



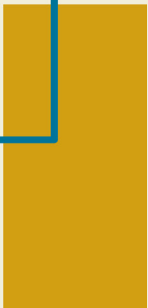
Modern Campus Curriculum



# **NEW COURSE PROPOSAL**

I WANT TO PROPOSE A NEW COURSE

Training Guide



# New Course Proposal Pre-Submission

Before submitting a new course proposal, having the right information prepared will make the process smoother and more efficient. To ensure your proposal moves forward without delays, be sure you have the following details ready:

## 1 Have your **SYLLABUS COMPLETE**

Before submitting a new course proposal in Modern Campus Curriculum, ensure your syllabus is fully developed, as it helps reviewers evaluate course content, learning outcomes, and alignment with institutional requirements, streamlining the approval process and reducing delays. Your syllabus should include: (1) a 14-week outline of the subject matter, (2) titles of textbooks, lab manuals, and/or required readings, and (3) the grading scale and criteria— for 4000-level courses, specify graduate student grading criteria if requirements differ for graduate and undergraduate students.

## 2 Calculate your **COURSE CONTACT HOURS**

For a quick reference on calculating course contact hours correctly, please refer to page 2 of the guide. Ensuring accurate contact hour calculations is essential for proposal approval and smooth progression through the workflow. Mistakes in this area can cause delays and require revisions, so be sure to check the guide for step-by-step instructions and best practices before submitting your proposal.

## 3 Write your **COURSE JUSTIFICATION**

When submitting a new course proposal in Modern Campus Curriculum, enter a justification in the designated text box. This should explain the course's need, curricular fit, and impact on students and programs. Address any duplication with existing courses and include statements from other departments on potential overlap. A clear justification strengthens your proposal and speeds approval.

## 4 Gather **SUPPORTING DOCUMENTS**

Modern Campus Curriculum allows you to upload supporting documents to strengthen your course proposal. These may include support letters from other departments, endorsements from industry partners or community affiliates, and documentation of compliance with accrediting bodies. Collecting these materials in advance ensures a smoother review process and demonstrates the necessity and impact of your course.

# Course Contact Hours Matter

Save time and avoid errors! Use the tables below to quickly and accurately calculate your course credit hours. These guides ensure your proposals align with credit hour requirements, keeping the approval process smooth and hassle-free. Double-check your calculations here before submitting!

## Hours Breakdown by Credit Hour

(Based on a 15 week schedule)

CREDIT HOURS	WEEKLY CONTACT HOURS	MINIMUM WEEKLY OUT-OF-CLASS HOURS	TOTAL HOURS PER SEMESTER
1	1	2	45
2	2	4	90
3	3	6	135
4	4	8	180
5	5	10	225
6	6	12	270

## Lab Hours Breakdown by Credit Hour

CREDIT HOURS	WEEKLY CONTACT HOURS	MINIMUM WEEKLY OUT-OF-CLASS HOURS	TOTAL HOURS PER SEMESTER
1	2-3	2	60
2	4-6	4	120
3	6-9	6	180
4	8-12	8	240
5	10-15	10	300
6	12-18	12	360

# Going Paperless...

Follow the number guide to see how the old form integrates into Modern Campus Curriculum

