CURRICULOG: NEW COURSE INSTRUCTIONS

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PROCESS

The New Course proposal is used to create a course that has never been offered and is not currently listed in the University catalog. Please note, if this new course changes the requirements for a degree program, a Program Revision will also need to be launched. Step by step instructions for completing the New Course proposal are listed below. Contact curriculog@augusta.edu if additional information is needed.

ORDER OF APPROVERS

Approval Stage	Implementation Stage	Review

Originator	AU Online-Initial Review	Registrar Curriculum Systems Manager	Program Director (if applicable)	Department Chair (if applicable)
Academic Curriculum Committee (if applicable)	AU Gen Ed Review (if applicable)	Academic Dean or Designee	Graduate Council Chair (if applicable)	USCAP (if applicable)
AU Gen Ed Approval (if applicable)	AU Online	AVP for Curriculum & Instructional Innovation	Registrar's Office	Approval for Publication
Registrar Catalog Administrator (if applicable)	Registrar Degreeworks Administrator (if applicable)			

REQUIRED DOCUMENTS:

- Syllabus

NEW COURSE INSTRUCTIONS

CREATING THE PROPOSAL

1. Login to Curriculog using your net ID and password.
   https://augusta.curriculog.com

2. Select "**New Proposal**" from the task menu.
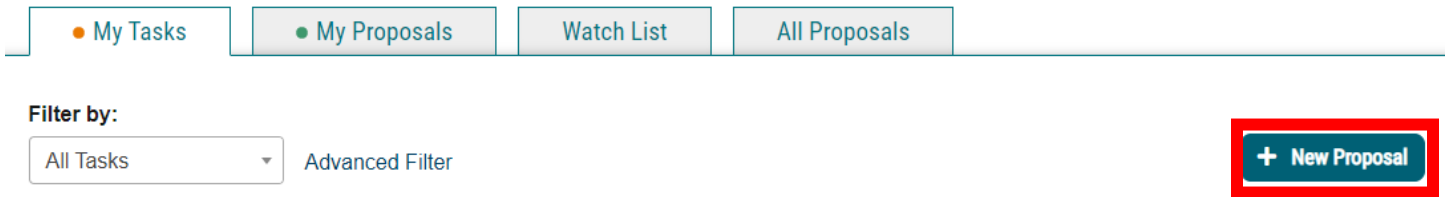
3. Hover over the proposal titled "**Course: New Course**" and click the blue check mark in order to begin.

ROUTING INFORMATION

4. Choose the Academic College AND Department for the new course by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

5. Select the appropriate option regarding the administrative college for the course.

What is the administrative college for this course?*

○ College of Allied Health Sciences
○ College of Education
○ College of Nursing
○ College of Science and Mathematics
○ Dental College of Georgia
○ Hull College of Business
○ Medical College of Georgia
○ Pamplin College of Arts, Humanities, and Social Sciences
○ School of Computer and Cyber Sciences
○ School of Public Health
○ The Graduate School

Note: this would be TGS for most graduate programs with the exception of MAT, DPT, CLS, OTHP, and CNL. Also, this would be TGS for the following certificate programs: MPH, CTS, and Nursing. Other certificate programs are not part of TGS.

6. Select the appropriate option regarding Program Director.

Does this program have a Program Director separate from the Department Chair? *

○ Yes
○ No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

7. Select the appropriate option regarding a department chairperson.

Does your department have a chairperson?*

○ Yes
○ No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

8. If the creation of this course will affect other colleges, select the appropriate option regarding affected colleges.

Does this affect more than one college?*

☐ Yes
☐ No

If you select yes, this proposal will also be routed to USCAP for review and approval.

9. If your college has a curriculum committee that needs to review this proposal, be sure and select "Yes" to the question regarding college curriculum committees. <u>If only the Graduate School needs to review this change, please select "no."</u>

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

☐ Yes

☐ No

If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

NEW COURSE INFORMATION

10. Enter the **Course Prefix** and **Course Number** in the corresponding fields.

Course Prefix*

Select an option

A 4-character abbreviation of the program of study of the course.

