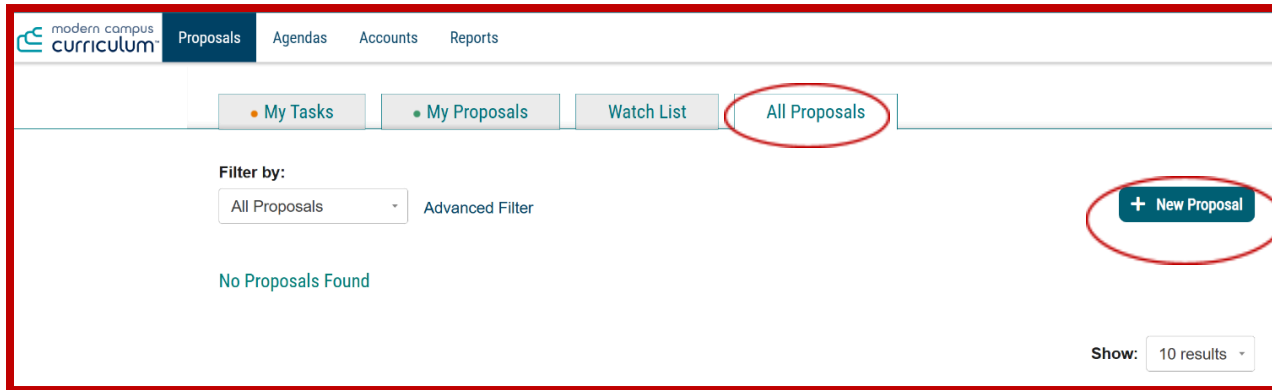


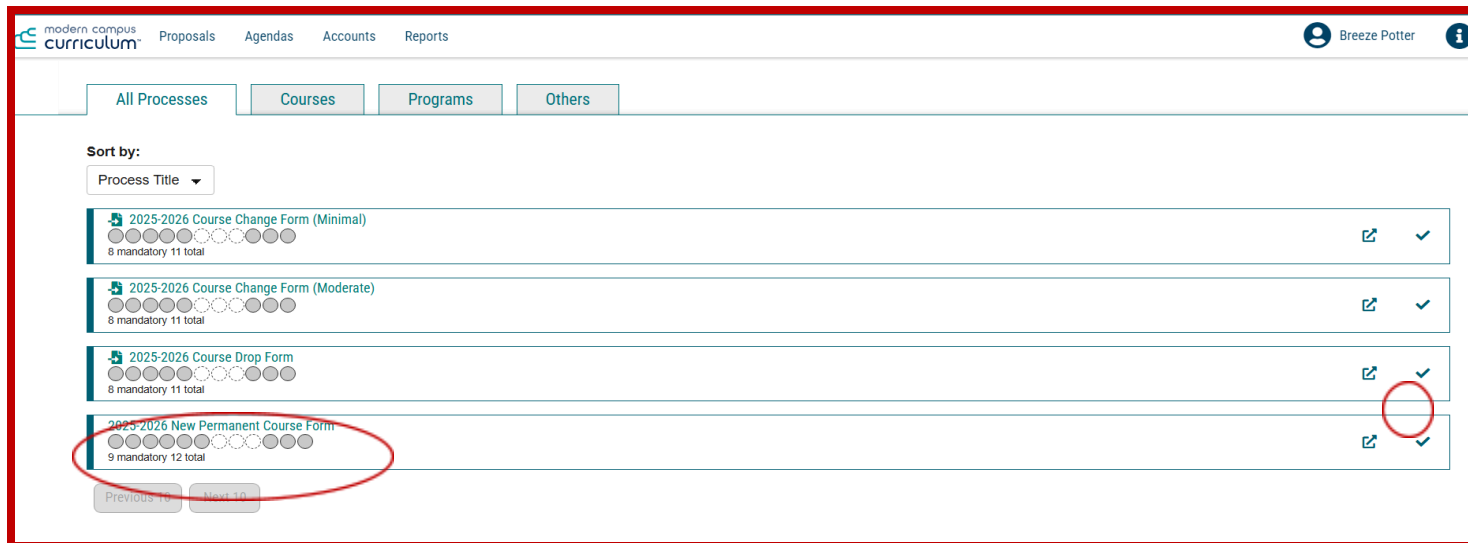
## HOW-TO: New Permanent Course

### STEP 1: Build Your Proposal

- Log in to Curriculum using the link in your portal. Navigate to **All Proposals** tab and click the **+ New Proposal** button on the right side:



- This brings up all available course forms. To add a new course, click the check mark to the right on the **New Permanent Course Form** for the academic year:



## HOW-TO: New Permanent Course

### **STEP 2: Read Directions**

- Review the section titled, “**Read Before You Begin Your New Permanent Course Proposal:**” for details about how to use the **New Permanent Course Form**. Please note, if your new course will be part of a program, you will also need to submit a corresponding program proposal.

#### Read Before you Begin Your New Permanent Course Proposal: ^

##### **Remember:**

- Corresponding program proposals **are required** if your new course will be used in a program.
- **Course Learning Outcomes are required.** If applicable, include the ULO alignment of each outcome.
- For assistance, please contact Catalog & Scheduling Coordinator Jason Horne [catalogandscheduling@wou.edu](mailto:catalogandscheduling@wou.edu).

##### **To Complete Your New Permanent Course Form:**

1. Complete each section below.
2. Attach the **Course Syllabus** and any additional supporting documents (Note: Attachments are supplementary only. They are not utilized in implementing the course change).
3. **Save All Changes** and click **Validate and Launch Proposal** to submit.

## HOW-TO: New Permanent Course

### STEP 3: Fill Out Your Proposal

- **Rationale:** explain the reason to create a new course.

Rationale

