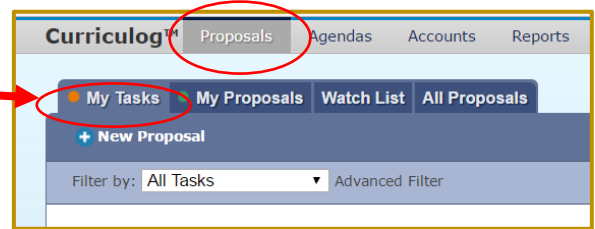
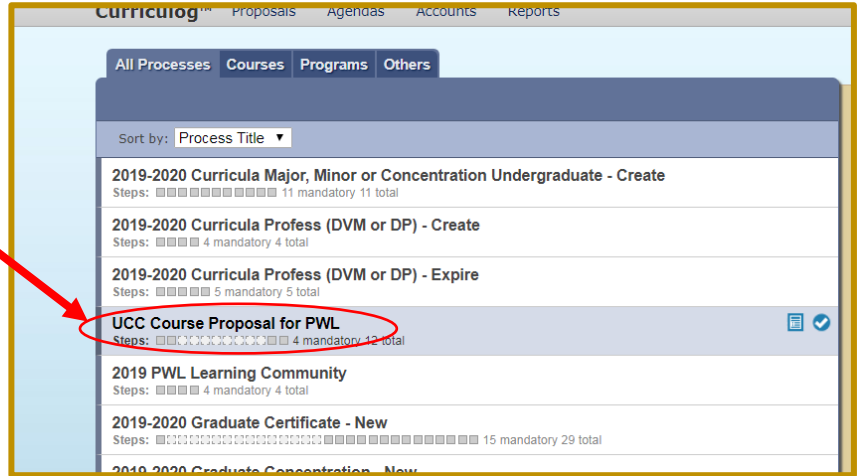


# Create a Proposal to Add a PWL Course to UCC

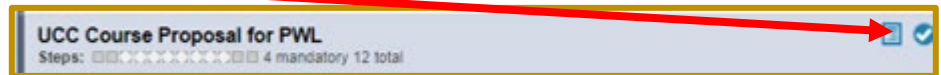
1. Log in
2. Go to +New Proposal



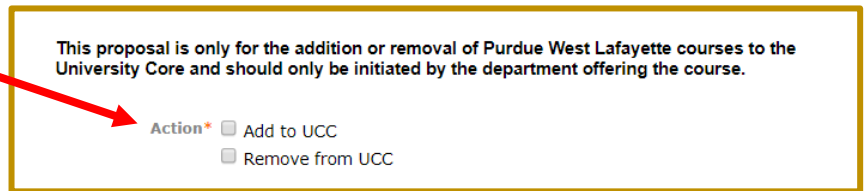
3. Select the proposal "UCC Course Proposal for PWL"




4. Click the checkmark to the right to open the proposal.

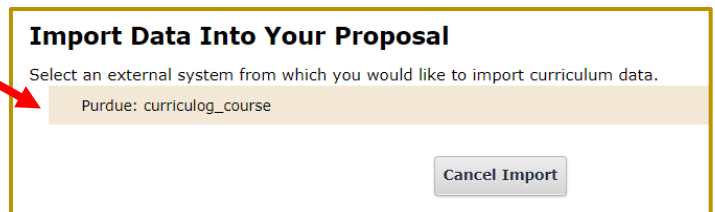
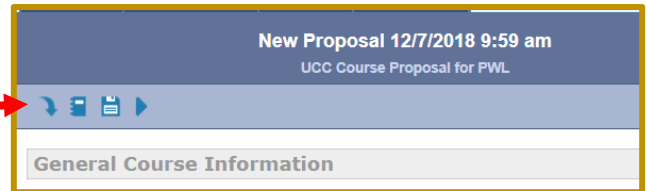


