SEAS New Course Proposal Form

Version: AY22-23 v1

New course proposal submission deadlines

Semester course to be offered	Submit by	Expect to hear back by
Spring 2023	October 11, 2022 to Chair/Curriculum Committee (with final submission to SEAS EPC by November 1, 2022)	~Two-three weeks after EPC submission deadline
Fall 2023 or Spring 2024	May use Fall 2022 cycle; or February 6, 2023 to Chair/Curriculum Committee (with final submission to SEAS EPC by March 6, 2023). Additional submissions by the Chair will be considered on a case-by-case basis.	~Two-three weeks after EPC submission deadline

Background: New SEAS courses require approval from the SEAS Education Policy Committee (EPC).

New SEAS courses include completely new courses as well as existing courses listed in another Harvard school or FAS department that seek co-listing at SEAS (i.e., a SEAS course number). Co-listing of a course with FAS (i.e., a course having both FAS and SEAS course numbers) currently requires two co-instructors, one with a primary appointment in the FAS department, and one with a primary appointment at SEAS. An exception is undergraduate engineering courses in the ABET curriculum that need an Engineering Sciences number.

A new course proposal form is not required to change the topic of an existing, rotating topics course (e.g., 229r) but is required for a new rotating topics course.

Course proposal and approval process (revised for AY22-23):

To facilitate EPC review and approval, the SEAS course proposal process has been revised to account for Area/Curriculum Committee review within the timeline. Each course proposal received by the EPC should have a brief statement of support from the relevant Area Chair or Curriculum Committee. If a course impacts multiple programs, the EPC encourages input from each.

- **Preparation:** Prior to submission, instructor prepares proposal form and draft syllabus and discusses with Area Chair and other relevant faculty.
- **Area submission:** Instructor submits this proposal form and draft syllabus to the Area Chair and/or relevant Curriculum Committee no later than the Chair/Curriculum Committee deadline listed above.
    - Please cc the Director of Undergraduate Education – Administration, Patrick Ulrich (pulrich@seas.harvard.edu) on the submission to inform the SEAS EPC about the anticipated proposal.
- **Area review:** The Area Chair and relevant curricular groups review the materials and provide feedback to instructor. Area Chair provides brief summary justification in support of the proposal at bottom of this form.
- **SEAS EPC submission:** Instructor submits final version of this completed course proposal form and a draft syllabus to the Director of Undergraduate Education - Administration, Patrick Ulrich (pulrich@seas.harvard.edu) by the EPC deadline above.
- **SEAS EPC review:** The Dean for Academic Programs (Rebecca Nesson, nesson@g.harvard.edu) will work with the EPC to review the course and ask for additional input as necessary. Undergraduate engineering courses also need approval from the Undergraduate Engineering Committee (UEC) for ABET accreditation reasons.
- **Notification:** The Dean for Academic Programs will notify you of the outcome of the review.

PLEASE INCLUDE A DRAFT SYLLABUS (WHICH INCLUDES LEARNING OUTCOMES) WITH YOUR PROPOSAL SUBMISSION. Examples of what to include on a syllabus can be found at the Bok Center website, with information on academic integrity and collaboration policies from the Honor Council website.

Basic information

Name of lead instructor(s)/proposer(s)

Instructor's position/title at SEAS

Other possible instructors (future terms)

Title of course for course catalog (100-character limit)

Title of course for transcript (optional) (30-character limit)

Course description for course catalog (~100-word limit)

Prerequisites/recommended prep

First term to be offered (e.g., Spring 202X)

Course meeting length (e.g., 75-minute classes twice per week)

Location (do you intend to teach this course in Cambridge or Allston)?

Requested times/days

Cambridge time blocks are 75 minutes each and start at 9am, 10:30am, 12pm, 1:30pm, 3pm, 4:30pm, and 6pm.

Allston time blocks are 75 minutes each and start at 9:45 am, 11:15 am, 12:45 pm, 2:15 pm, 3:45 pm, 5:15 pm, and 6:45 pm.

More information can be found here. **Please include at least three time slot options.**

Offering type (i.e., offered one time only, or as a permanent course)?

Offering frequency (if a permanent course, how often will it be offered: each term, each year, every two years, etc.?)

Is this a rotating topics course where the course topic is different each time the course is offered? This is rare at SEAS but sometimes occurs for graduate courses. Such courses are designated as repeatable ("r"), and students can take the same course multiple times for credit.

Graduate or undergraduate course?

If graduate, will it be open to undergrads?

Proposed course number (optional)

Range of expected enrollment

Do you anticipate an enrollment limit? If so, what is the limit and how will you choose

students? Note: Ordinarily SEAS does not allow enrollment limits except for lab safety issues and/or exceptional pedagogical needs.	
How will this course affect the lead instructor's teaching responsibilities (i.e., what course will no longer be taught)?	
Will this course require support from the SEAS Active Learning Labs? If so, have you discussed it with Anas Chalah, Asst. Dean (achalah@seas.harvard.edu)?	

Curriculum and pedagogy

Describe the course rationale (e.g., new field, student demand, etc.) **and curriculum fit/need**	
Is this course replacing a current course or is it a new topic? Are there other courses at SEAS or FAS similar in content? If so, why is this course different?	
Teaching format (e.g., lecture, flipped, lab only, etc.)	
List of expected learning outcomes for students when they complete the course (this field is required and must also be listed on syllabus)	
How will you assess/grade students in your course (i.e., homeworks, labs, exams, etc.)?	
Who is the intended audience (e.g., first-years students, concentrators, G1 PhD students, etc.)?	
Do you expect this to count for undergraduate concentration credit? If yes, which concentration: Applied Math, Computer Science, Engineering?	
For undergrad courses: will this course affect the requirements of multiple concentrations (i.e., it is part of the required curriculum and not an elective)? If so, have you spoken with the DUSes of the other concentrations?	

For grad courses: do you expect this to count as a standard technical course for PhD credit? Note: 294r, 297r, and 298r courses typically do not count as standard technical courses.

Financial resources

Will this course require extra financial resources beyond regular TF allocations (e.g., lab materials, software, equipment, trips, etc.)? Explain estimated budget needs.

Other special requests/items

Other unique requests?

Any specific classroom requirement (e.g., specific teaching lab room, Pierce 301, etc.)?

Discussions with other SEAS faculty

Which other SEAS faculty (if any) have you discussed the course with? Please comment.

Section to be completed by Area Chair / Curriculum Committee

Area Chair or Curriculum Committee completing this section:

Statement of support. Please provide a brief curricular justification for offering the proposed course as part of the SEAS curriculum.

Is there any additional information you would like to provide to the SEAS EPC?