Summary Rationale\*

- **Academic Unit** – Use the drop-down menus to select the **College**, **Division**, and **Department**:

Academic Unit

College\*

Select an option

College of Education

College of Liberal Arts and Sciences


Select an option

Department\*

Select an option

## HOW-TO: New Permanent Course

- **Basic Course Information** – Complete all sections of the basic course information. For each credit, students need a minimum of one hour of weekly instructor contact and an average of two hours of outside work.\* For example, a 3-credit course might have 3 hours in class and 6 hours of outside work per week. Refer to the [Higher Education Coordinating Commission \(HECC\) rule on student work per credit hour](#). Some courses, like faculty-mentored

**Basic Course Information** 

**Level\***  
☐ Undergraduate ☐ Graduate

**Subject\***

**Course Number\***

**Subject Title\***


**Course Title\***












**Short Title\***

ENTER IN ALL CAPS. SHORT TITLE HAS A 30 CHARACTER LIMIT (INCLUDING SPACES).

## HOW-TO: New Permanent Course

Description\*

**B** *I* U |  $\times_a$   $\times^e$  |  $\mathcal{I}_x$  |  $\frac{1}{2}$   $\frac{3}{4}$  |  $\frac{1}{2}$   $\frac{3}{4}$  | “ ” | ABC 

Format - |     |    |    

## HOW-TO: New Permanent Course

### Credit Hours

For each credit, students need a minimum of one hour of weekly instructor contact and an average of two hours of outside work.\* For example, a 3-credit course might have 3 hours in class and 6 hours of outside work per week.

Refer to the [Higher Education Coordinating Commission \(HECC\) rule on student work per credit hour](#). Some courses, like faculty-mentored research, have different contact hour ratios.