5. In the proposal select Add or Remove from UCC

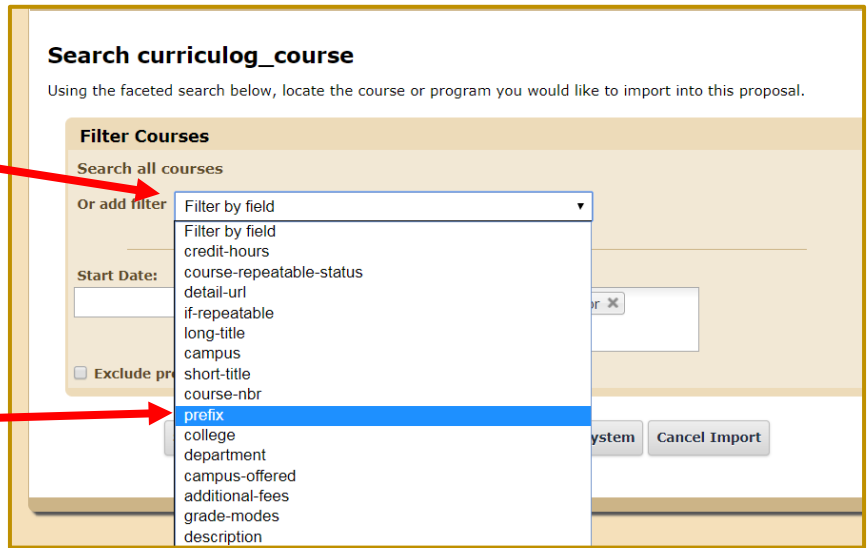


## Import the course

1. Select  from the top tool bar to import the existing course.
2. Select "Purdue: Curriculog\_course"



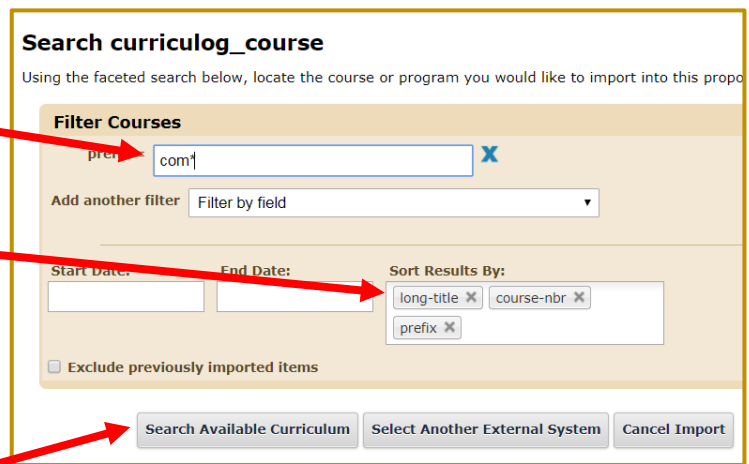
3. Select drop down arrow on "Filter by Field"



4. Choose "Prefix"

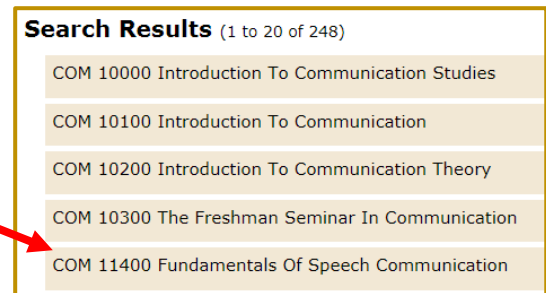
5. Use an asterisk (\*) for a wildcard search, i.e. COM\*

6. Remove "long-title" as a sort option by clicking the "X" next to it under "Sort Results By" (this will allow the results to come in for the course prefix listed numerically)

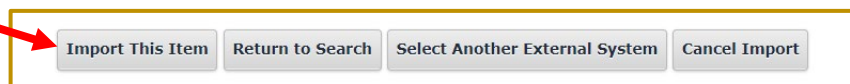


7. Click "Search Available Curriculum"

8. Select the course you would like to import by clicking it.



9. Then click "Import This Item"



10. The course is now imported into the proposal and should appear at the top of the proposal.  
**Do not make changes to the imported fields.**

