**Instructions 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. **Required Documents for a New Course Proposal:**

* GMS New Course Proposal Form
* GMS Course Syllabus Form
* If you have already created your own syllabus, you can submit that in lieu of the GMS Course Syllabus Form. However, please ensure that your syllabus includes the following: course title and description; course director(s); learning objectives; criteria used to determine grades (e.g. assignments, exams, presentations, class participation, etc.); grading scale (for both Pass/Fail and Letter grades); assigned reading and/or prework; lecture/lab schedule, including dates, topics, presenter/lecturer, and whether the presenters/lecturers are BU faculty. If the presenter/lecturer for a specific topic has not yet been identified, please indicate TBD,
* Letter of Support from the Chairperson/Director of the department
* Resources Form, if applicable

1. **Required Documents for a Revision of Existing Course Proposal:**

* GMS Course Revision Form
* Resources Form, if applicable
* Any appropriate documents pertaining to requested changes (i.e., CV for additional or new instructors, new course syllabus, etc.)

1. **Requirements for Co-listing a Course:**

* Submit request to APC with an approval letter from the program director and chair of the course being offered

1. Submit the completed application packet to Victoria Ha ([vha@bu.edu](mailto:vha@bu.edu))

For NEW courses, the Course Director will be required to attend and present their proposal at the APC meeting when the course proposal is scheduled for evaluation. For REVISION of courses, the Course Director may need to attend the APC meeting, if requested.

1. 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.

**Instructions for the Submission of a New Degree Program or Changes to an Existing Program**

The following are guidelines to submit new or revised program proposals to the Academic Policy Committee (APC). Please note that this procedure must be followed for any changes to program curriculums that need to be reflected on the transcript. Please read the instructions carefully and submit all required documents for timely review and approval by the APC.

I. **For New Degree Program**

1. Fill out appropriate eCAP forms relating to your request
2. Attach any support letters if requested
3. Fill out Budget Excel Form
4. Submit the completed proposal to Victoria Ha ([vha@bu.edu](mailto:vha@bu.edu))

Program Director proposing new degree will be required to attend and present their proposal at the APC meeting when the proposal is scheduled for evaluation.

1. Once approved by the APC, the proposal needs to be presented to the GMS Faculty and/or PhD Steering Committee and MA/MS Steering Committees. Then the program proposal needs to be voted on and approved by GMS Faculty members.
2. Proposals will then be submitted to the Charles River Campus Provost’s Office for approval process. Final approval comes after University Council approval.

II. **For Changes to an Existing Degree Program**

1. Fill out appropriate eCAP forms relating to your request
2. Attach any support letters if requested
3. Fill out Budget Excel Form
4. Submit the completed proposal to Victoria Ha ([vha@bu.edu](mailto:vha@bu.edu))

Program Director proposing changes to an existing degree will be required to attend and present their proposal at the APC meeting when the proposal is scheduled for evaluation.

1. Proposals will then be submitted to the Charles River Campus Provost’s Office for final approval.