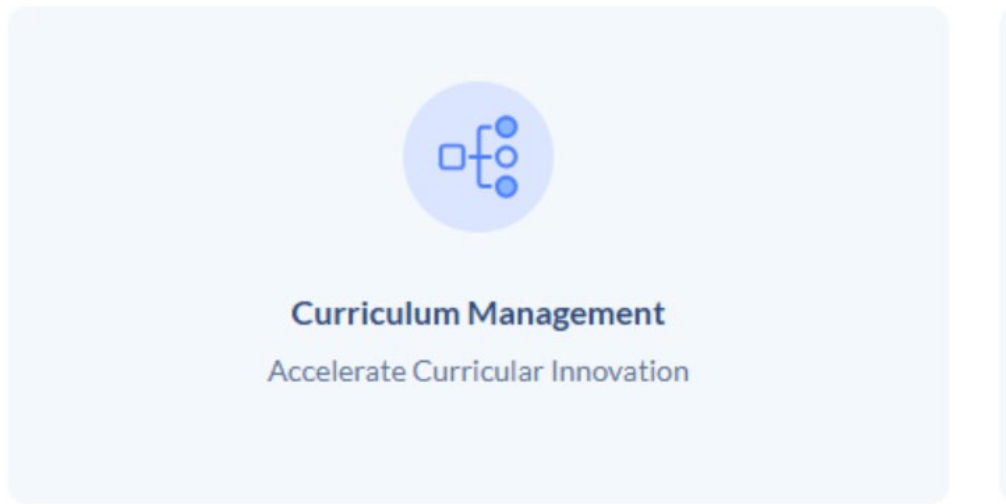


Submitting a New Course Form

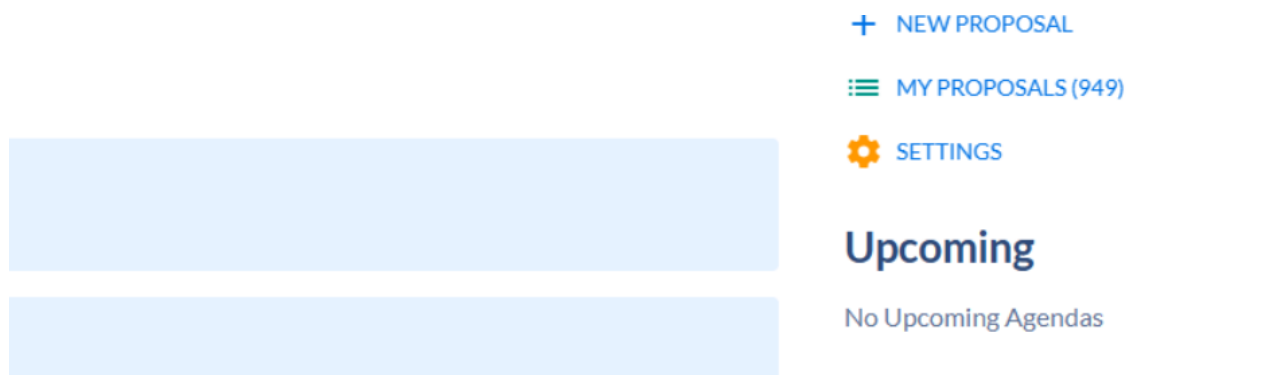
This form is for requesting a new course. Submitters **cannot** request General Education or University Studies designation additions or changes on this form.

