

NEW Course proposal – User Guide

All forms are accessed through the Academic Programs Curriculum Forms web site. Employee ID and MyCoyote password are used to log into the form software.

Click on Propose New Course (top right)

All fields outlined in red are mandatory for submission of the form into workflow. You may save your work (the save button is at the bottom of the form) at any time and return to complete as needed. Forms in workflow can no longer be edited by the originator unless it is rolled back. An email link, available in the workflow steps, allows the originator of a form to contact the current active step in the workflow. Updates can be made by the person in the current workflow step or the proposal can be rolled back to the originator. When a course is rolled back, it starts over in the workflow process. Red (strike through) and green (bold) indicate changes to the course along the way. An audit trail is available to determine at what level in the workflow a change took place and who the editor was for the change.

 - indicates that there is “help” information regarding completion of the form. Being familiar with the help information ensures that the form is submitted as accurately as possible and prevents the form from being rolled back for editing. When a course is rolled back for changes/updates it may have to work its way through the workflow process from the beginning (as if it had never been submitted).

Once logged in there is help available to you through Courseleaf Help  located in the top right of the landing page. Courseleaf Curriculum (CIM) includes information on course and program proposals.

Additional language is required in the catalog description for grade basis other than graded (ABCD); repeat rules; cross-listed courses; multiple component courses (Lec/Lab); and courses with a materials fee. The help bubbles throughout the form give examples of the wording required.

GE, GE designation and GE Pathway courses require the completion of additional documents to upload prior to submitting through workflow. Course forms will roll back to the originator if GE documents are not included at submission. GE forms are available at the [TRC web site](#).

Pre-requisite and Co-requisite language is included in the course description by the CIM system. Do not duplicate the information in the course description. Semester pre-requisites will not be “hard coded” (enforced) in PeopleSoft for the 2020-2021 Academic Year. Contact the Curriculum and Scheduling Office for enforcing enrollment requirements (Pre and Co requisites).

Originator	Name, email and phone are required fields. If a form is incomplete or needs changes this is who the form may roll back to for the additional edits.
College	Select from drop down
Department	Select from drop down, departments are dependent on the college selected
Effective Term	Select the fall year. If a NEW course needs to be made active in spring please provide justification for starting course mid academic year
Subject	Select subject, subjects are dependent on department selection. Note: if the subject is not available navigate to the Miscellaneous Curriculum Request Form request (link is available through the subject help bubble) to have added.
Number	Enter the 4-digit course number. 0-99 Nondegree-applicable credit 1000-2999 Lower-division freshmen & sophomore level. Graduate credit not allowed 3000-4999 Upper-division junior & senior level 5000-5999 Upper-division junior & senior level and/or graduate credit courses 6000-6999 Masters level 7000-7999 Doctoral level

Use consistent numbering for the following types of courses.

For variable unit courses

The last digit in the 4-digit number defines the number of units the course has. For example: SOC 5951 is a 1-unit independent study course; SOC 5952 is a 2-unit independent study course; SOC 5953 is a 3-unit independent study course; etc. EDUC 6990 is a 0-unit continuous enrollment course; EDUC 6991 is a 1-unit continuous enrollment course; EDUC 6992 is a 2-unit continuous enrollment course; etc.

Suffixes

NOTE: Suffixes are no longer used for unit values. Use a suffix after the 4th digit to indicate a permanent topic course; e.g., FLAN 1001A (Latin); FLAN 1001B (Arabic). Use a suffix after the 4th digit to indicate a component in a multiple component course; e.g., BIOL 1000 (lecture component), BIOL 1000L (lab component).

- 575# – Internships
- 595# - Independent Study
- 696# - Masters Project courses with units
- 697# - Masters Thesis courses with units
- 6980 - Masters Comprehensive Exam/Project without units
- 699# - Masters Continuous Enrollment, ending number indicates units.
Continuous Enrollment courses have been updated by the Curriculum and Scheduling Office for Q2S.
- 797# - EdD Thesis/Project with units
- 7980 - EdD Comprehensive Exam/Project without units
- 7990 - EdD Continuous Enrollment without units

