

KFSCIS Guidelines for New Course Proposals

Each new course curriculum proposal requires the following four documents:

1. Course Justification: [sample1](#), [sample2](#)
2. Course syllabus: [template](#)
 - Note that the catalog description in the syllabus must be identical to the Coursedog.
 - Specify the course is suitable for which degree program(s) and the category as a required or elective (specify which concentration or elective group) course.
 - Use Course Outcome verbs from the [list](#)
 - Include Learning outcomes after the course outline: [sampleA](#), [sampleB](#)
3. Include any supporting documents ([written/email consent from related departments](#))

For sample new course proposals, visit [here](#).

Before consulting with other academic units about the proposal, discuss the strategy with the KFSCIS Director and Associate Director.

If you have any questions, let me know.

Regards

--Prabakar

[Course Syllabi](#)

[Undergraduate program Flowcharts](#)