

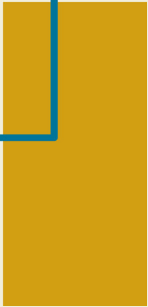
Modern Campus Curriculum

COLLEGE-LEVEL

**NEW  
COURSE  
PROPOSAL**

I WANT TO PROPOSE A NEW  
COURSE OWNED BY THE COLLEGE

Training Guide



# New College 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 15-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. Refer to the Course Credit Hour Breakdown chart (pg. 2) when planning new courses. If the credit hour breakdown differs from this chart, please include an explanation in the justification.

## 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

(Based on a 15 week schedule)

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

# New College Course Proposal Submission Steps

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

**+ New Proposal**

2. Locate the **General Catalog New Course - College Form** and select the **CHECK ICON** to start

3. Enter **JUSTIFICATION** (Text Box)

4. **HIERARCHY OWNER** - Select your **college**

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

**\*Note:** Be sure to select "Graduate Program" options for any 7000+ graduate-level courses. For 4000-level courses offered for graduate credit, select the department.

Catalog Hierarchy\*

Accounting (Graduate Program) »

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

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

8. Enter **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. Use Text Box to format as it will appear in Catalog description

9. 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.

10. Enter **CREDIT HOURS** (# 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.

11. Select **COURSE FORMAT**

12. Enter **COURSE FORMAT - CONTACT HOURS BY TYPE**

13. Select **INTENDED MODALITY**

**Course format- Contact hours by type**

**\*Ex:** 1 hr. lecture; 3 hrs. lab

# New College Course Proposal Continued

15. Enter **CROSS LISTING (Also offered as/Same as)**

(include cross-listed course prefix/number/name in text box)

16. Enter **PREREQUISITES**

17. Enter **CO-REQUISITES**

18. Enter **MAXIMUM ENROLLMENT**

19. Select **GRADING**

**\*Note:** Courses use letter grades or pass/fail.

20. Select **REPEATABLE** (if yes, enter maximum repeatable credit hours in text box)

**\*EX:** *May be taken for a max of 6 sem. hrs. of credit.*

21. Enter **NOTES** (as needed)

**\*EX:** *Student responsible for registering with faculty, or Additional Student Fees Apply*

**\*Note:** Use this field only for information that must appear in the General Catalog and does not fit elsewhere. Otherwise, leave it blank.

22. Select appropriate option: **Will this course offer graduate credit?**

23. Enter answer: **What is the final assessment for this course?**

24. Select appropriate **COLLEGE-LEVEL C&C COMMITTEE**

25. Attach **SYLLABUS** and additional supporting documentation

25a. Click to acknowledge documents have been successfully attached.

26. **LAUNCH** proposal



**Validate and Launch Proposal**

27. **APPROVE** proposal

27a. Click **DECISIONS** (Dashboard side-bar)

27b. 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.

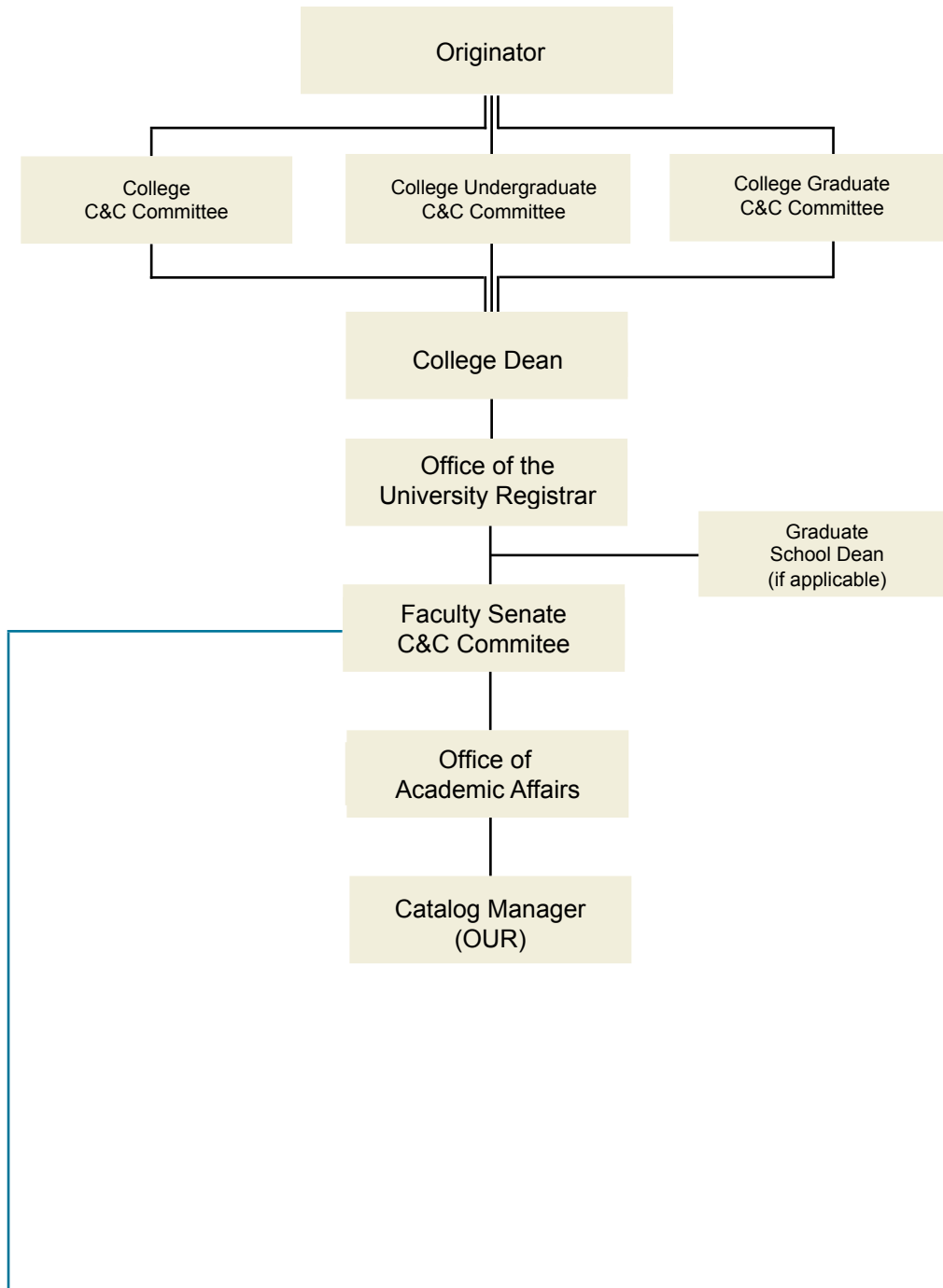
## **Know the Workflow.**

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.