Course Title	Use capitalization. Example: The History of the World, Part I . Course title appears in the Bulletin of Courses.
Abbreviated Title	32-character field. Abbreviated title appears on student transcripts.
Catalog Description	Catalog description should be brief. Use sentence fragments; include topics covered, experiences obtained or activities engaged in. Additional language is

	required grade basis other than graded; repeat rules; cross-listed courses; multiple components; and courses with a materials fee.
Justification	Enter the justification for the courses. Note: the justification is an important part of the course form and used by the reviewing committees.
GE or GE designation	GE and/or GE designation courses require additional GE documents and GE Committee approval. Related GE questions open at the bottom of the form. GE documents and information are available on the TRC web site . Include the GE information in the Catalog Description.
GE Pathway Course	GE Pathway courses require the Pathway name, additional GE documents, GE Committee approval and submission of the GE Pathway Program Form. Related GE questions open at bottom of form. GE documents and information are available on the TRC web site . Include the GE Pathway in the Catalog Description.
Consultation	Use the department name drop down menu to select department(s). The department chair(s) will receive an email notification and will have the opportunity to comment on your submission. You may add as many consultations as needed by using the green plus sign.
Component	Select the box for type of course, multiple choices will create/update multiple component courses.
Classification	Select the Course Classification, choices are dependent on component selected. Note: Additional information on Course Classification Numbers and corresponding K and S factors is available on the Academic Programs web site .
Units (component)	Enter the number of units for the component chosen.
Units	Enter the total number of units for the course. In a single component course this will be the same as the unit value entered in the component units field. In multiple component courses, this will be the total value for both components.
Variable topic titles	New courses do not need to have variable topic titles listed at time of submission although if you know topic titles you may enter them when creating the course. For existing variable topic courses, this is the location that variable topic titles will be added for submission as needed per term. The title has a maximum of 30 characters.
Repeatable for credit	If yes, enter the total number of times a course may be taken for credit and total units allowed. For courses that allow an unlimited number of units to be applied for credit the total completions field is 99 and 999 in total credits may be used. One of following sentences must be included in the course description: May be repeated for credit # of time for a total of # units; May be repeated for credit as topics change, for a total of # units; Must be repeated for a total of # units. Example: May be repeated for credit 4 times for a total of 12 units.
Grading Method	Graded is the standard letter grading method (ABCDF). All other grading methods require additional information on the grading method in the catalog description. The help bubble includes examples.
Cross listed	If yes, add the subject using the drop down menu. Enter the course number (should be the same as course number in proposal). The subject adding the cross-listed course becomes the primary or "parent." Include the following sentence in the course description: Offered as (subject & number and subject & number), students may not receive credit for both; Example: Offered as ANTH 3355 and ART 3355, students may not receive credit for both.

Course Equivalency	Course equivalencies can be one to one; one to many; many to one; or many to many. The course equivalency information will be utilized to tie quarter courses to semester courses (or vice versa) in the course equivalency guide (or cross-walk table) for students, faculty, advisors, and staff to use.
Pre-requisites	Semester pre-requisites may require consultation with the Curriculum and Scheduling office for enforcement in PeopleSoft. Do not use Quarter pre-requisites, this box is informational for existing courses with established pre-requisites..
Co-requisites	Semester co-requisite information requires coding in PeopleSoft by the Curriculum and Scheduling Office. Once the course completes the approval process the originator of the form will be contacted to confirm the co-requisite requirements.
Department Consent	If, yes include the following sentence in the course description: Department consent required.
Service Learning	A service learning course typically requires a minimum number of service hours with selected community-based organizations and schools. Students reflect on their service activity to increase their understanding and application of the course content and to enhance their sense of civic responsibility. For additional information contact the Community Engagement Office or visit their web site .
Materials Fee	If yes, include the following sentence in the course description: Materials fee required. Miscellaneous Course Fees (materials fee) are approved by the Campus Fee Advisory Committee. Contact the Academic Curriculum and Scheduling office for information on submitting a Miscellaneous Course Fee request. For new courses that have discipline specific approved fee include the approved amount for the discipline (if known).
Required or Elective	Submit a Program form for new courses added as a requirement. A Program form does not need to be submitted for a new course that is an elective in a program unless the course is to be included in an electives list . Include interdisciplinary programs that could use course as an elective. Examples are the Ethnic Studies and the Gender and Sexuality studies minors.

Additional documentation may be uploaded and submitted with the course form. General Education and General Education Pathway courses require GE documentation. For information on submitting GE courses navigate to the [Teaching Resource Center web site](#).

After completing the form, click one of the following:

- **Cancel** - to not save any changes and return to the previous window
- **Save Changes** - to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Added" and may be edited at a later time by searching for the course or doing a quick search for all added courses
- **Save & Submit (Start Workflow)** - to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The new course proposal will go to the next person in the workflow. The next user in workflow will be sent an automated email to notify the user the new course proposal is ready to be reviewed, edited, approved, or rejected.