Credits:\*

Default Grade Mode\*

- Use the drop-down menu to select the **Default Grade Mode**:

Default Grade Mode\*

Select an option

Letter Graded: Graduate Course

Letter Graded: Undergraduate Course

Pass/No Credit Only

## HOW-TO: New Permanent Course

- **Course Category** – Review the **Course Category** definitions and select a **Course Category** from the drop-down menu. Answer all questions with “\*”:

### Course Category

- **Lecture:** A Lecture is a class session where students engage with their professor and with content to broaden their knowledge of one or more topics related to the course material. May include, but is not limited to, history, theory, background, foundational knowledge, concepts, laws, and principles. May correspond with required lab or recitation.
- **Seminar:** College seminar courses are typically small, and are generally led by a professor. They are often higher-level classes that focus on a specialized subject area in a given major or minor. Students are expected to participate regularly in college seminars,
- **Creative Arts Studio:** Art, music, theater, dance activity that does not result in a public performance large group. Instrumental or vocal instruction in small groups. Dance instruction in a small group.
- **Student Teaching Supervision:** This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of two hours per week with each supervised student or in liaison with agency personnel.
- **Supervision of internship, field, or research experience**

### Course Category:\*

Select an option

Is this part of a 400/500 (slash) course offering?\*

☐ No ☐ Yes

Does this course have a required companion course (i.e. lecture/lab or lecture/recitation combinations)?\*

☐ No ☐ Yes

Provide the corresponding course:

*If the companion course needs to be created or changed you need to submit a separate proposal. Completing this field does not generate a course proposal.*

Lecture, Lab, or Recitation Notation

*You may provide a notation for the catalog. For example, "Three hours of lecture and one two-hour laboratory period per week."*

### CIP Code\*

CIP Code User Site: <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56>

## HOW-TO: New Permanent Course

- **Repeatability** – Select whether the course is repeatable. If it is, fill out the remaining fields in this section to define the repeat rules:

Repeatability

May Be Repeated\*

No

Yes

Select Repeat Rule Type

Maximum Times Taken

Maximum Hours

Maximum Number

Enter 99 if there is no limit to the number of credits that may be earned.

Written Repeat Rule for Catalog:

B I U x<sub>a</sub> x<sup>a</sup> I<sub>x</sub> = ∴ ≡ ∫ ∑ “ ” ABC ↗



## HOW-TO: New Permanent Course

- **General Education** – Select whether the course is a **General Education Course** (this helps route the form to the appropriate steps in the workflow). If it is, use the drop-down menu to select the **General Education Category**:

General Education

Is this a General Education Course?\*

☐ No

☐ Yes

General Education Category

Select an option

Exploring Knowledge: Literary and Aesthetic Perspectives

Exploring Knowledge: Scientific Perspectives

Exploring Knowledge: Social, Historic, and Civic Perspectives

Foundational Skills: Communication and Language

## HOW-TO: New Permanent Course

- **Restrictions** – Fill out this section if you want to add **Prerequisites** or a **Corequisite** to the course:

[illegible]

## HOW-TO: New Permanent Course

- **Course Learning Outcomes** – Add at least one **Course Learning Outcome (CLO)**. Alignment to a GELO or PLO is not required, unless your course is a general education course. Do NOT change the values in the # column.

### PLO Alignment

Each CLO may align with up to two Program Learning Outcomes (PLOs).

- Format: Major - PLO# - PLO Text
  - Example: Data Analytics - 3 - Collect, analyze and assess evidence to reach informed conclusions and judgments.

### GELO Alignment

Each CLO may align with up to two General Education Learning Outcomes (GELOs).

- To ensure accurate reporting, you must copy and paste the exact GELO from the list below into the alignment box.
- GELO List:
  - 1-Intellectual foundations and breadth of exposure
  - 2-Critical thinking
  - 3-Citizenship
  - 4-Multidisciplinary learning

## HOW-TO: New Permanent Course

### Instructions for Entry:

For each CLO, please use the following format. Alignment to a GELO or PLO is not required, unless your course is a general education course.

This example shows the format for each Course Learning Outcome and its alignments. The text provided will be entered into the standard table format. Simply omit any alignment lines that do not apply.

