

**Submitting a New Course Form in Smart Catalog**

*A “Course” is a class that provides credits toward the completion of a Program. Submit New Course Forms before making any program revisions to programs needing the new course.*

1. **REQUIRED:** Choose the appropriate prefix from Subject Code drop-down box. Course prefixes are found in the undergraduate and graduate catalogs. If a new course prefix is needed, contact the Curriculum Coordinator
2. **REQUIRED:** Enter desired course number in the Number box. The desired course number must not already be in use by another course and should be a number that has never been in academic history. If you do not know which course numbers are available, contact the Curriculum Coordinator
3. **REQUIRED:** Enter course title in the New Long Title box. This title will appear in the catalog
4. **REQUIRED:** Enter an abbreviated title in the Short Course Title box. This title must be ≤ 30 characters and should follow standardized oxford abbreviations: <https://public.oed.com/how-to-use-the-oed/abbreviations/>
5. If applicable, indicate what course is being replaced by the new course
6. Using the drop-down menus, select the appropriate academic College and Academic Unit that the new course is affiliated
7. If not a variable credit course, enter the minimum credits. If this is a variable credit course, enter minimum and maximum credits. For example, a course that is 3-6 credits would have 3 entered in the box for minimum credits and 6 entered in the box for maximum credits
8. If this is a variable credit course, enter the total (maximum) number of credits that can be earned **in a given semester** in the corresponding box
9. Enter maximum credits that may be earned over multiple semesters in the corresponding box
10. Choose desired Grade Mode by selecting the appropriate box
  - a. The default Grade Mode includes S, A, and B (check three boxes):
    - i. S – Standard Letter
    - ii. A - Audit
    - iii. B – Credit/No Credit
11. Indicate whether the new course is a Variable Title course and/or has Special Fees by clicking the appropriate box(es) if appropriate
12. **REQUIRED:** If the course is associated with a teacher licensure program, select “Yes” from the drop-down menu to indicate that it is a Professional Education Course. If the course is not associated with a teacher licensure program, select “No” from the drop-down menu
13. If the course is a proposed University Core Curriculum Course, select “Yes” as appropriate from the drop-down box. Otherwise, select “No” if the course is not associated with the University Core Curriculum Course. Proposed core curriculum course will be approved through the University Core Curriculum committee
14. **REQUIRED:** Enter an appropriate description of the course in the Course Description box. Course descriptions are in the catalog and should indicate the content of the course and/or competencies developed through coursework. Three to five sentences are appropriate for course descriptions. Include in your description any prerequisites, parallels, corequisites, “open only to”, “not open to”, or permission information
15. If appropriate, enter a Prerequisite Narrative in the provided box. Prerequisite narrative information should only include prerequisite courses and their minimum grade requirements

16. **If the new course will have prerequisite courses**, add the appropriate prerequisite courses by clicking the “Add Course” button and follow the drop-down prompts to select the desired course. Graduate or Undergraduate Catalog > Courses > Number > Specific Course
  - a. This can be repeated for as many prerequisite course additions as needed
  - b. Please note you do *not* need to include a selection of “and”, “or” between courses.
17. **If the new course will have parallel or corequisite courses**, repeat Step 16 as applicable in the Parallel Course and Corequisite Course boxes
  - a. Note: corequisites are two-way streets. For example, if ENG 101 is a corequisite to ENG 102, ENG 102 must also be a corequisite to ENG 101
18. If applicable, indicate any courses that disqualify a student from earning credit for the new course in the box for “Not open to student who have credits in the following courses.” This should also be included in the course description statement
19. **REQUIRED:** Indicate all possible Instructional Methods (more than one option can be selected) including
  - a. BLEN Blended – course is offered as a combination of online and in class activities
  - b. FACE Face to Face – course is predominantly in class activities
  - c. ONLN Online – course is predominantly distance education activities
  - d. HS – High School – course is offered for high school credit
  - e. Note, if online or blended is selected, a note should be added indicating the percentage of material that will be given as distance education. Notes can be added to the audit trail at the top of the form (add comment). Forms submitted without this information will be returned for additional detail
20. If applicable, list any restrictions placed on this course in the Course Restrictions box.
21. Indicate the intended use of course as required for a Major or Minor or Directed and General Elective
22. Indicate when the course is intended to be available for enrollment as the term (Fall, Spring, Summer) and year (e.g., 2020)
  - a. All courses must be fully approved before available to students for enrollment. The listed intended date of availability does not guarantee approval prior to that time
23. **Save revisions and submit** the curriculum change for review by scrolling to the top of the form and selecting “Save” in the upper left corner. Then click “Send for Review” in the upper left corner (green arrow) to submit the proposed curriculum change for review. Following submission, add a comment (Click “Add a comment” box in the upper left corner), noting that the proposal has been completed and is ready for review. Any additional information you may want to include in the audit trail can also be added as a comment
24. Once the proposal is submitted, it will be locked and additional changes cannot be made unless the proposal is removed (“Remove Proposal” button in the upper left corner)”