

## KFSCIS Guidelines for New Course Proposals

Each new course curriculum proposal requires the following four documents:

1. [New course proposal \(PDF\) form](#)
2. Course Justification: [sample1](#), [sample2](#)
3. Course syllabus: [template](#)
  - Note that the catalog description must be under 200 characters. and identical on the proposal form and the syllabus.
  - 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](#)
4. Include any supporting documents ([written/email consent from related departments](#))

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

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

Any new course proposal will be reviewed thoroughly as below, and the proposer needs to teach the course for at least the first three offerings as well as to update the course content as necessary:

- UPC review
- KFSCIS Faculty approval
- CEC College Curriculum Committee approval
- Faculty Senate approval

The overall time from the proposal preparation to final implementation requires about a year, as the proposals are published in bulletins annually. In the 2023-2024 academic year, proposals submitted to the first four bulletins (B1 – B4) will be implemented in the following Fall term, and from the Spring of 2024, the curriculum will be implemented online.

If you have any questions, let me know.

Regards  
--Prabakar

[Course Syllabi](#)  
[Undergraduate program Flowcharts](#)