Rev. 10/2017

**REQUEST FOR ADDITION OF NEW COURSE**

**FORM A**  
ADMINISTRATIVE  
USE ONLY

LACM	PRE
REEL	SOLI
CAT	

Effective: \_\_\_\_\_

Department	<b>2</b>			
Date				

**PROPOSED COURSE DESCRIPTION**

Rubric & No.	<b>3</b>	Title	<b>4</b>	
Short Title (≤ 19 characters)				
Semester Hours of Credit <b>7</b>				
If combination course type, # hrs. of <b>CREDIT</b> for		Lecture: _	Lab/Sem/Rec: _____	
Repeat Credit Max. (if repeatable):		_____ credit hours	Graduate Credit? <b>18</b>	_____ No
Credit will not be given for this course and:				
Course Type (Indicate <b>CONTACT</b> hours in the appropriate course type.) <b>8</b>				
Lecture _	Lab _____	Seminar _____	Recitation _____	Lec/Rec _____
				Lec/Sem _____
				Lec/Lab _____
			Res/Ind _____	Clin/Pract _____
				Intern _____
Maximum enrollment per section: (use integer, e.g. 25 not 20-30) _____				
Grading System:	Letter Grade <b>14</b>	Pass/Fail _____	Final Exam:**	Yes _ No _____
**(Attach justification if the proposed course will not hold a final exam during examination week.)**				
<b>Course Description:</b> (Concise catalog statement exactly as you wish it to appear in the <i>General Catalog</i> ) <b>5</b>				

**BUDGET IMPACT (IF ANSWER TO ANY QUESTION IS "YES", ATTACH EXPLANATION.)**

If this course is approved, will additional staff be needed?	Yes _____	No _
Will additional space, equipment, special library materials or other major expense be involved?	Yes _____	No _
Academic Affairs Approval:		(Date)

**ATTACHMENTS (ATTACH THE FOLLOWING TO YOUR PROPOSAL) **21 22****

**JUSTIFICATION:** Justification must explain why this course is needed and how it fits into the curricula. Will the course duplicate other courses?  
**SYLLABUS:** Including 14 week outline of the subject matter; titles of text, lab manual, and/or required readings; grading scale and criteria  
 (For 4000-level, specify graduate student grading criteria if requirements differ for graduate and undergraduate students).

**APPROVALS**

Department Faculty Approval Date	College Faculty Approval Date
----------------------------------	-------------------------------

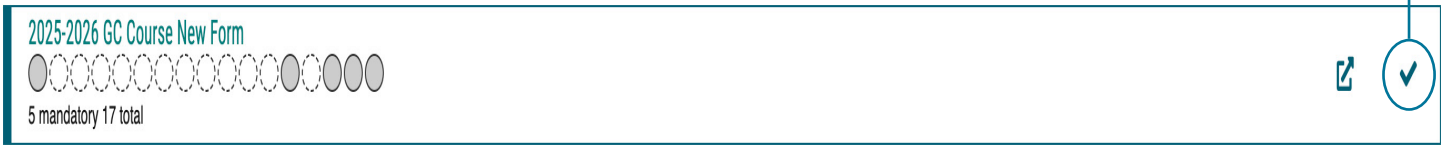
_____ Department Chair Signature (date)	_____ College Dean Signature (date)
_____ Graduate Dean Signature (date)	_____ Chair, FS C&C Committee (date)
_____ College Contact E-mail	_____ Academic Affairs Approval (date)

# New Course Proposal Submission Steps

1. From your Dashboard, click the **New Proposal** button



2. Locate the **GC Course New Form** and select the **CHECK ICON** to start



3. **HIERARCHY OWNER** - Select your **department**

4. **CATALOG HIERARCHY** - Select the **department/college** that will house/own the course

**\*Note:** Be sure to select "Graduate Program" options for any graduate-level courses

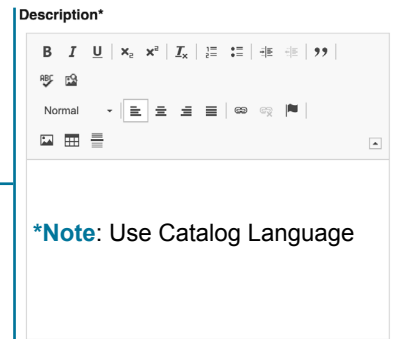


5. Enter **PREFIX** (Rubric) then **CODE** (Course Number)

6. Enter **NAME** (Course Title)

7. Enter **DESCRIPTION** (use Text Box to format as it will appear in Catalog description)

**\*Note:** The course description must match the General Catalog format and be as concise as possible. It should be general enough for flexibility in instruction.