1. Sign in to Coursedog (app.coursedog.com) and select the Curriculum Management module.

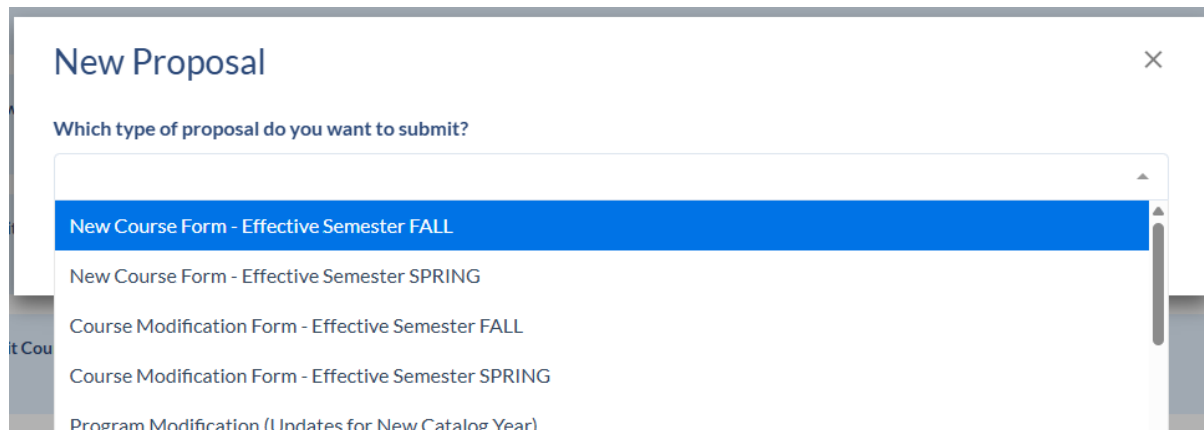


If you do not have access to Curriculum Management and you have been designated as the Curriculum submitter for your department, contact your Department Head, who can request access on your behalf. If you are not a designated submitter, they can direct you to them.

2. Select the '+ NEW PROPOSAL' option in the top right-hand corner of the Home screen.



3. A drop-down window will prompt you to select the type of proposal you are wanting to submit. Select the New Course Form for the appropriate effective term. Then select 'Got to Form'.



New Proposal

Which type of proposal do you want to submit?

- New Course Form - Effective Semester FALL
- New Course Form - Effective Semester SPRING
- Course Modification Form - Effective Semester FALL
- Course Modification Form - Effective Semester SPRING
- Program Modification (Updates for New Catalog Year)

New Course Form - Effective Semester F

GO TO FORM →

4. Once the proposal loads, you can now fill out the required course information. Each field and their respective requirements are outlined below.

New Course Form fields:

- The **course prefix** and **course number** combination must be available for use in the catalog and Banner. Previously deleted course numbers are not eligible for reuse until **six (6) years** have elapsed. (i.e. if a course was deleted in fall 2019, it will not be eligible for reuse until spring 2025).

Course Overview

Course Prefix **required** ?

Course Number **required** ?

- Select the correct **college** and **department** for this course. This will set the approval workflow for this course, so please take care to select the correct information.

College **required** ?

Department **required** ?

Type to search for departments

Note that these fields pull from Banner and have a character limit, so names may not reflect the full approved name of the college and the department.

- The **Course Long Title** is the full course title that shows in the catalog and on the course syllabus. Abbreviations must be spelled out, and standard grammar and capitalization rules apply.

Course Long Title **required** ?

Full name of course, no abbreviations

0 characters (60 allowed)

- The **Transcript Title** is the course that will display on the student's transcript and in Banner. This field has a **30-character limit** and must be truncated and in all caps.

Transcript Title **required** ?

Title in all caps

0 characters (30 allowed)

- The **Academic Course Level** is where you will indicate if this is an Undergraduate or Graduate course. (Undergraduate: 1000-5999 course numbers; Graduate: 6000-7999 course numbers)

Academic Level (Course Level) **required** ?

- The **course description** must be **40 words or less**, written in complete sentences, with all abbreviations and acronyms spelled out. It must also be gender-neutral, objective, and written in the 3rd person, present tense.

Course Description required ?

40 words or less in total
or acronyms

- **Cross- and Dual-listings** require that that proposals for **all** courses associated with this change be submitted with the same change. Singular proposals **cannot** move forward for approval and will be held in the queue until all necessary proposals are submitted

Responsible department for cross-listed courses ?