- Course Learning Outcome 1: Learn to carry out research across multiple disciplines
  - 1st GELO Alignment: 2-Critical thinking
  - 2nd GELO Alignment: 4-Multidisciplinary learning
  - 1st PLO Alignment: (Omit if none)
  - 2nd PLO Alignment: (Omit if none)
- Course Learning Outcome 2: Draft research into a scholarly presentation and refine with classmates
  - 1st GELO Alignment: (Omit if none)
  - 2nd GELO Alignment: (Omit if none)
  - 1st PLO Alignment: (Omit if none)
  - 2nd PLO Alignment: (Omit if none)
- Course Learning Outcome 3: Deliver a final scholarly presentation
  - 1st GELO Alignment: (Omit if none)
  - 2nd GELO Alignment: (Omit if none)

## HOW-TO: New Permanent Course

- 1st PLO Alignment: Example Major - 1 - Be able to deliver scholarly presentations in a professional environment.
- 2nd PLO Alignment: (Omit if none)

[illegible]

## HOW-TO: New Permanent Course

- **Equivalency:** answer the required questions to inform us if the new course is going to be equivalent to a course that is being or has been dropped.

Equivalency

Is this new course replacing an old course?\*

☐ No ☐ Yes

If this course is replacing an old course will they be equivalent courses?\*

☐ No ☐ Not Applicable ☐ Yes

If the two courses are equivalent, a student that took the old course and subsequently takes the new course will not receive credit for both and the new course will replace the previous one in their GPA\*. Courses are equivalent when the content overlaps to a sufficient degree that the student is duplicating content and learning outcomes. \*Repeatable courses are an exception to this rule, contact the Office of the Registrar for additional guidance if your course is repeatable.

Equivalent Course Subject

Equivalent Course Number

## HOW-TO: New Permanent Course

- **Supporting Information** – Answer all questions with an “\*” in this section.

**Supporting Information** ^

Does this course include one or more high impact practice (HIP)?\*

☐ No ☐ Yes

Are new/additional faculty and/or facilities needed to deliver this course?\*

☐ No ☐ Yes

Will this course be used in any programs?\*

☐ No ☐ Yes

Program Name(s)

Provide details of additional faculty and/or facilities needed

## HOW-TO: New Permanent Course

- **Acknowledgements and Attachments** – Attach a copy of the course syllabus to the proposal.

**Acknowledgements and Attachments** ^

### Course Syllabus Required

Use the Files menu to the right to attach the course syllabus.

You may also attach additional supporting documents to your proposal.

Attachments are supplementary only. They are not utilized in implementing the course change.

