



Courseleaf Course Management Guide

(CourseAdmin)

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Table of Contents

Courseleaf Curriculum Management -----	3
How to log into CIM -----	3
Important Links -----	3
Course Curriculum Approval Timeline -----	4
Course Curriculum Calendar -----	4
How to Edit an Existing Course -----	4
How to Propose a New Course -----	4
Overview of Course Form -----	5
Standards for Course Title -----	5
How the Course Will Be Utilized? -----	6
Catalog Description -----	6
Course Prerequisites & Corequisites -----	6
Department Consent -----	6
Previously Offered Special Topics Course -----	7
Component Choice Guidance -----	7
Number of Units / Required Contact Hours -----	7
Repeat Guidelines -----	7
Typically Offered Information -----	8
Grading Basis -----	8
Undergraduate / Graduate -----	8

Important Links

Course Inventory Management

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For Catalog:

To ensure a new course or course change makes it into the catalog, the change will need to be approved before the next edition of the catalog goes live, which is around the beginning of August. Please remember that the university/college curriculum committees stop meeting in May, so any course proposals that do not make it through the process by early May, will likely not receive approval for the next year's catalog. In addition, catalog representatives and departments are notified of the CAT deadlines monthly.

New courses needing to be approved to be added to a program's curriculum would need to be approved ahead of the program being proposed. New courses that will be added to a program's curriculum must be fully approved by CARC before the associated program revision including the new course(s) will be approved by the UCC. Departments, however, may propose program revisions while the new courses are still in workflow and not yet fully approved. Please see the 'How to Create a Course List in Program Admin' section of the _____ for instructions.

For Scheduling:

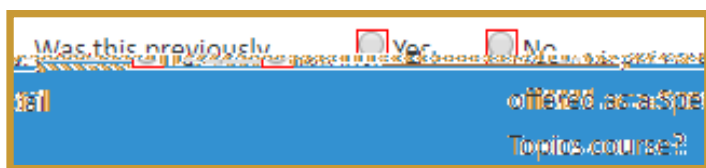
Course revisions must be fully approved by CARC at the preceding December meeting to go into effect with the schedule (new courses can be approved up until March.)

Course revisions must be fully approved by CARC by the preceding September meeting to go into effect with the schedule (new courses can be approved up until November.)

Please contact Suzanne Hill if you have questions about effective dates or need to discuss a possible exception to the above deadlines.



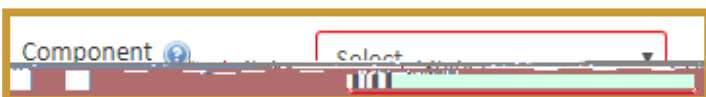
Previously Offered Special Topics Course



Was this previously offered as a Special Topics course? Yes No

- Select “**yes**” if this course was previously offered as a special topic title and now the department wishes for it to go through curriculum approvals to become its own course. In the rationale, include the original title, if that title has changed from when it was offered as a special topic.

Component Choice Guidance



Component

- Most courses are set up as a “Lecture,” but the document of component definitions can help you decide if another component makes more sense. For instance, Studio implies work in a lab or studio. Seminar implies an emphasis on group discussions. A lab will involve the need for an extra hour of class meeting time. Refer to _____

Number of Units / Required Contact Hours



Units/Credit Hours Lecture Contact Hours: Lab Contact Hours: Studio Contact Hours:

Fill in how many units (credits) this course involves. If the course is a variable unit course, please be aware that students will need to be counseled about how many units to register for. In the registration system, the course will default to the minimum units. For a 3-unit Lecture, the course would entail 3 Contact Hours. For a 1-unit Lab, the course would involve 2 Contact Hours. For special format courses, the Contact Hours are not recorded.

Typically Offered Information

- Fill in the terms you generally expect to offer this course. This information will display in the student account and academic planning and will provide help to students in completing their requirements.

CAEP

Is this course required for a CAEP (Council for Accreditation of Educator Preparation) Program?



Yes



No

- Any course required for a teacher education program must be reviewed by the Teacher Education Executive Board (TEEB) which is part of the College of Education.

Rationale for Course

- This section is where you will give an overview of the changes you are making to a course. This is the most helpful to the curriculum committees who are reviewing your proposal to understand what it is your department is attempting to do with a particular course.

Uploaded Files

- For a new course, a syllabus is required before it can be put into workf ow. For a revised course, a syllabus is not required but may be later requested by a curriculum committee. If a syllabus has never been uploaded to CIM since we began using this system in 2013, you may want to consider adding a syllabus for reference.
- A curriculum committee may ask to see a syllabus if members feel that major changes are being made to a course. CARC will request that a new syllabus be submitted for a change in content or course description and/or a change in title.

Department Chair Sign Of /Check Box for Federal Credit /
Contact Hour Requirements:

To be completed by the Department Chair: By checking this box, I acknowledge that this course meets the federal credit hour and contact hour requirements.

Yes

- This box must be checked in order for it to proceed through the full workf ow process.

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Course Reactivation

- Select the **Reactivate button** to edit course and start reactivation process.
- Courses being reactivated may require a syllabus if there are changes being made. See Course Revision section above for guidance.

Special Topics Courses

- Special topics courses are used to sample new offerings to determine whether or not formal adoption is desirable.
- A specific special topic can only be offered 3 times before it must go through the curriculum process converting it to an approved course.

Turning a Former Special Topic into an Approved Course

Special Topics are offered as a special topic title under a course number of 270, 370, 570, etc. When a special topic has been offered for the third time, it cannot be offered again as a special topic title, but should go through curriculum approval to become its own course. The Registrar's Office will remove the topic title from the 270, 370, 570 course so it will not inadvertently get offered as a special topic title again.

Graduate Course Specifics

Graduate course proposals are evaluated by their college's curriculum committee and by the Graduate Studies Curriculum Committee. Courses are evaluated in the same manner as CARC evaluates undergraduate courses, but with the lens of graduate study. There is an expectation that the graduate course learning outcomes will be elevated from undergraduate courses. For questions about learning outcome differences, please refer to the Office of Graduate Studies. For information on the differences between graduate course numbers, please refer to the _____.

- A **prerequisite** can be a course(s) and/or restriction(s) required before enrollment in a more advanced course.
- A **corequisite** is a course that the student **must** take in the same term as (concurrently with) another course.
 - Example: BIOL 120 and restriction(s). BT6.5DC BT12 0 0 12 90.97 5038m(0 0 12 snst003o35FAothectual

Prerequisites Enforced in PeopleSoft

Some types of prerequisites can be evaluated completely and enforced by PeopleSoft at the time of student enrollment, including (but not limited to) the following examples:

- Specific course(s) or a range of courses or units that can be identified as a prerequisite, corequisite or pre/corequisite
 - Examples: ENGL 102; 6 units of FIN courses; one PSYC course
- Majors (including track/concentration) and minors (e.g., Math major)
- Academic level/class standing of the student (e.g., senior standing)
- Special group (e.g., Honors College students)
- Other types of prerequisites that are functional in PeopleSoft
 - Minimum Towson University Cumulative GPA (CGPA) of the student
 - Test score that is standard (e.g., ALEKS)

Notes on Prerequisite Checking for Registration

PeopleSoft is configured to include the student's in-progress term when checking prerequisites for a course registration. If the student no longer meets course prerequisites after a successful registration, PeopleSoft does not deregister the student from the course. It is the responsibility of academic units to request deregistration of students who do not meet prerequisites after registration via the Post-Enrollment Requirement Checking (PERC) process. For more information about PERC, please contact [_____](#).