Course Number*

The number consisting of up to 4 characters and an optional one-character alpha or numeric suffix, assigned by the institution. Please refer to the course numbering policy at: https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf

11. Enter the **Short Title** for the course and the **Long Title** in the corresponding fields. Note, the short title will be displayed on course sections and the long title will be displayed in the University catalog.

Short Title*

The name of the course at the section level. If this is a selected topics course, the section title is customizable with your section schedule submission. This title also appears on the student's official transcript. Short titles can only contain 30 characters.

Long Title*

The name of the course as it appears on the institution's catalog. Long Title can only contain 100 characters.

12. Enter the course description in the **Course Description** field. Please pay close attention to the information entered here as this is how the description will be displayed in the catalog.

Course Description*

This description will appear "as is" in the university catalog. Please do not include the prerequisites, corequisites or any of the restrictions within the course description.

13. Select the **CIP Code** from the drop down. If you do not see the correct CIP Code, please contact the Registrar's Office at curriculog@augusta.edu.

CIP Code*

Select an option

A code associating each course with an academic discipline using the U.S. Department of Education's National Center for Education Statistics (NCES) CIP coding system. Formula funding is based on accurate reporting of CIP codes.

14. Enter the **Effective Term** for the new course. This is the first term you plan to offer this new course. Please select the term from the drop down options. If you do not see a term listed, please contact the Registrar's Office at curriculog@augusta.edu. Please do not just select a term. The terms in the drop down are options based on the approved deadlines.
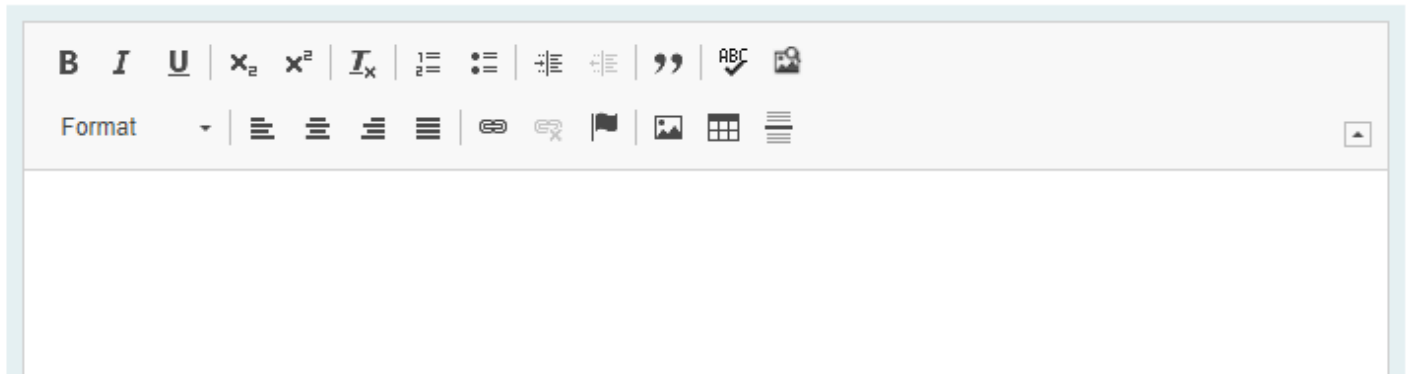
Effective Term*

Select an option

The year and term code in which the course modification will be effective. Based on the approved deadlines, the options below are the only Effective Terms available for this section.

15. Please indicate the purpose and need of this new course in the field below.

What is the purpose and need for the course?*

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16. Navigate to the **Total Credit Hours** fields. More information on credit hours can be found in the Definition of a Credit Hour policy at: https://www.augusta.edu/compliance/policyinfo/policy/definition-credit-hour.pdf

17. If this course will be variable credit hours, enter the minimum number of hours in the Total Minimum Credit Hours field and enter the maximum number of hours in the Total Max Credit Hours field. Then select the option that indicates where the course should be set to the minimum number of hours, OR, or TO. If this course is not variable credit hours, just enter the total hours in the Total Max Credit Hours field.

Total Minimum Credit Hours*

For courses with variable number of hours, the minimum number of credit hours offered for the course.

