UNC

UNIVERSITY OF NORTHERN COLORADO

Office of the Registrar

New Course Creation

A New Course Form is required when proposing a new course for inclusion in the catalog. You will also use this form if you are changing the prefix or number of an existing course or making a variable title course a permanent course.

New courses can be added in both the Fall and Spring terms and must meet curriculum submission deadlines to make it into the Review Catalog. Proposals that don't make it through the workflow by the posted deadline will be added to the following year's catalog.

Related help sheets: Workflow Basics; Course Form Definitions; Impact Statements

Jump to:

1) Recommendations

Every new course proposal is a major change. Here are recommendations aligned with the Basic Steps for all curriculum proposals.

- Discuss your rationale for the course and any ideas about internal impacts with your colleagues, unit leader and dean to make sure the proposed course will be supported at their levels. Review the information and guidance on course types and attributes so you are prepared to answer them in the workflow.
- Prepare a course syllabus in accordance with the Course Syllabus Checklist.
- Gather any other documentation you want or need to attach to the form, such as impact statements from other units who might incorporate the course in their own programs.

2) Information needed for New Course Form

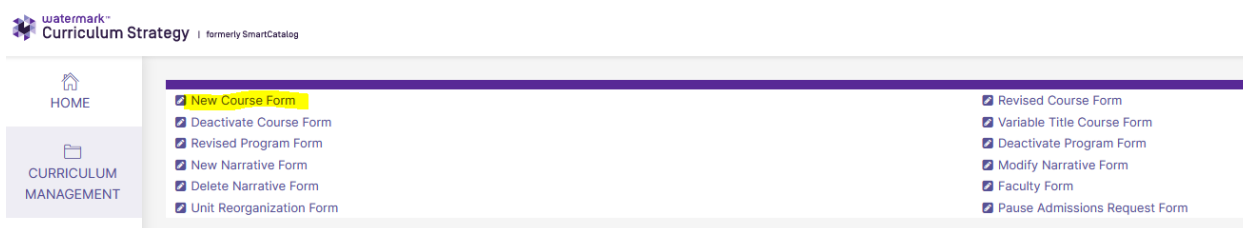| Required	Required Course Information	Optional-If Applicable
Change Type: New courses are always a **"Major"** change	Has this course number been used in the past 10 years?	Equivalent to another course
Catalog (Undergraduate or Graduate)	Course Title, prefix, and Number	Mutually Exclusive with another course
College	Credit Hours	Repeatable
Academic Unit	Course Description	Special Notes
"Submitted By" (Faculty member proposing course – may be different than person creating/submitting form)	Course Syllabus	Prerequisites and Concurrent Prerequisites
Term and Year (Usually Fall of the upcoming year, New Courses may be added for Spring but should be approved by Spring Supplemental Deadline)	Course Codes (Division, Department, CIP, Taxonomy)	Registration Restrictions (degree program, major, student level, student class, degree type, campus)
Changes Requested and Rationale	Course Fee (Yes/No)	Course Attributes
Internal Impact Statement	Grading Type	Corequisites
Areas/programs of the catalog course will reside	Schedule Type and Contact Hours Ratio	Professional Education Council Review (Yes/No)
External Impact Statement (Yes/No)	Frequency course is offered	Liberal Arts Council Review (Yes/No)

3) Creating a New Course in Workflow

a) Open New Course Form

- Login to the Curriculum Strategy from Ursa > Employee > Employee Tools

- Open "Curriculum Management" and then open the New Course Form

b) **Fill Out New Course Form**
- Fill out all required fields (*Required*). See above for field information. *Note: You will be able to save the form as a draft anytime and come back later. Required fields will need to be completed prior to submission.*
- Follow the links within the form if you need additional guidance to answer technical questions. The question marks located within the form can be clicked on for more information.

Has this # been used in the past 10 years? ②

Course numbers within a subject cannot be reused within 10 years of last being offered. The exception to this is reactivating the same course within 10 years, in which case the number may be reused.

OK

- When completing the **Rationale**, be sure to explain:
  - Why the new course is needed, e.g., what unique contribution it will make to the academic portfolio at UNC.
  - How the learning goals for the course align with the learning goals of specific programs (e.g., majors or minors housed in your unit, the LAC, etc.)
  - The factors influencing *demand* for the course and how it supports *student success*.

Note: an important role of the dean and provost level approvers is to ensure the proposed course does not duplicate course(s) already offered by other units. If there is likely to be any question about this, it is important to explain your reasons for thinking the goals of the course cannot be fulfilled by other courses at UNC.

- When completing the **Internal Impact** area, it is essential to provide information about
  - expected enrollments in the course and
  - how the course will affect teaching rotations in your unit
  - more generally, how the course will affect the overall productivity and efficiency of your unit.

For example, how often will you need to offer the course to ensure students can complete your academic program in 4 years? What other course(s) in your unit will be deactivated or offered less frequently so that this course can be offered within faculty workloads? If additional

resources are needed to offer the course, explain your reasons for thinking the demand or need for the course is sufficient to offset the cost.

