

## Courseleaf Course Request Checklist

Two URLs are needed to access CourseLeaf, the Course Inventory System used to create and submit course requests. Any faculty or staff member can log in to CourseLeaf to review course information. However, those faculty and staff who input or approve course requests have to be assigned approver roles by the Office of Curricular Changes and Academic Publications.

- To search courses and create course requests (additions, changes or deletions), use <https://courseadmin.ou.edu/courseadmin/>.
- For those who have been identified as “approvers” of course requests, whether for a department or college office, use <https://courseadmin.ou.edu/courseleaf/approve/>.
- If you have access to both input and approve, once you log into one screen, click on a new tab in the same browser and put in the other URL. You should not have to log in again.

Editors/Input Users may make edits to any request at any time. Deleted material will show up as strikethroughs, and text that is added will be bolded in green. This applies to any type of request – course addition, course change, or course deletion.

When putting in the information for a course request, be sure to indicate the following:

- **Subject Code:** designator/prefix under which the course will be offered.
- **Course Number:** The course number is just that, four digits. Courses numbered 1000-2999 are referred to as “lower division,” those numbered 3000-4999 are “upper division,” and those numbered 5000 and above are “graduate-level.” The second and third digits identify the course within the field. The fourth digit denotes the number of credit hours assigned to the course. A zero (0) as the fourth digit indicates the course is offered for a variable number of credit hours. NOTE: Once a course number is used or discontinued, it cannot be recycled (or reused) for a minimum of 12 months. (Academic Programs Council Policy adopted March 1994)
- **Effective date of Changes:** course changes will take effect the next term after they are approved by the Provost, unless enrollment for that term has already started. If enrollment has started, the changes will be effective with the following term.
- **Expected Enrollment:** the number of students expected to enroll each time the course is offered.
- **Title:** long title of the course, up to 80 characters
- **Short title:** the short title is 30 characters, including spaces and special characters. This will be reviewed and edited if necessary to fit a more standardized abbreviation when necessary.
- **Description:** The description should begin with the prerequisite(s), or the beginning of the description if the course is lower-division and has no prerequisite. Do NOT include the course number or title in the description. For variable topic courses that can be repeated for credit, the first sentence of the description should read “May be repeated with change of content; maximum credit XX hours,” with XX equal to the total number of hours that may be earned under that special topics number (usually 6-9 for undergraduate and 9-12 for graduate-level courses). Spell out the prerequisite in the course description box as well as the semester(s) offered at the end. Course descriptions need to be stated so that faculty could determine equivalence. For slashlisted courses, the last line of the description should read, “No student may earn credit for both 4xxx and 5xxx.”, with 4xxx and 5xxx being the slashlisted course numbers.
- **Credit Hours:** number of credit hours assigned to the course
- **Contact Hours:** contact hours in CourseLeaf (and Banner) are based on the number of hours per week. So, if a three-hour lecture course meets three times per week for 50 minutes each, the contact hours would be 3, as well as the number of credit hours. Keep in mind that a lab course must continue to meet Regents’ guidelines which stipulate that for 1 hour credit of lab you must meet two hours per week.
- **Repeatable for credit:** Number of times a course can be repeated: The number of times it might be repeated would be a function of the number of credit hours and the maximum hours allowed to be earned. For example, a two-hour course which can be repeated for a maximum of six hours could be repeated twice. The repeat and re-approve policies do not apply in determining whether a course is repeatable.