8. Select **COURSE TYPE**

**\*Note:** Course type specifies group-based (lecture, lab, seminar, recitation) or independent (research, practicum, internship) study. Classification guidelines are in PS-45; off-campus credit guidelines are in PS-38.

9. Enter **CREDITS** (# of hours awarded)

**\*Note:** Semester credit hours must be specified. Courses with lab, seminar, or recitation components should indicate credit hour distribution. Each lab credit hour requires at least two contact hours, while seminar and recitation contact hours equal credit hours.

10. Enter **CONTACT HOURS**

**\*Note:** For group courses (lecture, lab, seminar, recitation), contact hours reflect weekly faculty-led sessions. Lecture, seminar, and recitation hours typically match credit hours, while lab courses require at least two contact hours per lab credit. Individual courses (research, practicum, internships) have flexible contact hours, generally aligning with the course's maximum credit hours. Please refer to the tables on p. 2

A form for entering contact hours. It has three input fields: "Weekly Contact Hours\*", "Minimum Weekly Out Of Class Hours\*", and "Total Hours Per Semester\*".

11. Select **INTENDED MODALITY**

# New Course Proposal Continued

12. Enter **OFFERED IN** (What semesters will the course be offered?)
13. Enter **ALSO OFFERED/SAME AS** (include cross-listed course prefix/number/name in text box)
14. Enter **PREREQUISITES**
15. Enter **CO-REQUISITES**
16. Select **GRADING**
  - \***Note:** Courses use letter grades or pass/fail. A final exam is required during final week; if omitted, an explanation of the work replacing the final must be included in the justification.
17. Select **REPEATABLE**
18. Enter **NOTES** (as needed)
19. Select **COURSE FORMAT**
20. Select appropriate option: **Will this course offer graduate credit?**
21. Select appropriate option: **Will the Pinkie Gordon Lane Graduate School's Department Approver be involved in this Proposal's Workflow?** (Select "Yes" only for the Graduate Certificate *Preparing Future Faculty*.)
21. Select appropriate **DEPARTMENT-LEVEL C&C COMMITTEE**
  - \***Note:** Select to include Pinkie Gordon Lane Graduate Department C&C and College C&C in work flows **ONLY** for the Graduate Certificate - Preparing Future Faculty).
22. Select appropriate **COLLEGE-LEVEL C&C COMMITTEE**
  - \***Note:** Select to include Pinkie Gordon Lane Graduate Department C&C and College C&C in work flows **ONLY** for the Graduate Certificate - Preparing Future Faculty).
23. Enter **JUSTIFICATION** (Text Box)
24. Attach **SYLLABUS** and additional supporting documentation
  - 24a. Click to acknowledge documents have been successfully attached.
25. **LAUNCH** proposal 
26. **APPROVE** proposal
  - 26a. Click **DECISIONS** (Dashboard side-bar)
  - 26b. Click **APPROVE PROPOSAL**

# **What's Next?**

## **Don't Forget to Approve Your Proposal.**

After launching, be sure to click "Approve"—the originator always takes the first step. From there, stakeholders can approve, reject, or hold the proposal for revisions.