- When completing the **External Impact** area, be sure to check the 'Yes' box and provide an explanation/additional documentation if the course:
  - Will serve programs house in other units.
  - Is likely to compete with courses offered by other units or may raise questions about duplication or whether your unit has the appropriate disciplinary expertise to offer it.

c) **Saving New Course Form and Returning to Complete Later**
  - Click "Save" in the upper left corner.

Workflow State: Unsubmitted

Print this form

Save

There are 0 versions of this proposal

👁Preview

NEW COURSE FORM

Helpful Links

- New Course Creation Help Sheet
- Curriculum Policy - University Regulations - Section 3-3-501
- Curriculum Help - Office of the Registrar

- Once the form is saved it will be marked as a Draft. You will now see options to Send for Review (i.e., submit for approval) or Remove Proposal (i.e., delete). *Note: Required fields are needed for either of these options (if deleting, it is recommended to fill in required fields with placeholder text as needed as a workaround).*

  Workflow State: Draft

  Print this form

  There are 1 versions of this proposal

  ↗ Send for Review

  ↗ Remove Proposal

- You will notice that "Save" is no longer an option after the initial Save selection. To continue making revisions and to Save additional times, please Lock the form by clicking the "Lock" link at the top of the form.

  The proposal is unlocked. You must lock the proposal to edit it. This will ensure that your changes are not overwritten by another user. You can still view the proposal while it is unlocked.

  Lock

- Once Locked (i.e., checked out to you), the Lock button turns Red and the Save button reappears as an option on the left. Other users will not be able to make updates to the form while it is locked by you unless you click "Unlock" the form.

  The proposal is unlocked. You must lock the proposal to edit it. This will ensure that your changes are not overwritten by another user. You can still view the proposal while it is unlocked.

  🔒 LOCK

  Print this form

  SAVE

  ✓ UNLOCK

  The proposal is locked by you. Only you can edit this proposal until it is explicitly unlocked or submitted for review.

d) **Finding your Draft in the Workflow**
  - Items, and Curriculum Dashboard.
    (a) Archived: Completed proposals from current and previous curriculum cycles
    (b) Dashboard: ALL in-progress proposals on campus

(c) My Items (must be logged in): Items you currently have access to

- Open the My Items tab. Make sure "Draft" is selected as the Workbox in the upper left of the page under the purple tabs.

	ARCHIVED PROPOSALS	MY ITEMS	CURRICULUM DASHBOARD

Workbox Draft

Under the search/filter options will be the list of proposal(s) in your Drafts. *(Note: will be titled by the course name, but new items may have "Unnamed Item" until you fill in the course title on the form.)* Click the hyperlinked "Name" and you will be taken to the Draft form to complete.

Type	Name	Modified Date	Modified By	Submitted By	Locked By
New Course Saved	Unnamed item 06/28/2021 10:54:12 AM ET	6/28/2021	Meagan Crews	Meagan Crews	

e) Add a Collaborator

- If you have additional UNC faculty or staff that will assist or would like to review prior to submission, you may add others as a Collaborator to give them access to your form while it is in Draft.

NEW COURSE FORM

Helpful Links

- New Course Creation Help Sheet
- Curriculum Policy - University Regulations - Section 3-3-501
- Curriculum Help - Office of the Registrar

Add collaborators

Select Collaborator(s)

(1) Click Select Collaborator(s) at the top of the form. Choose individuals from the list. Please note the faculty/staff member needs to already have an active account in the Curriculum Workflow (signing in via Ursa the first time will automatically create an account).

(2) View Curriculum Workflow Basics Help Sheet for more information on collaborating in workflow.

