Course Proposals - Undergraduate

Create a New Proposal:

1. Log in
2. Go to +New Proposal

3. Select the type of Curriculum proposal you need to use for the year the change will take place:

   **Undergraduate Proposal Types:**
   1) Course Create New Undergraduate
   2) Course Expire Undergraduate
   3) Course Revision Undergraduate

4. Click the checkmark to the right to open the proposal.
How to Create a New Undergraduate Course

1. Select the Originating Campus
   *(This would be the campus that is starting the proposal)*

2. Select the correct combination of additional campuses that will be allowed to offer the course. *(This will create an approval step for all campuses involved.)*
   None means no other campus will offer the course other than originating.

3. Select the college/school that will own or manage the course.
   *(To narrow your search, type a letter or word. For a specific campus, you can search for “- WL”, “- FW”, “- NW” or “- PUI”)*

4. Select the department that will manage the course.

5. Links for the selecting course numbers has been provided. Please review to make sure the course number is available for use.

6. Select the Proposed Effective Term
7. Select the **Subject Code** for the Course

8. Add the Proposed 5 digit **Course Number**

9. Add the proposed **Long Title**

10. Add the proposed **Short title**
    *(This is the title that will show on the transcript for the student. It can be abbreviated to meet the 30 character count limit. If the long title is under 30 characters, the short title can match it.)*

11. **Terms Offered**
    Select terms the course will be offered.

12. **Credit Hour Guidelines** are provided on a [link](#).

13. There are two options for credit hours:
    - **Option #1**: Fixed Credit Hours
      Enter the proposed credit hour amount (i.e.: 3)
    - **Option #2**: Variable Credit Range
      a. Enter the **MINIMUM** number of credits.
      b. Select **TO** if the credit is Minimum to Maximum (1 TO 3)
      c. Select **OR** if the credit is minimum or maximum. 1 OR 3 (not including 2)
      d. Enter the **MAXIMUM** number of credits a student can have for this one course offering.

14. **Course Repeat Status**
    Can the course be repeated for credit?
    - If Yes, select it **MAY be repeated**
    - If No, select it **MAY NOT be repeated**.

15. If **repeatable** - the course MAY be repeated:
    - Can it be taken an unlimited amount of times? (All grades will be included in the GPA.)
    - Or is there a maximum amount of credits that will be allowed for all attempts? If yes, select this button and enter the **maximum credit** amount in the field.
16. **Grade modes:**
   - Regular Grade: *Default if not listed*
   - Pass/Not-Pass Option
   - Audit
   - Satisfactory/Unsatisfactory: Used for 0 credit courses

17. **Course Fees:**
   - Are there additional fees associated to this course?
   - If yes, provide an explanation.

18. **Registration Approvals**
   Does the course require Department Permission or Instructor Permission for the student to register? *(This will be listed in the course description, but will only be enforced via the schedule deputy with each section offering.)*

19. **Attributes (Select all the Apply)**
   - Variable Title – Is this course a variable title course?
   - Honors – Will this course be Honors?
   - Full-Time Privileges
   - Half-Time Privileges
   - Internship
   - Coop
   - Parallel Coop
   - Credit By Exam

20. **Schedule Types/Credit Hours** –
   1. Schedule Types
   2. Minutes per week
   3. Number of meetings per week
   4. Number of weeks per term

**EXAMPLE:**
LEC/180min/3per wk/16 weeks
21. **Restrictions:**
Add proposed restrictions.

![Restrictions](image)

22. **Requisites**
List Pre-Requisites for the course in the text box.

*(D- equals the lowest passing grade, unless otherwise noted)*

![Requisites](image)

23. **Co-Requisites**

24. **Course Description:**
Add the Course Description
25. **Learning Outcomes**

26. Click "Save All Changes"

27. Click on the arrow at the top of the page to launch the proposal. (Only launch the proposal after you completely finished) The proposal will now be sent on for further review before the formal proposal is submitted.

DO NOT USE “WL Catalog Use Only” area