Instruction for the Submission of New or Revised Course Proposals

The following are guidelines to submit new or revised course proposals to the Academic Policy Committee (APC). Please read the instructions carefully and submit all required documents for timely review and approval by the APC.

1. Prepare the application packet containing all required documents.

   Required Documents for a New Course Proposal:
   - Letter of Support: from the Chairperson/Director of the department or program proposing the course
   - GMS New Course Proposal Form: complete all sections and obtain the appropriate signature on the signature page
   - Syllabus: must include detailed lecture topics, assigned readings, and details on how the student is evaluated/graded. Must indicate letter grade or pass/fail
   - Curriculum Vitae's (CV) of ALL Instructors: include a complete CV, NOT a NIH Biosketch

   Required Documents for a Revision of Existing Course Proposal:
   - GMS Revision of Existing Course Proposal Form: complete all relevant sections and obtain the appropriate signature on the signature page
   - Submit the appropriate documents for requested changes (i.e. CV for additional or new instructors, new course description, changes to syllabus, etc.)

2. Submit the completed application packet to Dr. Hee-Young Park (hypark@bu.edu).

   - For NEW courses, the Course Manager will be required to attend and participate in the APC meeting when the course proposal is scheduled for evaluation. For REVISION of courses, the course manager may need to attend the APC meeting, if requested.

3. Once a new course has been approved, the GMS Office will assign a course number and submit the appropriate documentation to the Boston University Registrar.

   Both new and revised courses will be updated in the Boston University Course Inventory and will be available to students through StudentLink.