If this is a cross-listed course, you must enter the name of the responsible department in this field.

Cross-Listed Courses ?

Type to search for courses ▼

- Cross-listed courses are offered by more than one discipline or department but have the same content in which students should expect to have the same or similar experience (e.g., HIST/RELS 3010). Cross-listed courses will have the same course content.
- A proposal must be submitted for EACH course associated with this course modification.

Dual-Listed Courses ?

Type to search for courses ▼

- Dual-listed Course: Is a course listed across levels within a department (e.g., ELED 5600/6600). Dual-listed courses share the same department prefix but have an undergraduate/upper-division course and a graduate course. If possible, dual-listed courses should have the same final three digits.
- A proposal must be submitted for BOTH the undergraduate course and graduate course.

Requested Cross-Listed or Dual-Listed Course is a NEW course ?

If the requested Cross-Listed or Dual-Listed course is a NEW course and not approved yet, please list the course prefix and number here.

A proposal MUST be submitted in Coursedog for the corresponding new course. The Curriculum team will verify the corresponding course proposal.

There is a dedicated training for cross- and dual-listings that covers these fields in-depth. Please refer to that training for more information.

- **Grade Mode** options include either Standard Letter or Pass/Fail options. Temporary 'T' grades may be requested under certain circumstances—work with the Office of the Registrar prior to submission to ensure those circumstances are met.

Default Grade Mode required ?

- Ensure the **effective start term matches the type of form** submitted.

Effective Start Term ?

Fall 2027

- Submitters have the option to add a **syllabus** to the proposal. This is not required.

Syllabus ?

 ADD FILES

- The **Credit Hours** field have a couple different options for entering the credits of a course:
 - Enter **non-variable** credits in the 'Credit Hours Min' field only (shown in the example)
 - If students can choose between **only two** credit options, enter the lowest option in 'Credit Hours Min' and the highest option in the 'Credit Hours Max' field with a 'Credit Hours Connector' of 'OR'. (i.e. 4 OR 7 credits)
 - If the course will be offered with a **range** of credits, enter the lowest option in the 'Credit Hours Min' field, and the highest option in the 'Credit Hours Max' field with the 'Credit Hours Connector' of 'TO'. (i.e. 3 TO 9 credits)
 - Credits must be requested in increments of 1. Approval for fractional credits can only be given to .5 or 1.5-credit courses

Credits

Credit Hours

Credit Hours Min
 required ?

Approval for fractional credits can be given for 0.5 or 1.5 credits; however, all other credit requests must be in increments of 1.

Credit Hours Max
 ?

Enter for variable credit courses only

Credit Hours Connector
 ?

Choose 'to'; if the credit amount can vary, 'or' if multiple credit options exist, or 'none' if the credit amount is always the same.

- **Course Repeatability** indicates if students can get credit for all attempts of the course.
 - 'Not repeatable' will allow students to take the course only once for credit.
 - 'Repeatable' will allow students to take it more than once for credit. (Indicate in the '**Maximum Amount of Credit**' field if there is departmental limit to the number of credits the course can be repeated for)

Course Repeatability

Repeat Status Code required 	Maximum Amount of Credit  Example is "up to 6 credits"

- **Prerequisites** can include courses, test scores, competency exam scores, and GPA thresholds, and will be built as Simple Requirements on the course.
- **Corequisites** are courses that the student will be required to take at the same time as the course in question. These will also be built as Simple Requirements.

Pre-Requisite or Co-Requisite

COURSE REQUIREMENTS

No Requirements

ADD 

- Banner cannot be programmed with an "or" between a prerequisite (courses, tests, and GPA) and a registration restriction (college, major, class, level, degree, and/or program).
- Banner may be programmed with an "and" between prerequisite and registration restrictions.

