

CourseLeaf Course Request Checklist

Two URLs are needed to access CourseLeaf, the Course Inventory System used to create and submit course requests. Faculty and staff members must be provisioned by the Office of Curricular Changes and Academic Publications before they can log in to CourseLeaf to review course information, input or approve course requests.

- To search courses and create course requests (additions, changes or deletions), use <https://nextcatalog.ou.edu/courseadmin/>.
- For those who have been identified as “approvers” of course requests, whether for a department or college office, use <https://nextcatalog.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/Approvers may make edits to a request at any time before approving the request to the next level. 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:

- **Date Changes Take Effect:** 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 the following term.
- **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)
- **Title:** long title of the course, up to 80 characters. In most cases, courses should not have the same title unless they are slashlisted or crosslisted. APC will look for duplication of courses within the department and outside the department.
- **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.
- **Expected Enrollment:** the number of students expected to enroll each time the course is offered.
- **Prerequisites:** Do not include the word Prerequisite in the box. 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.” For variable topic courses that can be repeated for credit, include information on repeatability: “May be repeated with change of content; maximum credit X hours,” with X 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).

- **Restrictions:** Check the appropriate boxes and include this information in the prerequisite box above so it will be in the complete course description for student information.
- **Description:** Do NOT include anything here except the course description which is limited to 60 words. Course descriptions need to be stated so that faculty could determine equivalence.
- **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 reprieve policies do not apply in determining whether a course is repeatable.
- **Graduate Credit:** 4000-level courses may be approved by the Graduate College for graduate credit, graduate credit outside the department, or graduate credit outside the college.
- **Slashlisted Courses:** 4000/5000 level courses may be slashlisted within the department. If the course is to be slashlisted, include the slashlisted course in the box. 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.
- **Crosslisted Courses:** if the course is to be crosslisted with another department, choose the crosslisted department(s) from the drop down list. Course request forms must be submitted for all departments indicated.
- **Schedule Type:** Multiple schedule types may be chosen if appropriate: 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.
- **Semesters Offered:** Fall, Spring, Summer, or Irregular.
- **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 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:** briefly describe how the course will be staffed, including the minimum terminal degree required to teach the course.
- **What additional expenses will be necessary:** Describe any additional expenses needed, such as library resources, lab equipment, computers, special materials, etc.
- **Other Comments:** Any other information such as General Education status.

Course Syllabus

A syllabus must be attached for ALL new courses with the exception of courses that are independent study or directed readings. It is best if you name the syllabus as the course designator and number (ex. CL C 2113). Course syllabi need to be stated so that faculty could determine equivalence.

Please use the syllabus templates found on the [Center for Faculty Excellence](#) website. There are multiple syllabus templates and examples, depending on the delivery format of the course.

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 approver. Once a user has created and submitted a course request, that user can no longer make changes to that course request. The next approver can make changes to the request before they approve it to the next level.

Effective Fall 2010, instructional faculty shall post the required course syllabus on the University's course management system by the first day of the semester; providing a paper copy of the syllabus to students is optional. The syllabus should define the goals of the courses, and faculty members should devote their teaching to the realization of those goals. Where appropriate, course syllabi should state, in addition to the major goals of the course:

- Instructor's office hours
- University policies regarding reasonable accommodation and codes of behavior
- List of required reading materials
- List of all major reading, laboratory, and/or performance assignments for the semester
- Approximate dates for all graded assignments and approximate percentage each contributes to the final grade
- Course syllabi need to be stated so that faculty could determine equivalence.
- additional requirements for the graduate level of slashlisted courses need to be included
- Internships/practicum, directed readings/research, dissertation and thesis hours are exempt from this requirement.

Additionally, instructional faculty are encouraged to use the online course management system to distribute other course materials or to post links to websites with other course materials. Instructional faculty are also encouraged to use other good practices to keep instructional costs minimized including having electronic reserves in the library when feasible and possible, being careful to require only those instructional materials that will actually be extensively used during the course of the semester or term, and learning about and utilizing other emerging technology tools or resources in delivering their courses.

An August 19, 2014 policy memo from Provost Kyle Harper recommended the inclusion of the following statements on all syllabi, in addition to the existing statements on disability accommodation and academic integrity:

Adjustments for Pregnancy/Childbirth Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact your professor or the Disability Resource Center at 405/325-3852 as soon as possible. Also, see <http://www.ou.edu/eoo/faqs/pregnancy-faqs.html> for answers to commonly asked questions.

Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual assault, dating/domestic violence, or stalking, the University offers a variety of resources. To learn more or to report an incident, please contact the Sexual Misconduct Office at 405/325-2215 (8 to 5, M-F) or smo@ou.edu. Incidents can also be reported confidentially to OU Advocates at 405/615-0013 (phones are answered 24 hours a day, 7 days a week). Also, please be advised that a professor/GA/TA is required to report instances of sexual harassment, sexual assault, or discrimination to the Sexual Misconduct Office. Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator at 405/325-3546 or bjm@ou.edu. For more information, visit <http://www.ou.edu/eoo.html>.

Religious Observance

It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty.

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://nextcatalog.ou.edu/courseleaf/approve/>
- Select your role from a drop down box at the top of the screen.
- 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://nextcatalog.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.

Removing Unwanted Course Requests

If a department changes their mind about a request before it is fully approved and no longer wants to proceed with it, please contact the Office of Curricular Changes and Academic Publications to shred the course request. New course requests will permanently disappear when they are shredded. They cannot be recovered. Course change and deletion requests will revert the course back to the way it was before any changes were made once the request is shredded. The request can also be rolled back to the original requestor if the department wants to make additional changes or save it for a later date.

Questions: Contact Lisa Cannon in the Office of Curricular Changes and Academic Publications (lcannon@ou.edu or 325-2815).