Total: Select One*

○ Set to Minimum
○ OR
○ TO

The Credit Hours Indicator identifies a variable credit course. The indicator designates the minimum and maximum hours for the course as a range when the "TO" indicator is used and two specific hours when the "OR" indicator is used.

Total Max Credit Hours*

For courses with variable number of hours, the maximum number of credit hours offered for the course.

18. Continue navigating through the remaining credit hour fields to supply the hour breakdown: **Lecture Credit Hours, Lab Credit Hours, Other Credit Hours,** and **Contact Credit Hours.**

Lecture Minimum Credit Hours*	Lab Minimum Credit Hours*	Other Minimum Credit Hours*	Contact Minimum Credit Hours*

Lecture: Select One*
○ Set to Minimum
○ OR
○ TO

Lab: Select One *
○ Set to Minimum
○ OR
○ TO

Other: Select One*
○ Set to Minimum
○ OR
○ TO

Contact: Select One*
○ Set to Minimum
○ OR
○ TO

Contact Max Credit Hours*

Lecture Max Credit Hours*	Lab Max Credit Hours*	Other Max Credit Hours*

19. Select the appropriate option regarding the **Repeat Status. *Please Note:** By selecting repeatable, students will be allowed to repeat this course and receive credit according to the repeat limit. This will impact GPA and Earned Credit Hours.

Can a student take this course multiple times, each attempt counting separately toward graduation?*

○ Yes

○ No

By selecting repeatable, students will be allowed to repeat this course and receive credit according to the repeat limit.

20. Enter the number of times the course may be repeated for credit in the repeat limit field. If the course is not repeatable for credit enter 0 in this field.

If yes, indicate the maximum number of times the student can take the course.

The repeat limit listed indicates the number of times a student may take this course and receive credit.

21. Select the appropriate **Course Level** from the drop down.

Course Level*

Select an option

A two digit code used to indicate the level of instruction for course. Formula funding is based on accurate reporting of Instruction Level.

22. Select the appropriate **Instruction Level Code/Classification** from the drop down.

Instruction Level Code/Classification*

Select an option

Enter the code which indicates level of instruction for the course. Formula funding is based on accurate report of the instruction level.

23. Select the appropriate **Grade Mode** from the drop down.

Grade Mode*

Select an option

Enter the code that designates the grading value(s) available for the course. Examples would be normal (ABCDF), satisfactory/unsatisfactory (S/U), or continued progress (CP). Please refer to the Grading System Policy at; https://www.augusta.edu/compliance/policyinfo/policy/grading-system-policy.pdf

24. Select the appropriate option regarding the online option for this course.

Select the appropriate option for the online course. Will this course be taught online?

☐ No
☐ Yes, as part of AU Online, 100% Asynchronous
☐ Yes, as part of Online Campus

If you answered Yes, 57-Asynchronous Instruction will be added as an approved Schedule Type. If you answered No, this course is not approved for online delivery.

25. Select the appropriate Primary Instruction Type Code/Schedule Type from the drop down. You may only select one option.

Primary Instruction Type Code/Schedule Type*

Select an option

A code used to indicate the primary instructional method employed in the course. Although some courses may combine instructional methods, the primary or dominant method must be reported in this field.

Code	Description	Definition
10	Lecture	Formal presentation, primarily one-way communication of information by one individual. Often considered the "traditional" classroom setting.
11	Lecture/Supervised Laboratory/Clinic	Combination or hybrid of lecture and supervised laboratory/clinic and contains elements of each of these two course types.