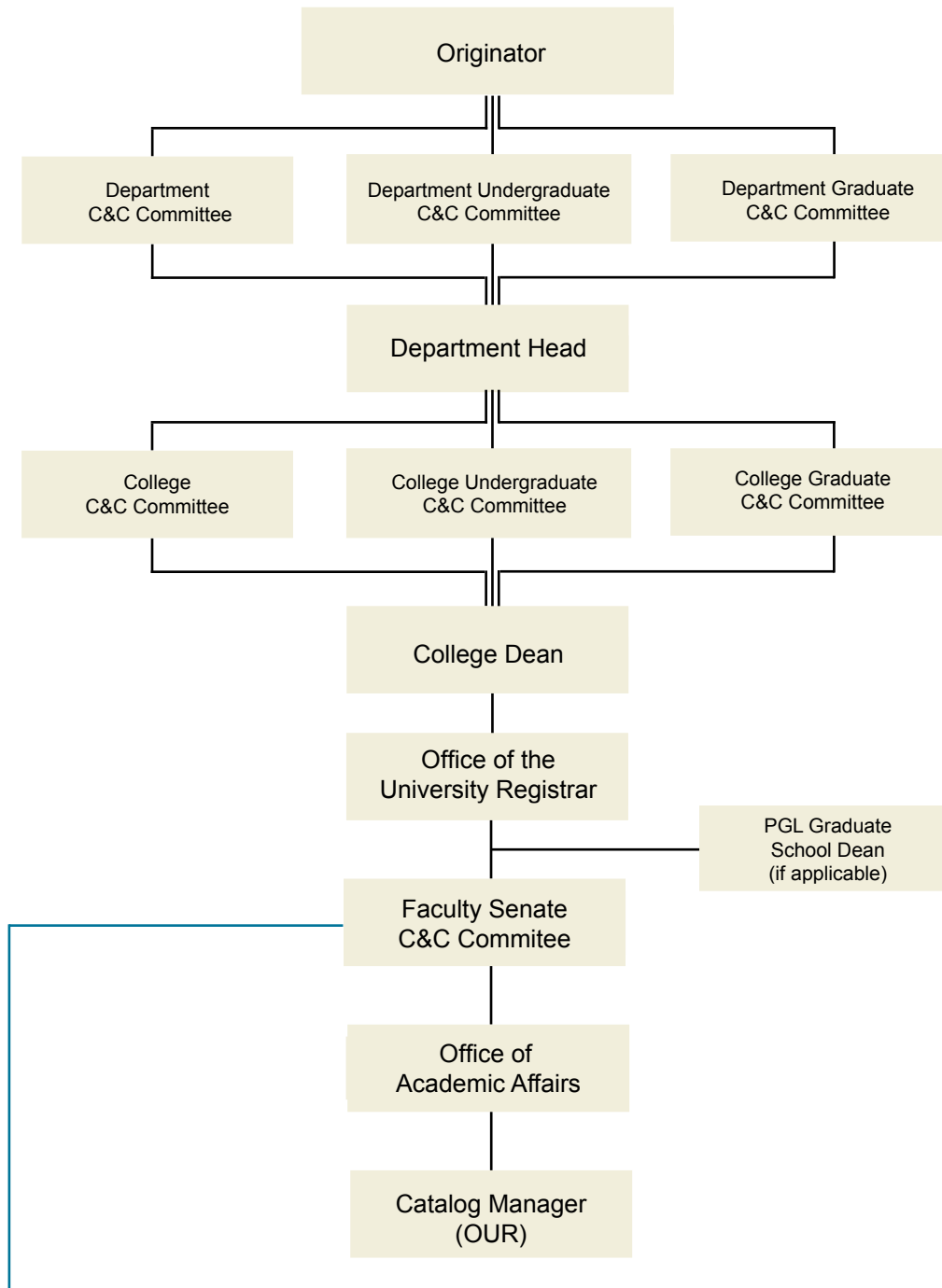
## **Know the Workflow.**

Check the approval workflow to see who will review your proposal and what to expect next. Staying informed helps you track progress and address revisions quickly.

## **Track in Real Time.**

Modern Campus Curriculum lets you see exactly where your proposal is in the approval process. Check the workflow status to track progress, identify pending approvals, and stay informed every step of the way!

# Know the Workflow!



## Custom Route

The **Faculty Senate Courses and Curriculum (C&C) Committee** can initiate custom routes in Modern Campus Curriculum for new course proposals. In addition to approving or rejecting a proposal, the C&C Committee can conditionally approve (conditionally approved pending specific revisions or additional information before final approval) or request a revise & resubmit (requested to be revised due to significant changes and resubmitted to the Committee before proceeding).

For originators, this means your proposal may follow a customized approval path beyond the standard workflow. Staying informed on its progress will help you anticipate next steps and respond promptly to any revision requests.