

Courseleaf graduate course submission guide

Preface: The following materials are meant to provide a broad guide for the submission of graduate course proposals and changes using the Courseleaf software. Following each larger screenshot, we have provided more specific guidance on what to ensure to include, highlighting specific areas which have been challenging for faculty in the past. This guide is provided as a way to ease the process for submitters, expedite processing, and reduce the need for rollbacks due to simple clarification. As always, feel free to direct additional questions or clarifications to the Graduate Academic Affairs Committee and/or the Office of Graduate Studies.



Course Inventory

New Course Proposal

Course Subject	Select...	Number		Select...
Course Title				
Abbreviated Course Title				
Program	Select Program...			
College	Select College...			
Budgetary Unit	Budgetary Unit Name and Code			
	Select...			
Proposed Effective Date of Action	Select...			

Course Information

Credit Hours							
Catalog Description							
	1500 characters remaining						
Components							
	<table><thead><tr><th>Component</th><th>Contact Hours</th><th>Graded</th></tr></thead><tbody><tr><td>Select...</td><td></td><td>Select...</td></tr></tbody></table>	Component	Contact Hours	Graded	Select...		Select...
Component	Contact Hours	Graded					
Select...		Select...					
If course deviates from standard number of contact hours per week, please explain							
Default Section Size:							
Required Prerequisite(s)							
Recommended Prerequisite(s)							

Course Number: This should be in keeping with the overall program plan (e.g., at least 50% of the courses in the graduate program must be at the 700-level, so any change in level should not jeopardize that ratio). Also, for any UG/Grad dual-level courses, 300-level at UG pairs with 500-level at Grad, 400-level w/600-level. No 700-level courses can be dual-level. Double-check to ensure this is not a duplicate course. Any cross-listed courses (in more than one department/rubric) should have the same course number.

Course Title: Note that for any UG/Grad dual-level courses the title must remain the same.

Credit Hours: List the number of student credit hours here. Students receive a grade for all credits listed here.

Components: List the various components (e.g., Lab, Lecture), and the number of associated faculty contact hours for each component. Only one component should be denoted as graded (even if contributions from another component are used to calculate students' overall grades), and correspond with the primary Canvas page/where students will view their overall grade.

Required Prerequisite(s): Note that if you only wish this to be limited to a graduate student, or one who has already achieved a Bachelor’s degree, please simply use the wording “Graduate standing” (e.g., BIOL 445 and Graduate standing). If there are none, please list “none”.

/index.html&step=editrecord&cmd=new&_id=1583357439567

Recommended Prerequisite(s) 

Periodicity

Grading Basis Letter Grades P/NC not allowed P/NC only

Repeatable for Credit? Yes No

Are/Will Topics be associated with this course? Yes No

Allow Multiple Enrollments in Term? Yes No

Consent to add course?

Consent to drop course?

Special Fees? Yes No

Cross-Listed With

Code	Title
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Field Trips? Yes No

Resources/Facilities

Qualified instructor(s) available to teach the course (Click on the  icon to add more instructors)

Please enter Faculty responsible for developing course content. The department chair may be used as the default instructor when creating a new course.

Instructor Name	Program
<input type="text"/>	<input type="text" value="Select..."/>

What adjustments are planned in instructors teaching assignments to accommodate the teaching of this course?

Special Classroom Facilities Needed? Yes No

Special Equipment Needed? Yes No

Computing or Media Resources Needed? Yes No

Has a library representative been contacted to determine the adequacy of resources to support this new course or course change?
 Yes No

Grading basis: Most courses will have “Letter Grades” selected. Thesis courses should select “P/NC only”.

What adjustments...?: Please be specific, including any potential impact on the broader teaching demands for current (or future) faculty. If none are required, please list that.

- Library Status:
- UW-Green Bay collection is adequate
 - Can be made adequate through Interlibrary Loan
 - New resources needed with cost estimate

Impact on Major, Minor or Other Requirements

Describe how this course will be added to existing major, minor or other program requirements (e.g., requirement or an elective, addition to supporting course array, upper-level requirements, electives, etc.).

Need for the Course:

Is another course being changed or discontinued to accommodate the new course?

Yes No

Is there a possible overlap with any existing courses?

Yes No

Bibliographical note indicating available and appropriate literature:

Relationship to stated educational outcomes of academic program(s), including general education if applicable; make specific reference to goals and objectives statement and statement of educational outcomes:

Support Documentation

Describe how...: In this section, please provide context for the proposed course or change. If part of a larger suite of changes or broader proposal, please refer to and include a document reflecting this in the *supporting documentation*.

Need for the course: If fulfilling a need in new course rollout, program, emphasis, accelerated degree, etc., describe this here. Can list specific outcomes not being fulfilled by other components of the curriculum.

Bibliographical note...: In this section, either include text(s) used, type "N/A", or type "see syllabus"

Relationship to stated...: In this section, it is most helpful to list course-level outcomes and their relationship to program-level outcomes (even if these are included on the attached syllabus). These should be detailed and course-specific. For cross-listed/dual-level courses, it is important to distinguish these outcomes from the undergraduate-level course outcomes. Including the UG course outcomes for comparison (in supporting documentation) would be beneficial for review.

Support Documentation

A. Prepare and insert a statement below that addresses all of the applicable items below:

- Other academic program(s) served by the course
- Justification for offering a graduate or graduate/undergraduate level (if applicable)
- Insert a copy of the proposed syllabus that includes all of the following:
 - Course objectives
 - Course requirements
 - Mechanisms for evaluation of student achievement
 - Student activities within the course
 - Field trip activities required (if applicable)
 - Required readings (texts, reserved readings, etc.)
 - Special materials required

Supporting Documents

Uploaded Files:

Files To Be Uploaded:

For supporting documentation: If this proposed course/changes are ...please include

Can include syllabus, bibliography, and supporting statements.

If it is part of a larger effort (e.g., new track, new program, UG/Grad Accelerated degree program), please include materials reflecting where this fits into this broader picture.

Be sure to include a detailed syllabus, as requested. For Dual-level UG/Grad courses, graduate-level outcomes, description, and grading details should be included.

*Note: Please use a single syllabus for dual-level courses. With this, any changes to the UG course should go through those appropriate channels (e.g., AAC), and faculty should work with their ADAs to save the syllabus in each category, undergraduate and graduate (so two locations), in the syllabi repository.