f) Send for Review

- After all necessary fields have been filled out, you can submit the form to the next stage by selecting "Send for Review" option in the upper left corner. Below is the process the form will need to complete before being created in Banner and added to the catalog:

```
┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│ Registrar Office│ →   │     Impacted     │ →   │  Unit Leader -   │ →   │     College      │
│  Initial Review │     │  Academic Unit   │     │   Unit Review    │     │   Curriculum     │
│                 │     │  (if applicable) │     │                  │     │    Committee     │
└─────────────────┘     └─────────────────┘     └─────────────────┘     └─────────────────┘
        ↓                                                                         │
┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│  Unit Leader -   │ →  │                  │ →   │  PEC and/or LAC  │ →   │   Grad School    │
│  Final Approval  │     │   College Dean   │     │  (if applicable) │     │      Dean        │
│                 │     │                  │     │                  │     │  (if applicable) │
└─────────────────┘     └─────────────────┘     └─────────────────┘     └─────────────────┘
        ↓
┌─────────────────┐     ┌─────────────────┐
│   Provost/CAO    │ →  │    Registrar-    │
│  (for "major"    │     │  Banner/Catalog  │
│    changes)      │     │                  │
└─────────────────┘     └─────────────────┘
```
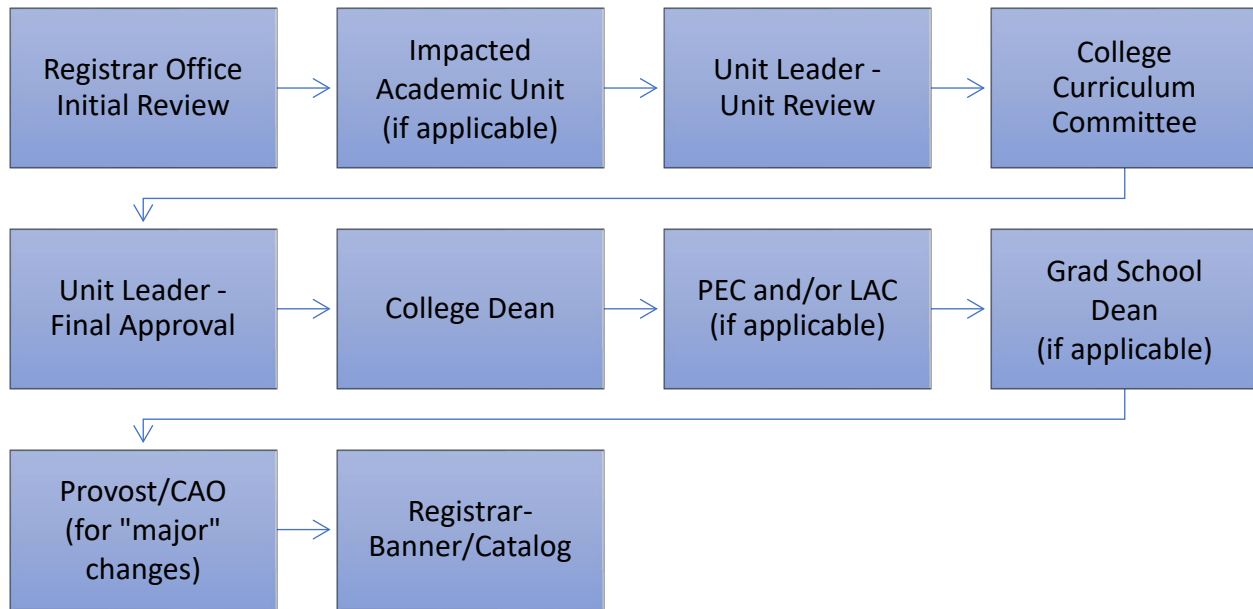
g) Track Proposal
- Updates via Email (original submitters and collaborators)
  - (1) In Progress – Update Emails
    - (a) Submitters and Collaborator(s) will receive emails letting them know what stage a proposal is in (see chart above).

ii) Viewing in Curriculum Workflow (all users)
- (1) In Progress – Curriculum Dashboard
  - (a) Search within the Curriculum Dashboard (will NOT appear in "My Items" or in "Archived Proposals" because it is not complete nor is it in your workbox anymore.
- (2) Approved – Archived Proposals (Catalog Year)
  - (a) If proposal was approved, it will be listed as Approved in Archived Proposals under the relevant catalog year (defaults to current catalog being revised).

- (3) Denied – Archived Proposals (Denied Proposals)
  - (a) If proposal was denied, it will be listed as Denied in Archived Proposals under the Denied Proposals option.

iii) Review Catalog (all users)
- (1) After the New Course is approved, you will be able to view it in the Review Catalog. Review Catalog links are available on the Registrar's office website.

2023-24 Catalogs Available

The 2023-2024 catalogs are now available online. Please select "Print Version" in each catalog if you wish to order a bound copy or download the PDF version.

2023-24 UNDERGRADUATE CATALOG   2023-24 GRADUATE CATALOG

2024-25 Review Catalogs Available

The draft 2024-2025 catalogs are now available online. Approved changes are updated on an ongoing basis in the review catalogs.

2024-25 UNDERGRADUATE REVIEW CATALOG   2024-25 GRADUATE REVIEW CATALOG

4) Common Scenario: Add a New Course to Program Requirements

a) As soon as the New Course form as been submitted (i.e., no longer in the "Draft" stage), the New Course can be added to any program (major, minor, certificate, etc.) as an elective or required course using a Revised Program form (existing programs) or New Program from (brand new programs). Each program impacted will need a form submitted to add the new course.

b) To add a New Course that has not been approved yet, in the program list of the form, select the option "Add Proposed New Course" button.

Course List

Add Course   Add Proposed New Course

c) Choose the new course from the drop down (note this list sometimes takes several seconds to load).

Add Proposed New Course

BACS 395 Introduction to Machine Learning - 3-
ART 180 Contemporary Art History - 3-
BREW 570 Practical Brewing Science - 3-
- -

d) Click the button with the course title to choose it.

Add Proposed New Course

ART 180 Contemporary Art History - 3-

ART 180 Contemporary Art History - 3-   Cancel

e) Course will be added to the bottom of the course list and will appear with a red border to indicate to reviewers the course is not yet approved. The red border will disappear when the

course is officially approved. The program change will not be fully approved until all new course(s) are also approved. In the event the new course is rejected, the program revision will be denied (if that is the only update requested) or processed without that revision if other changes are being made.

Course List

ART 180 Contemporary Art History - 3-

[Add Course] [Add Proposed New Course]