- See the end of this document for a general overview of building simple requirements
- All prerequisites need to be fulfilled prior to registration. Items in this box can be programmed with an and/or indicator, but note that Banner **cannot** be programmed with an 'or' between [prerequisites](#) and [registration restrictions](#) or [prerequisites](#) and [special approvals](#).
- Also note that Banner **cannot** program an 'or' between [two different Corequisites](#). Students will either require both, or they will be built as prerequisites that can be taken concurrently. Contact the Catalog Team for more details

- The **Registration Recommendations or Additional Guidance** field is intended for any recommended preparation, prior coursework, skills, experience, or other registration considerations, but will not be coded to prevent a student from registering.

Registration Recommendations or Additional Guidance

Registration Recommendations or Additional Guidance



HR














Provide recomm
such as recomm
considerations.

- **Registration Restrictions** must be **specific** and reflect something that can be coded in Banner. This includes restrictions based on department, class, level, student attribute, or program admission. Avoid vague and ambiguous language, and provide specific program codes if possible.

Registration Restrictions

Registration Restrictions



HR















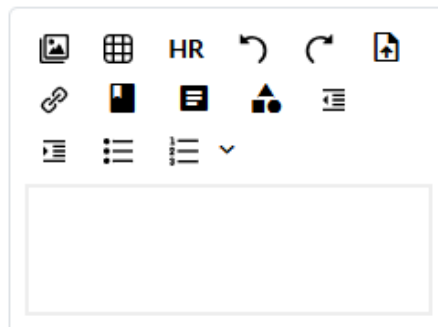
Admission to...

(Includes program admission, student attributes,
department admission, class level, etc.)

- Note that Banner **cannot** be programmed with an 'or' between *prerequisites* and *registration restrictions* or *registration restrictions* and *special approvals*.

- Special Approvals include instructor, advisor, or department permission. This will be displayed in the catalog and programmed at the section level. Special approvals **cannot** be programmed by the scheduling team unless it is listed in the catalog, and this restriction **will apply to each student individually**.

Special Approval ?



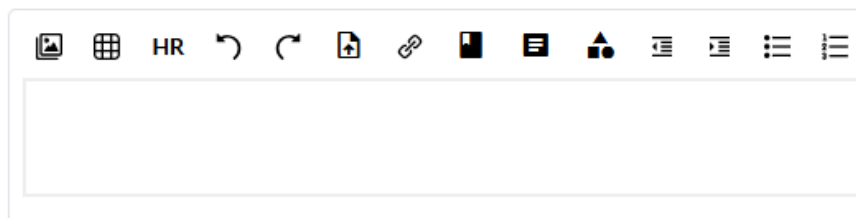
Any type of approval not included in the options listed above is considered "special approval" and is assigned at the section level such as "Instructor permission", "Advisor Permission", or "Department permission."

- Note that Banner **cannot** be programmed with an 'or' between special approvals and prerequisites or special approvals and registration restrictions
- Also note that Instructor permission will not override prerequisites

5. Course Learning Outcomes will need to be entered in a numbered list.

Course Learning Outcomes

Course Learning Outcomes required ?



6. Indicate if this is an Honors course, or if Educator Licensing Approval is required. This will ensure the proposal is routed correctly.

Additional Approval

Is this an Honors course? required ?

YES NO

Is Educator Licensing Approval Required? required ?

YES NO

7. Offer a short explanation of why this course is being created and how it will affect your curriculum once it is approved.

Rationale

Briefly explain how this new course will affect your curriculum. required 

8. Once all required fields have been completed, go ahead and hit the Submit Proposal button.

SUBMIT PROPOSAL

9. A window will appear, confirming the submission of your proposal. It has now moved forward in the workflow.



Your proposal has been submitted!

[RETURN TO HOME](#)

[VIEW PROPOSAL](#)

The Catalog Team will now be able to review and approve your request. Please don't hesitate to contact them with any questions or issues.

See below for an overview of building prerequisites as simple requirements.