CourseLeaf Course Request Help Guide

CourseLeaf is the Course Inventory System used to create and submit course requests. Faculty and staff members must be provisioned by the Office of Academic Publications and Curriculum 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 are "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 course requests, 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 can make edits to a request at any time before approving the request to the next level. In making changes to the text of course additions and course modifications, deleted material will show up as strikethroughs, and added text will appear in green boldface.

Course Syllabus Required

The Academic Programs Council requires a current syllabus to review for all course changes. This requirement applies to all new and modified undergraduate courses and courses in the College of Law, with the exception of courses that are independent study or directed readings. The Graduate Council requires a syllabus for all new courses.

It is best if you name the syllabus as the course designator and number (e.g., CL C 2113). Course syllabi need to be stated so that faculty can 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) have been uploaded. Pressing "Submit" at the bottom of the screen saves the request and sends an e-mail to the approver. Once a user has created and submitted a course request, the user can no longer make changes to that course request. The next approver can make changes to the request before approving it to the next level.

Inputting 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 or prefix under which the course will be offered.

- **Course Number:** The course number is just that: four-digit code for identification.

  o 1000-2999 are considered lower division courses;

- 3000-4999 are considered upper division courses;

- 5000 and above are considered graduate level courses;

- 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. (APC Policy adopted March 1994)

- **Title:** The long title of the course can be 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 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:** The refers to the 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 dropdown 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. 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 relates 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, 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 about 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 terminal degree and any special credentials required for instructors 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.

Approving Course Requests

If you are set up to approve and there are course requests awaiting review, you will receive an email notification for each course. Instructions for approving a course request:

- Log in to https://nextcatalog.ou.edu/courseleaf/approve/

- Select your role from a dropdown 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: "Rollback"; Green button: "Approve."

As a course request moves through the approval process, you can always access the request on CourseLeaf to see where it is in the workflow/approval stage.

Removing Unwanted Course Requests

A department may decide not to proceed with a request before it is fully approved. In this case, please contact the Office of Academic Publications and Curriculum. Courseleaf refers to this removal as shredding the course request.

- New course requests will permanently disappear once shredded and cannot be recovered.

- By removing a course change or deletion request, the course will revert to the way it was before any changes were made.

Instead of shredding, the request can be rolled back to the original requestor if the department wants to make additional changes or save the request for a later date.

General Education Approval

Approval to offer a course for General Education credit is a separate process that is administered through the Provost's Advisory Council on General Education Oversight (PACGEO). See the PACGEO Website for more information.

Questions

Contact Lisa Cannon in the Office of Academic Publications and Curriculum at lcannon@ou.edu.