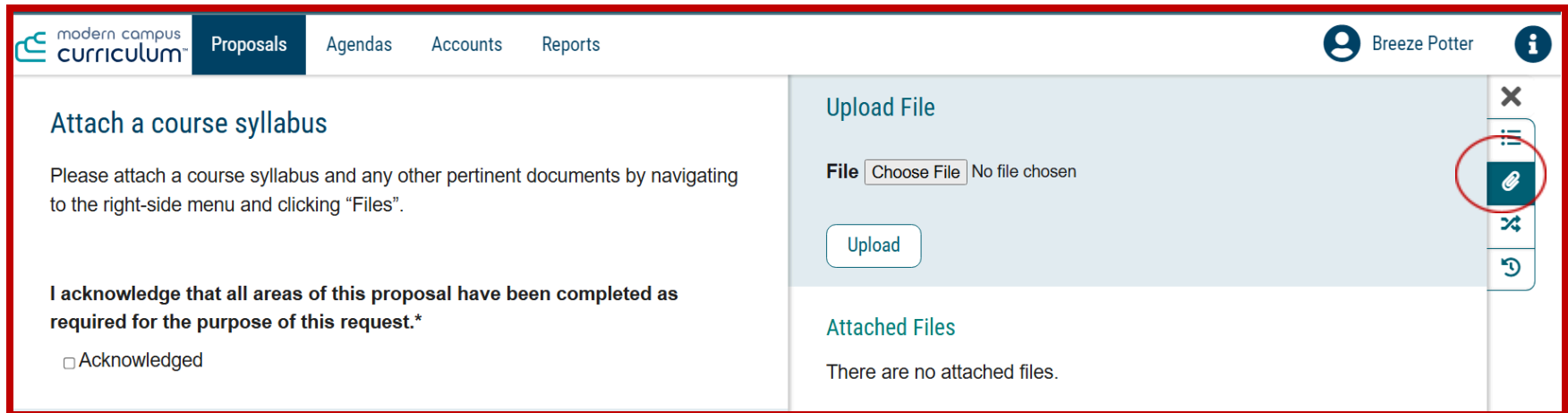
**Course Syllabus Attached\***

☐ Syllabus Attached



## HOW-TO: New Permanent Course

- To add attachments to your proposal, click on the file icon on the right tool bar and select the file you want to attach:

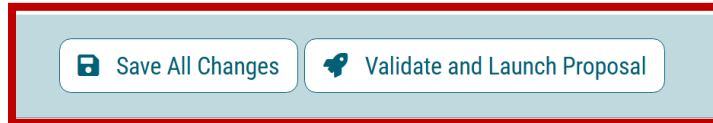


The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Breeze Potter'. The main content area is titled 'Attach a course syllabus' and contains instructions: 'Please attach a course syllabus and any other pertinent documents by navigating to the right-side menu and clicking "Files".' Below this is an acknowledgment section: 'I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.\*' with an 'Acknowledged' checkbox. On the right, a sidebar titled 'Upload File' contains a 'File' section with a 'Choose File' button and 'No file chosen' text, and an 'Upload' button. Below this is an 'Attached Files' section stating 'There are no attached files.' A vertical menu on the far right contains several icons, with the file icon (a document with a plus sign) circled in red.

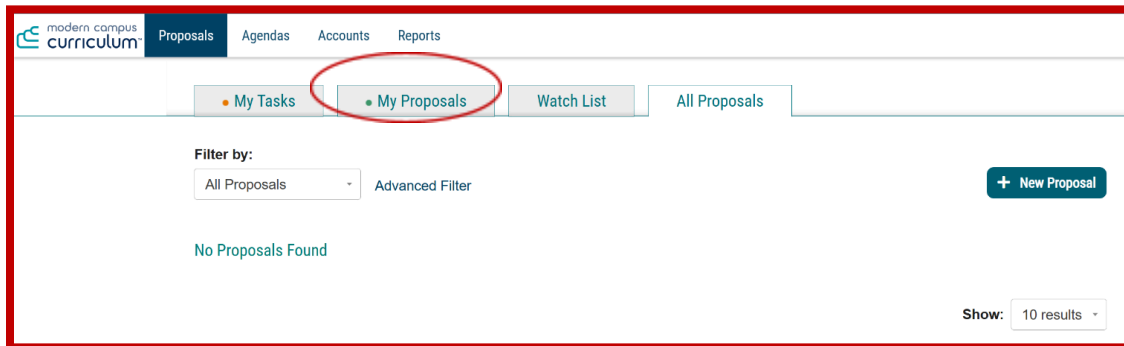
## HOW-TO: New Permanent Course

### **STEP 4:** Launch & Track Your Proposal

- **Save All Changes** and click **Validate and Launch Proposal** to submit your proposal. Please note, once your proposal is submitted, you will not be able to make any edits.



- To view your submitted proposals, click the **My Proposals** tab on the Curriculum Dashboard:



## HOW-TO: New Permanent Course

- If your proposal is rejected at any step in the workflow, it will return to you for edits under the **My Tasks** tab. Once you are done correcting the proposal, you will need to click **Validate and Launch Proposal** to submit it back into the workflow:

