

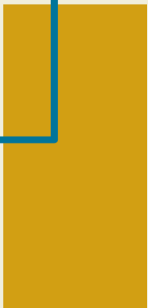
Modern Campus Curriculum



# **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 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.

## 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)

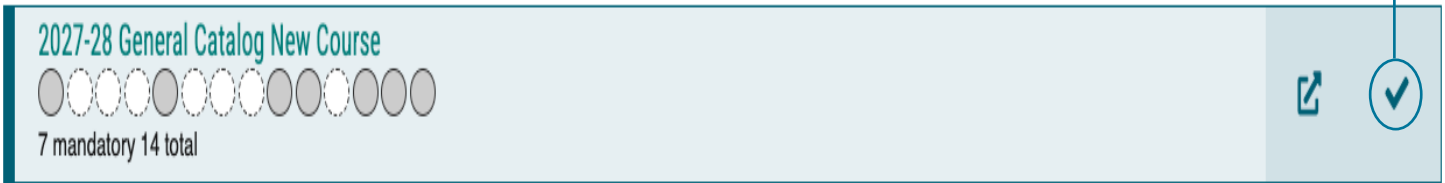
| CREDIT HOURS | WEEKLY CONTACT HOURS | MINIMUM WEEKLY OUT-OF-CLASS HOURS | TOTAL HOURS PER SEMESTER |
|--------------|----------------------|-----------------------------------|--------------------------|
| 1            | 2-3                  | 2                                 | 60                       |
| 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 Course Proposal Submission Steps

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



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

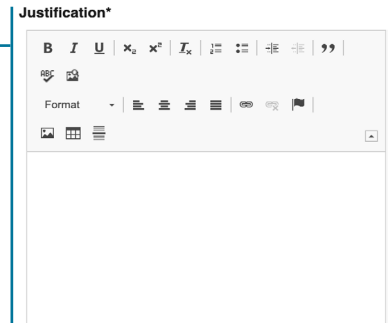


2027-28 General Catalog New Course

7 mandatory 14 total

Check icon

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



Justification\*

Rich text editor toolbar

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

5. **CATALOG HIERARCHY** - Select the **department/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\*

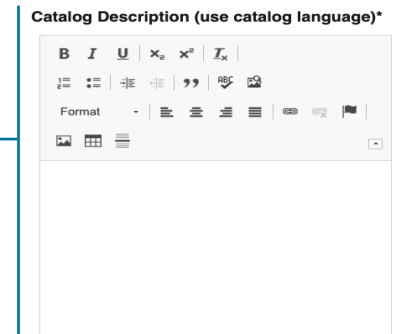
Accounting (Graduate Program) x

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



Catalog Description (use catalog language)\*

Rich text editor toolbar

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. Enter **WEEKLY 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 pg. 2

# New Course Proposal Continued

## Course format- Contact hours by type

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

12. Select **COURSE FORMAT**
13. Enter **COURSE FORMAT - CONTACT HOURS BY TYPE**
14. Select **INTENDED MODALITY**
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.*
22. Select appropriate option: **Will this course offer graduate credit?**
23. Enter answer: **What is the final assessment for this course?**
24. Select appropriate **DEPARTMENT-LEVEL C&C COMMITTEE**
25. Select appropriate **COLLEGE-LEVEL C&C COMMITTEE**
26. Attach **SYLLABUS** and additional supporting documentation  
26a. Click to acknowledge documents have been successfully attached.
27. **LAUNCH** proposal
28. **APPROVE** proposal  
28a. Click **DECISIONS** (Dashboard side-bar)  
28b. Click **APPROVE PROPOSAL**



**Validate and Launch 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.

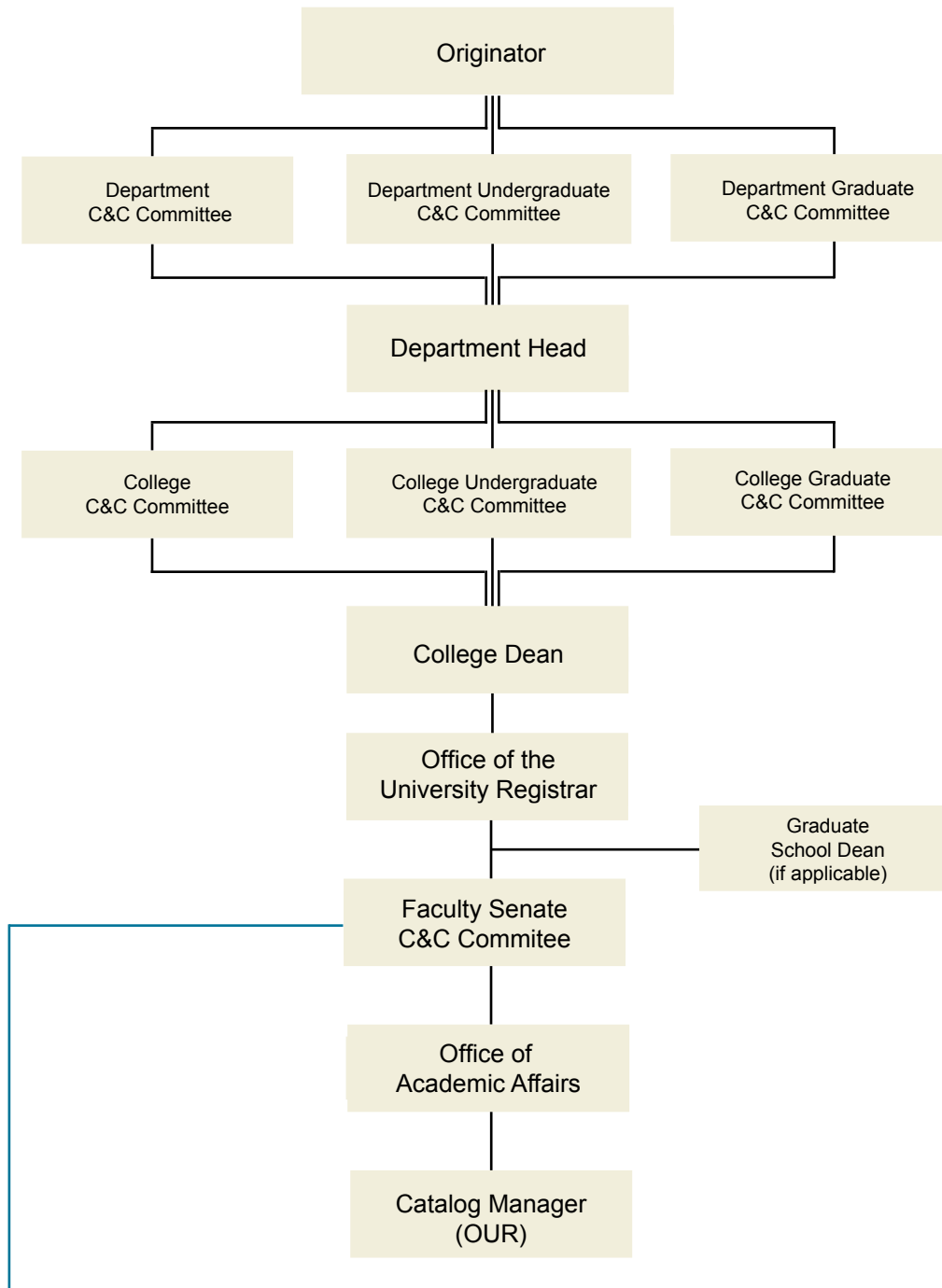
## **Know the Workflow.**

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.