11. Proposed Effective Term  
-Select the term the course should be added to the UCC.

12. The Import populated the following fields:

- a. Department – The import populated this field to list all of the Department owners for the course from any campus offering the course.
  - Since this proposal is for PWL courses for UCC, the proposal will only route to the PWL Department Heads.

b. Subject Code

c. Course Number

d. Long Title

e. Credit Hours

f. Course Description

<b>Department*</b>	-Department of Philosophy - WL	
<b>Subject Code*</b>	PHIL	<b>Course Number*</b> 41100
<b>Long Title*</b>	Modern Ethical Theories	
<b>Credit Hours*</b>	3.00	
<b>Course Description*</b>	Credit Hours: 3.00. An examination of the major controversies in the history of modern ethics, including: the place of reason in ethics, the basis of moral obligation, and the relation between science and morals. Typically offered Fall Spring.	

- g. State & University Core Outcomes already used for the course will import also.

**State & University Core Outcomes currently on the course:**

Current State Core Foundational Outcomes	<input type="checkbox"/> GTC-Written Communication <input type="checkbox"/> GTC-Information Literacy <input type="checkbox"/> GTC-Speaking & Listening <input type="checkbox"/> GTC-Science <input type="checkbox"/> GTC-Science, Tech & Society <input type="checkbox"/> GTC-Quantitative Reasoning <input type="checkbox"/> GTC-Humanistic-Artistic <input type="checkbox"/> GTC-Social-Behavioral
Current University Core Foundational Outcomes	<input type="checkbox"/> UC-Written Communication <input type="checkbox"/> UC-Information Literacy <input type="checkbox"/> UC-Oral Communications <input type="checkbox"/> UC-Science <input type="checkbox"/> UC-Science, Tech & Society <input type="checkbox"/> UC-Quantitative Reasoning <input type="checkbox"/> UC-Humanities <input type="checkbox"/> UC-Behavior/Social Science

13. Is this a re-submission for this course to be approved?

Select between:

- a. No
- b. Yes – At the request of UCC
- c. Yes – Previously Denied (submitting new information)
- d. Yes – Other reason (provide reason in text box below)

**Answer the Questions Below:**

Is this a re-submission?  No  
 Yes - At the request of UCC  
 Yes - Previously Denied (submitting new info)  
 Yes - Other Reason (EXPLAIN BELOW)

Explain the "Other Reason"

**B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>**    **¶** **☰** **☷** **☶** **☵** **☹** **☺** **☻** **☼** **☽** **☾** **☿** **♁** **♂** **♀** **♃** **♄** **♅** **♆** **♇** **♈** **♉** **♊** **♋** **♌** **♍** **♎** **♏** **♐** **♑** **♒** **♓** **☰** **☷** **☶** **☵** **☹** **☺** **☻** **☼** **☽** **☾** **☿** **♁** **♂** **♀** **♃** **♄** **♅** **♆** **♇** **♈** **♉** **♊** **♋** **♌** **♍** **♎** **♏** **♐** **♑** **♒** **♓**

14. Is this course offered once every two years?

Select between:

- a. Yes
- b. No –provide more information (in the text box below)

Is this course offered once every two years?  Yes  No - provide more information below

If no, explain why this course should be considered:

15. Select the proposed Foundational Learning Outcome requested to ADD or REMOVE.

**Select Foundational Learning Outcome**

Courses are typically approved for one outcome, but may be nominated for no more than 2 outcomes. [Click here](#) for the descriptions.

**To nominate a course for second foundational learning outcome, you will need to complete an additional UCC Course Proposal in Curriculog. You can only submit for one outcome on a proposal.**

First foundational learning outcome (Only Select One)  Written Communication (WC)  
 Information Literacy (IL)  
 Oral Communication (OC)  
 Science (SCI)  
 Science, Technology & Society (STS)  
 Quantitative Reasoning (QR)  
 Human Cultures: Humanities (HUM)  
 Human Cultures: Behavioral/Soc Sci (BSS)

16. If you are wanting to ADD or REMOVE a Second Learning Outcome:  
This requires a separate UCC proposal for each additional learning outcome.

