

## **Committee on Graduate Studies New Course Proposal Process**

The Committee on Graduate Studies (CGS) oversees graduate curriculum. CGS is a standing college committee with membership comprised of the Dean of Academic Programs, Assistant Vice President and Dean of Students, Vice President for Enrollment Management and Student Affairs, Chief Librarian, Graduate Program Directors, the BA/MA Director, and two (2) graduate students (John Jay College Council Bylaws)

CGS provides curriculum guidelines and forms for faculty to develop and propose new courses, course revisions, new programs and advanced certificate programs to best prepare students for the evolving needs of the professional fields, while also assuring the programs consistently reflect the mission and goals of the College. All graduate proposals are reviewed and approved by the respective graduate faculty. Proposals are then submitted via email to Anna Austenfeld ([aaustenfeld@jjay.cuny.edu](mailto:aaustenfeld@jjay.cuny.edu)) in the Office of Academic Programs by the third Wednesday of each month for preliminary review and feedback by the Dean and Associate Dean of Academic Programs and the Director of Outcomes Assessment. Revised proposals are subsequently submitted to CGS for additional review, discussion and vote during the scheduled monthly meeting. Finally, proposals approved by CGS must then be approved by the college's governing body, the College Council.