

## GSE New Course Proposal Guidelines: Undergraduate (Updated 2020)

### Step One: Create the Course Syllabus

Please review the [Undergraduate Syllabi Templates](#) for help in creating your course syllabus and include each of the components required. Please integrate the [GSE syllabus](#) template to create your syllabi. Be sure to include specific **Student Learning Outcomes**. For guidance on how to develop learning outcomes for your course please see the CEI's [What are learning outcomes?](#) page.

### Step Two: Prepare the Course for Review

Note: Faculty who wish to develop a new undergraduate course but are unsure if it will be sustainable over time, are encouraged to try the course out first under a departmental special topics number. After a course has been offered under a special topics number **for two semesters**, it must be formally approved as a new course before it is offered for a third semester.

You will be submitting the course through the undergraduate course proposal system. This system has a step-by-step submission portal. The following notes can be helpful in the preparation of your documents for this online system.

**Proposer/Co-proposer:** You will need the name, email address and phone number.

**Course Details:** Course title and number. Please select a course number according to the [Undergraduate Course Numbering Guidelines \(PDF\)](#), however 198, 199 & 399 may not be used for any new course as they are permanently assigned to the UB Curriculum and this system is not utilized for those three particular courses.

**Other personnel information needed:** You will also need the email for the director of undergraduate studies, department chair, and associate dean of academic affairs.

**Instructor(s).** List initial instructor(s), rank, and highest degree held. Include CV for non-tenure track instructors. If the specified initial instructor is unavailable, list others who can teach this course. **You may only list one initial instructor, all others will be listed as alternates.**

**Rationale.** The basis or justification for introducing the course must be clearly addressed. This may include the function of the course as an essential element in a departmental or program major, the use of the course as an essential supplement to a program in another department, the role of the course in providing appropriate electives, etc.

**Duplication Check.** The description of the duplication check with courses in GSE as well as university-wide must be detailed and explicit. Each course that potentially duplicates the proposed course must be listed, and the differences between such courses and the proposed course must be clarified. You will need to include your correspondence with UB faculty related to this process. Please see the [GSE Duplication Check Guidelines](#).

### Step Three: Complete the Review Process

1. Academic Department Approval – Once you have all of your documents ready, present them to your department for approval.
2. Follow the [Steps for the Undergraduate UB Course Proposal System](#)
3. The system will automatically send your documents to the Academic Decanal Unit Approval. When it arrives in the inbox of the ADAA, the following will occur.
  - a. The ADAA then forwards the course to the Executive Committee (EC). The course may be approved, or it may be returned for revisions.
  - b. When the course proposal is approved at the decanal level, the ADAA will forward the proposal on within the system for the additional approvals.
4. The Associate Dean's Undergraduate Council will review the course proposal. Note, it is at this stage that insufficient duplication checks can cause undue delays in your course approval as an associate dean from any unit campus-wide can ask for clarifications or vote no because they have a similar course.