*Please indicate if this course will be proposed for a second learning outcome for the committee to be informed.*

**Second Learning Outcome -not typical (Request with a separate proposal)**

Will this course be nominated for a second Foundational Learning outcome?  Yes - answer the next question  No

If yes, what is the second Foundational Learning outcome? (Please use curriculog to submit an additional UCC Course Proposal)

Select an option

17. Pre-reqs and Co-reqs  
Please provide the pre-reqs and co-reqs for this course (if applicable)

**Provide Pre-Requisites/Co-Requisites (REQUIRED)**

In general, courses with pre-requisites or co-requisites will not be approved.

Check for pre-requisites/co-requisites for current term for this course [here](#).

1. Select course catalog
2. Choose current term
3. Select the course prefix and number (pre-requisites will be listed at the bottom)

Did you review the Requisites (Pre/Co)?\*  Yes - there are no pre-reqs/co-reqs  Yes - pre-reqs and/or co-reqs are listed below

Please list prerequisites to this course, if any. Please justify why a course with pre-requisites should be approved.

18. Provide Restriction information for this course (if applicable)

**Provide Restrictions Information**

In general, courses that are restricted (for example, by school, major or class designation) will not be approved to meet the Foundational Learning Outcomes.

Does this class have any registration restrictions?  Yes - explain below  No


Please list restrictions to this course and justify why a course with restrictions should be approved.

19. Attach Supporting documents – Syllabus is Required

*If REMOVING a course from UCC, select “Removing from UCC, does not need attachment”*

**Syllabus is Required to be attached:**

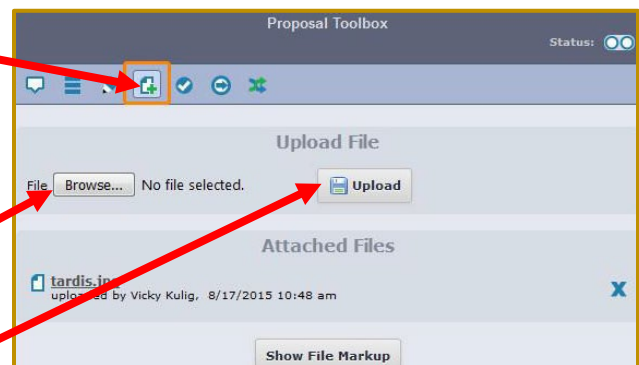
The documents should include: list of topics by week or lecture, learning outcomes/objectives, text book or other reading material, assignments, grading or assessment method. The more information provided, the better able the UCC will be to properly complete the review.

1. Navigate to the Proposal Toolbox at the top of the right side.
2. Select the “Add Files” button  then **Upload** file to be attached.

**IMPORTANT:** Your document or syllabus should show how the course meets the foundational outcome that you are requesting. See the definition - click [here](#).

Syllabus is attached (Required)\*  Yes  Removing from UCC - does not need attachment

- Select the ‘Files’ icon from the Proposal Toolbox (located on the top right hand page)
- Next, select the ‘Browse’ button to locate the file on your computer to attach, and click ‘Open’



- c. Once the file appears in the window, you can click 'Upload'
- d. The attached file will now be available within the Proposal for review.


20. Agreement - By submitting the proposal, you agree that you or your department will provide assessment material requested at regularly scheduled intervals.

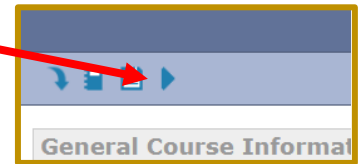
**Agreement**

By submitting the proposal, you agree that you or your department will provide assessment material requested at regularly scheduled intervals. \*

Yes, I Agree  Removing from UCC

*If REMOVING from UCC, select "Removing from UCC" for this agreement.*

21. After the form is completed, go to the top of the proposal to click the area to launch icon.  This will submit the proposal to the next approver.



22. A pop-up appears.

23. Click "Launch Proposal" for this to move to the next step in the approval process.

**Launch Proposal**

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.