12	Lecture/Unsupervised Laboratory/Clinic	Combination or hybrid of lecture and unsupervised laboratory/clinic and contains elements of each of these two course types.
20	Seminar	Group based discussion of a topic of interest under the direction of an instructor. Requires the instructor to play less of a leadership role, with responsibility for discussion and analysis vested in students with the instructor functioning as a resource person.
30	Supervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations under the direction of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
40	Unsupervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations independently of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
50	Independent Study	A self-directed approach to the acquisition of knowledge and/or competence in which a student plans and carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offered.
55	Directed Study	A faculty-directed approach to the acquisition of knowledge and/or competence in which a student carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings.
57	Asynchronous Instruction	Instruction delivered via a distance education platform where students and faculty do not interact at a specific time and/or place.
60	Practice Teaching	Full-time teaching under the supervision of an experienced teacher. Practice teaching provides the student with a professional field experience in the appropriate teaching discipline.
81	Internship/Practicum	Extended field and "hands-on" experiences and/or training under the tutelage of an experienced practitioner and/or university supervisor.
91	Thesis	Preparation of a scholarly paper completed by a candidate for the bachelor's, master's, or specialist in education degree. The thesis is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.
92	Dissertation	Preparation of a scholarly paper completed by a candidate for the doctoral degree. The dissertation is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.

26. Select the appropriate Other Instruction Type Code/Schedule Type from the drop down. You may select multiple options. If you do not need additional types approved, do not complete this field.

Other Instruction Type Code/Schedule Type Options:

> Select an option

Additional options listed here will be applied at the catalog level. These schedule types will be considered as approved options; however, an additional approval may be required at the section level before a section will be created with this schedule type and reflected on the Schedule of Classes.

27. Select the appropriate option regarding cross-listing.

Will this course be cross-listed?*

☐ Yes
☐ No

Cross listed courses are courses which share common learning outcomes, are numbered the same, and have the same level of rigor, but have different prefixes. For more information, see the Course Numbering, Cross-Listing, Cross-Leveling, and Suffixes Policy. https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf

28. Select the appropriate option regarding cross-leveling.

Will this course be cross-leveled?*

☐ Yes
☐ No

Cross leveled courses are courses which share common learning outcomes but are numbered and offered at two different levels of rigor. For more information, see the Course Numbering, Cross-Listing, Cross-Leveling, and Suffixes Policy. https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf

29. If the answer to either question about cross-listing and cross-leveling was yes, please include the course prefix and course number of the cross-listed or cross-leveled course.

What is the course prefix and course number of the cross-listed or cross-leveled course?

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Format   ▾ | ☰   ☰   ☰   ☰ | ⊕   ⊗ | ⚑ | ☷   ☷   ☰ | ▲

30. Select the appropriate option regarding a replaced course.

Is this course replacing an existing course(s)?*

○ Yes
○ No

If yes, these courses will be built as equivalents in Banner indicating that this class automatically be substituted for the other course and the student may receive credit for the latest attempt of either of these courses.

31. If this new course is replacing an old course and you answered "Yes" to the question above, please provide the prefix and course number of the course that is being replaced.

Prefix

Select an option

Course Number

Prefix

Select an option

Course Number

32. Select the appropriate option regarding course inactivation.

Does this replaced course need to be inactivated?*

☐ Yes, please inactivate the replaced course(s).
☐ No

33. Select the appropriate effective term from the drop down for the last term the replaced course will be taught. If the replaced course needs to be inactivated, please complete a Course Inactivation proposal.

What is the last term the replaced course(s) will be taught?

Select an option

34. Select the appropriate option regarding **DegreeWorks (JagTrax)**.

> **Would you like the course to be automatically built into DegreeWorks (JagTrax) for students in a prior catalog year?***
> ☐ Yes
> ☐ No
>
> *If built to be used in prior catalog years, this course would be added as an option in the student's curriculum in DegreeWorks (JagTrax).*

35. If this new course requires **DegreeWorks (JagTrax)** updates for a prior catalog, please provide all catalog years.

> **If yes, please specify which catalog years to add the course. Example, 2019-2020, 2018-2019, or All Prior Catalog Years**
>
> [   ]

36. Confirm that a side by side schema for each catalog year listed above is attached.

> **If yes, I confirm a side by side schema for each catalog year listed above is attached. Please note, the side by side schema must include the location of the new course to be included in JagTrax**
> ☐ Yes, I understand that a schema is required for each catalog year listed above
> ☐ Yes, I have attached a schema for each catalog year listed above.

