek further information or make recommendations before approving the proposal; the form will not be brought before the Academic Affairs Committee until it is complete.
- **TITLE AND DESCRIPTION.** Every course is to have a title and description. The course title should be descriptive and concise. Course descriptions should be similarly concise (30-40 words) and avoid needlessly technical language. Please be precise about spelling, punctuation and the use of capital letters.
- **COURSE LEVEL.** Most courses are numbered at 200 or 300 level. 100 level courses are typically used for introductory courses required for M. Div. and/or M.A. students. Only seminars are given a 400 number. Seminars restricted to doctoral students are designated a 500 level. The professor and the Field decide the level at which a course is to be numbered, but the full number is assigned by the Registrar's office.
- **POINTS OF CREDIT.** A student may enroll in a course only for the number of points listed in the catalog. Points cannot be varied in a course for an individual student. A course may be offered for a variable number of points (two or three points, for example) only if that option is stated in the catalog. Most courses are offered for three points; a few courses are given for two or three points; SU courses may be given for zero or one point.
- **PREFERRED MEETING TIME.** When possible, the class meeting times requested by professors will be honored. Because of the many variables involved, a professor's request cannot always be accommodated. The final decision on scheduling lies with the Registrar, in consultation with the Dean of Academic Affairs.

New Course Approval Form

Date:

1. Field/area prefix (e.g., RE):
2. Level for numbering (e.g. 200):
3. Title of course:

4. Number of credits:
5. Semester in which it is to be offered:
6. Instructor:
7. Preferred Day/Time:
8. Concise description of the course (use punctuation and capitals precisely):

9. List the primary goals of the course:

10. Provide a basic outline/overview of the course structure:

11. In what ways do you see this course as contributing to the curriculum of Union Theological Seminary?

12. Describe the processes of assessment you will use in the course. Please be specific in describing ways you will measure student progress.

13. Are the resources of the Burke Library (and of the Columbia University libraries) adequate for this proposed course? If not, what else is needed?

Yes, resources are adequate.

No, these resources are needed:

14. Please mark as applicable regarding the course:

Has been requested by Students

Has been proposed by the initiative of the Faculty

Has been discussed with students and attracted some student comment

Is proposed as an interdisciplinary course

Is proposed as a course to be jointly or team-taught

Is sensitive to issues of diversity of Union students

15. Please list a foundational bibliography of ca. 10-12 works: