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.
Course Revision Undergraduate

This proposal is used to make revisions existing courses.

1. Import Course “How to Import an Existing Course”

2. The course is now imported into the proposal and should appear at the top of the proposal.

3. Originating Campus
   Select the “Originating Campus” (this is the campus location that is starting the proposal).

4. Non-Originating
   Select the correct combination of additional campuses that offer the course.
   For Example:
   - None (no other campus offers the course except for the location that originated the proposal)
   - North West (Originating campus offers the course and so do North West)

5. Campus – The import populated this field to list all of the locations that offer the course.

6. College/School – The import populated this field to list all of the College/School owners for the course from any campus offering the course.

7. Department – The import populated this field to list all of the Department owners for the course from any campus offering the course (This field is what allows the proposal to flow to different campuses. If the department for each campus is not added in this field, the proposal will not be able to launch. Click in the box to search for the correct departments for each campus.)
8. Choose the change(s) requested

9. Proposed Effective Term

**Changes can be made to the fields below as indicated by your course revision selection(s).**

10. Subject Code/Prefix – The import populated this field.

11. Course #/Code – The import populated this field.

12. Long Title – The import populated this field.

13. Course Description – The import populated this field.

14. Terms Offered Select terms the course will be offered. This allows us to add the information to the course description but does not restrict the department to offer the course at other times.

15. Credit Hours

16. Course Repeat Status
   Can the course be repeated for credit?

17. 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.
18. Grade modes:
   - Regular Grade: Default if not listed
   - Pass/Not-Pass Option
   - Audit
   - Satisfactory/Unsatisfactory: Used for 0 credit courses

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

20. 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.)*

21. Attributes *(Select all that 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

22. Schedule Types/Credit Hours –
   - Schedule Types
   - Minutes per week
   - Number of meetings per week
   - Number of weeks per term

   EXAMPLE: LEC/180min/3per wk/16 weeks
23. **Restrictions**: Explain changes to restrictions

24. **Requisites**: List changes to Requisites & Pre-Requisites for the course in the text box. *(D- equals the lowest passing grade, unless otherwise noted)*

25. **Course Description**: The import has populated the current Course Description. Make any changes to the course description in the same text box.

26. **Learning Outcomes** – Only provide learning outcomes if changes are being made or if outcomes have not been previously provided.

27. Answer the questions listed: *(If unsure of the answers, an Impact Report can be run to verify the data – See “How to run an Impact Report”)*
28. Indicate the justification for the revision or add other comments.

29. Click "Save All Changes"

30. 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
How to Import an Existing Course

1. Select from the top tool bar to import the existing course.

2. Select “Purdue: Curriculog_course”

3. Select drop down arrow on “Filter by Field”

4. Choose “Prefix”

5. Use an asterisk (*) for a wildcard search, i.e. COM*

6. Click “Search Available Curriculum”
7. Select the course you would like to import by clicking it.

8. Then click “Import This Item”

How to Run an Impact Report

1. Select to run the Impact Report.

2. Choose the current published catalog to run the report.

3. Select “Generate Report”
4. The information from the Impact Report will appear in a pop-up.

You can copy and paste this information or simply use it to answer the questions in the proposals.

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**How to Add Attachments**

1. Select the ‘Files’ icon from the Proposal Toolbox (located on the top right hand page)

2. Next, select the ‘Browse’ button to locate the file on your computer to attach, and click ‘Open’

3. Once the file appears in the window, you can click ‘Upload’

4. The attached file will now be available within the Proposal for review.

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**How to Review Changes (Show Markup)**

1. Go to the upper right of the proposal page and click on “discussion” icon. Under the proposal toolbox you will see the user tracking

2. Select “Show current with markup”

3. This will display the changes that have occurred, and when hovering over the changes you will be able to see a time and date stamp, as well as the user’s name.
**How to Print**

You may also choose to print your Proposal at any time by selecting the Print Friendly icon from the upper right corner of the form. When you choose to print the Proposal, you will be presented with a print friendly version of the form. If you would like to include more details, you can select ‘Print Options’ and use the checkboxes to select the information you would like to include in your printed version.