- **Schedule Type:** indicate whether a course is lecture-based, lecture with lab, laboratory, independent study, seminar, masters/doctoral, individual instruction, performance-based instruction, or internship/field study.
- **Grade Mode:** Letter-graded, Satisfactory/Unsatisfactory.
- **Course Level:** undergraduate or graduate
- **Prerequisites:** In 1996, the following prerequisite policy was approved by the Academic Programs Council and Provost: “3000-4000-level courses must require an appropriate prerequisite. Appropriate prerequisites would include junior standing, ENGL 1213 (to satisfy writing requirements), or an appropriate introductory level course in that department. If no prerequisite is indicated on the course proposal, the request will be returned to the department for additional information before it will be reviewed by the Council. The Council stated that freshman and sophomore students without sufficient preparation would be disadvantaged and misled. Course content of those offered at the 3000-4000-level should be rigorous enough to require some preparation.”
- **Semesters Offered:** Fall is F, Spring is Sp, Summer is Su, Irregular is Irreg.
- **Reason for Request:** provide the rationale for the changes requested. Simply repeating what changes are requested is not sufficient. The reasons for making them must be stated.
- **Appropriateness of Course Number:** Explanation for the choice of course number. An example could be fits level of instruction, fits departmental numbering scheme, is required for a major, is a guided elective, etc.
- **Relationship to other courses in the department:** Describe proposed course request in the context of other courses offered by the department. Also address how change may affect students' program of study.
- **Is this change related to any other change in the offerings of the department:** Explain how this change is related to other changes in the department, which can occur if, for example, an entire program or area of emphasis is reorganized.
- **How is this change related to other departments' courses:** Discuss any real or apparent duplication. Discuss any real or apparent duplication or overlap or conflict with courses offered by other departments. Address any impact this change may have on other majors' curricula, and include certification that the other departments have been consulted concerning the proposed course addition/deletion or change. CourseLeaf displays the degree programs using the course being changed.
- **What expertise is expected of the faculty who will teach the course:** describe how the course will be staffed
- **What additional expenses will be necessary:** Describe any additional expenses needed, such as library resources, lab equipment, computers, special materials, etc.
- **Other Comments:** Use this field to indicate crosslisting and/or slashlisting of courses, and any other additional information for the course not already noted in other fields. Crosslisting: course request forms must be submitted for all departments indicated. Slashlisting: forms for both the 4000- and 5000-level course must be submitted. Courses are slashlisted so undergraduate students may take an undergraduate 4000-level course in a department while graduate students may take the same course as a graduate 5000- level course. The lectures in a slashlisted course are the same. However, students in the 5000-level course have substantial additional requirements beyond those for students in the 4000-level course. These additional requirements need to be listed in the slashlisted course syllabus. The numbers for slashlisted courses cannot be any combination other than 4000/5000.

## **Course Syllabus**

A syllabus must be attached for ALL new courses with the exception of courses that are independent study or directed readings.

Please use the syllabus template found under Resources on the Center for Teaching Excellence website: <http://www.ou.edu/cte.html>. Download the syllabus template ([http://www.ou.edu/content/dam/cte/documents/syllabus\\_template.docx](http://www.ou.edu/content/dam/cte/documents/syllabus_template.docx)) in Word to create the syllabus and then save it as a PDF for Courseleaf. A sample syllabus is also provided on the CTE website.

Syllabi must be attached as PDF documents in CourseLeaf. It is best if you name the syllabus as the course designator and number (ex. CL C2113.pdf). Course syllabi need to be stated so that faculty could determine equivalence.

When submitting a new course request, the window will not close until all files (i.e., syllabus) are completed uploading. When the “Submit” button at the bottom of the screen is pressed, the request is saved and an e-mail is sent to the next approver.

## **Approving Course Requests**

If you are set up to approve and there are course requests awaiting review, you will receive an e-mail notification for each course.

Instructions for approving a course request:

- log in to <https://courseadmin.ou.edu/courseleaf/approve/>
- select your role from a drop down box at the top of the screen. The box reads: “Your Role \_(the actual box)\_\_\_\_\_”; select the appropriate role and you are ready to go.
- Course requests will be listed in a larger box directly below this
- click on each request to view it. When that request is pulled up, you will have buttons on the right side of that course, to select the following: Blue button: “Edit”, Red button: “Reject”, Green button: “Approve”

As a course request moves through the approval process, you can always access the request on CourseLeaf <https://courseadmin.ou.edu/courseadmin/> and see where it is in the workflow/approval stage.

## **General Education Approval**

University-wide General Education: Approval as General Education is a separate process through the Provost’s Advisory Council on General Education Oversight. See PACGEO Web site <https://www.ou.edu/content/provost/pacgeo.html> for more information on that procedure