37. Select the appropriate option regarding **USG Undergraduate Core Requirements.**

Will this course be part of the USG Undergraduate Core Requirements?*

☐ No

☐ Yes - Area A Communication or Quantitative Outcomes

☐ Yes - Area B Institutional Options

☐ Yes - Area C Humanities, Fine Arts, and Ethics

☐ Yes - Area D Natural Science, Mathematics, and Technology

☐ Yes - Area E Social Sciences

By selecting a core area, you are acknowledging that this course is being submitted for core consideration. Final approval will come from the AVP for Curriculum and Instructional Innovation. Please refer to the University System of Georgia website for additional information. https://www.usg.edu/academic_affairs_handbook/section2/C738/

38. Confirm if this course will be submitted for dual enrollment approval.

Should this course be submitted for dual enrollment approval?*

☐ Yes, I have attached a course syllabus.

☐ No, this course should not be submitted for dual enrollment approval.

Dual Enrollment Website: https://www.augusta.edu/admissions/dual-enrollment.php Dual Enrollment Course Directory: https://www.gafutures.org/checs/dualenrollment/DECourseDirectory

39. If eligible, select the appropriate HIP course attributes to describe this new course. If this course is not eligible for HIP attributes, please select No HIP Attributes Should Be Assigned.

Should this course be assigned attributes identifying it as a High Impact Instructional Practice (HIP) course?*

Select an option

A guide to High Impact Instructional Practice Course section attributes including definitions can be found at: https://www.augusta.edu/registrar/documents/highimpactpracticesattributes.pdf

40. Select the appropriate course attributes to describe this new course. Only complete this question if the course belongs in the Medical College of Georgia.

For MCG courses only: Please select the following course attributes that apply.

> Select an option

Please select the following course attributes that apply. If this course should not have any attributes assigned, please select None.

41. The next section of the proposal updates the registration restrictions. Please be intentional in selecting the restrictions in this section as they will be enforced in BANNER and only students who meet these restrictions will be allowed to register for this course. You have the option to restrict this course by **College, Department, Program, Degree, Major, Class, Level, Campus,** and **Attribute**.

College Restrictions:

> Select an option

Department Restrictions:

> Select an option

Program Restrictions:

> Select an option

Degree Restrictions

> Select an option

42. If this course has a required **Prerequisite(s)**, enter the course prefix and course number and minimum grade in the field below. If there are multiple courses that will be prerequisites, please enter these courses as a sequence. For example: (ENGL 1101>=C or ENG 101>=C) and (MATH 1113>=C).

Prerequisite(s)

A prerequisite is a course which must usually be completed in a term earlier than the course for which registration is attempted and prerequisites are being selected. Please list the course prefix, course number and minimum grade. Please do not list "other" prerequisites such as "Admission to the program". Those cannot be enforced as course prerequisites but rather course restrictions.

43. If this course has a required **Corequisite**, enter the course prefix and course number in the field.

Corequisite(s)

A corequisite is a course which must be taken in the same term as the course to which it is a corequisite. Corequisites are two or more different courses that must be taken concurrently. Corequisites are set up in Banner by identifying the courses as corequisites of each other on SCADETL for each of the courses required. Please list the course prefix and course number.

44. Select the appropriate option regarding course fees. Please note, all course fee approvals must still be approved through the **Tuition and Fee** process and will not be assigned until the approved **Tuition and Fee** documents are received from the University System of Georgia.

Are there any fees associated with this course?*

○ Yes
○ No

Although you may have indicated the intention of charging a fee for this course, course fees must still be approved through the annual Tuition and Fee process and will not be assigned to the course until the approved Tuition and Fee documents are received from the University System of Georgia.

45. If you do intend to charge a course fee and it will be a fee we are currently charging to other courses, please select it from the drop down.

If yes, what fee code?

> Select an option

46. If you do intend to charge a **Course Fee**, please provide justification in the field below.

If so, please explain and include the additional fee amount.

47. Navigate to the **Additional Revisions** section of the proposal and select the programs from the drop down menu in which this course will be part of the curriculum.

Please select the following program(s) in which this course will be part of the curriculum.*

> Select an option

If this new course will be part of the curriculum for a new program that is being proposed, be select "New Program Proposed".

48. Select the appropriate option regarding the new course being required for a current program. If yes, provide the **URL link** of the launched program revision in the field provided.

Will this new course be required for a current program? If yes, have you launched a program revision? **

☐ Yes, this new course will be required or an option for a current program so I have launched a program revision.

☐ No, this course is not required for a current program(s).

Proposal Link for Program Revision: If not-applicable, type N/A**

[   ]

Copy & Paste the URL link of the program revision proposal created | Example: JAGS-5402: https://augusta.curriculog.com/proposal:8004/form

49. Navigate **passed** this step regarding correct attachments as this is for a step later in the approval process. Do not answer this question at this time.

I have reviewed the attached documentation and confirm:

☐ All attachments are correct.

☐ The attached catalog page is incorrect.

☐ The attached Jagtrax is incorrect.

50. Please confirm the following items have been attached to this proposal prior to launching it by selecting the appropriate options. Please note, all new courses require a syllabus and statement of faculty qualifications. Proposals launched without these items will be returned to the originator prior to moving forward in the approval steps. Attach forms by select "**Files**" on the right side of the proposal.

Please note that a syllabus must be attached prior to submitting the course. Omission of this document will be considered an incomplete proposal and returned to the originator.
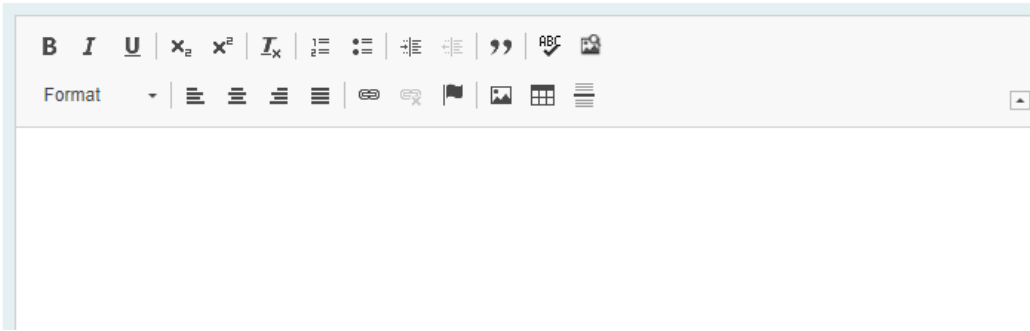
Please confirm:*

☐ I have attached a syllabus.

Templates can be found in the instructions section of this proposal.

51. Should additional comments need to be included, please include that information in the field below.

Additional Comments

[text editor toolbar]

LAUNCHING THE PROPOSAL

52. Scroll back to the top of the proposal pane and click the rocket ship icon labeled "**Validate and Launch Proposal.**" The proposal will be validated and launched into the workflow.
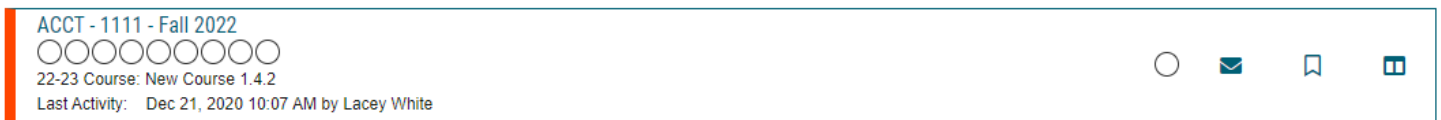
| Import | Run Impact Report | Save All Changes | Validate and Launch Proposal |

53. The proposal is now in your "**My Tasks**" tab.

| ● My Tasks | ● My Proposals | Watch List | All Proposals |

54. In order for the proposal to move forward to the next approver step, you must approve it.

55. To approve the proposal, click on the proposal to open it.

ACCT - 1111 - Fall 2022
○○○○○○○○
22-23 Course: New Course 1.4.2
Last Activity: Dec 21, 2020 10:07 AM by Lacey White

56. Once the proposal opens, navigate to the far right toolbar, and select "**Decisions.**"

57. This will open a decision box, fill in the radial button beside "**Approve**" and click "**Make My Decision**."

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.