



# Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

## How to Propose an Edit to an Existing Course

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The purpose of this SOP is to walk through how to propose an edit to a course using the Course Inventory Management (CIM) software



Office of the Registrar  
UNIVERSITY OF COLORADO **DENVER**



<b>Version Control Table</b>			
<b>Version #</b>	<b>Author</b>	<b>Purpose/Change</b>	<b>Date</b>
1.0	Joel Perez	Initial Draft	8/23/22
1.1	Joel Perez	Review and Updates for Final Draft	10/18/22

Registrar Internal Use Only



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## Summary

CIM courses allows users to propose a new course, propose edits to an existing course, or propose to delete/deactivate an existing course. These proposals are then submitted through the appropriate workflow approval processes where users can edit, approve, or rollback the proposal. The CIM landing page allows a user to search for and view CIM Courses. From here, you can also see the status of a course and whether or not it is in workflow. While courses in workflow can be modified through the workflow and approval process, they cannot be modified from the CIM landing page until they have completed workflow.

## Process Overview

1. Access the form on the Curriculum Management website under "Forms":  
<https://nextcatalog.ucdenver.edu/courseadmin/>
2. Log in using your Passport (Single Sign-On) Username and Password.
3. Complete the form. The necessary fields will auto-populate based upon your selections. Items with red boxes are mandatory. See guide below.
4. There will be options at the bottom of the form to Cancel, Save Changes, or Start Workflow.
  - a. Saving changes will allow the user to come back to the form later, while starting workflow will kick off the approval process.
5. The form will go through either the UCC or Non-UCC workflow based on how the form was filled out.
6. Associate Dean or Course Proposal Form "signature authority" will be the final step prior to the Office of the Registrar workflow steps.

An email will be automatically generated by the CourseLeaf software to alert the user that the form has been processed and is completed

## How to Propose an Edit to a Course

1. Check CU-SIS to verify if sections are active for the updates' proposed term. If active sections exist, please refer to the [Decision Flowchart: I need to Submit a Course Proposal Form](#) to verify if the sections will need to be canceled and rebuilt. Combined sections require a form to cancel.
2. Type the field of study abbreviation, course title, or course code that you want to edit into the search field
3. Select the course that you wish to edit from the results window
4. Click the Edit Course button in the CIM window. Some of the fields in this form will be pre-populated with text
5. Make your updates to the form
6. After editing the form, click one of the following:
  - **Cancel** to not save any changes and return to the previous window



- **Save Changes** to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Added" and may be edited at a later time by searching for the course or doing a quick search for all added courses.
- **Start Workflow** to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The new course proposal will go to the next person in the workflow. The next user in workflow will be sent an automated email to notify them that the new course proposal is ready to be reviewed, edited, approved, or rejected.

\*Reference the table below for more information on how to fill out the Course Proposal Form.

## Navigating Course Inventory Management



### Course Inventory Management

Help

Search, edit, add, and inactivate courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

The screenshot shows the Course Inventory Management interface. Annotations are as follows:

- A:** Search input field containing "PHYS".
- B:** "Archive" and "History" checkboxes.
- C:** "Propose New Course" button.
- D:** "Quick Searches..." dropdown menu showing options: "Quick Searches...", "Edited Courses", "Added Courses", and "Inactivated Courses".
- E:** "Inactivate" button.
- F:** "Export to PDF" button.
- G:** "Edit Course" button.

Course Code	Title	Workflow	CIM Status
PHYS 1000	Introduction to Physics		
PHYS 1010	Prblm Slvng/Physical Sciences		Inactive
PHYS 1040	Introduction to Astronomy.		Inactive
PHYS 1052	General Astronomy I		
PHYS 1100	Foundations of Physics		
PHYS 1111	First Year Seminar		

<p><b>A. Search</b></p>	<p>There are several different ways to search for a course. Keep in mind that an asterisk is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching on just an asterisk will return all courses in CIM.</p>
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	<ol style="list-style-type: none"> <li>1. <b>Course Code</b> <ul style="list-style-type: none"> <li>• ENGL 1020 will return ENGL 1020</li> </ul> </li> <li>2. <b>Keyword</b> <ul style="list-style-type: none"> <li>• Physics will return any course with Physics in the title</li> </ul> </li> <li>3. <b>Keyword plus asterisk</b> <ul style="list-style-type: none"> <li>• *physic* will return Biophysics, Physical Education, and anything else with physic in the title</li> </ul> </li> <li>4. <b>Step in workflow (seen in the workflow column of the landing page)</b> <ul style="list-style-type: none"> <li>• UCC New NOI will return all courses currently at the UCC New NOI step in workflow</li> </ul> </li> <li>5. <b>Status (seen in the status column of the landing page)</b> <ul style="list-style-type: none"> <li>• edited will return all courses being edited</li> </ul> </li> </ol>
<b>B.</b> Archive/History	<p><b>Archive</b> <b>WE WILL NOT BE USING THE ARCHIVE FEATURE</b></p> <p><b>History</b> CIM History is a permanent record of the approved course from the last time it went through workflow. History displays the approval path, workflow steps, roll back comments, and red/green mark up. History goes back to the day CIM was implemented, and proposals that were started and shredded or rolled out of workflow and back to the proposer will not be part of the course or program history. Only proposals that have been completely approved will show up in history. History is view-only; it cannot be edited.</p>
<b>C.</b> Propose a New Course	Click on Propose a New Course to open the Course Proposal Form.
<b>D.</b> Quick Searches	Drop-down menu of search options located in the upper right corner of the landing page.
<b>E.</b> Inactivate	When a course has been selected, click on the Inactivate button in the bottom left to propose an inactivation.
<b>F.</b> Export to PDF	The Proposal can be exported to PDF by clicking on Export to PDF in the bottom left corner of the landing page.
<b>G.</b> Edit Course	When a course has been selected, click on the Edit Course button in the bottom right to open the Course Proposal Form.



# ACTION REQUEST: PROPOSE AN EDIT TO AN EXISTING COURSE

## School/College Information

### Course Inventory

Editing: **ANTH 3330: Topics in Archaeology**

**A** Offered at

**B** Is this course one of the following: Special Topics, independent study, thesis, dissertation, internship, Undergraduate Experiences (College Success, First Year Experiences, University Honors and Leadership)?  
 Yes  No

**C** Is this course exclusively for Extended Studies?  
 Yes  No

**D** Course Subject/Prefix  **E** Course Number

**F** Department/Program

**G** College/Academic Group

**H** Academic Career

**I** Effective Term

**J** What is changing? (select all that apply)

<input type="checkbox"/> Course Title	<input type="checkbox"/> Course Description	<input type="checkbox"/> Credit Hours/CEU's	<input type="checkbox"/> Repeatability (see help bubble)
<input type="checkbox"/> Add/Update a Requisite	<input type="checkbox"/> Other (or click to provide more information)	<input type="checkbox"/> Remove Requisite	<input type="checkbox"/> Add/Update a Cross-listing (see help bubble)
<input type="checkbox"/> Remove a Cross-listing	<input type="checkbox"/> 4-Digit Course Number	<input type="checkbox"/> Grading Method	<input type="checkbox"/> Component
<input type="checkbox"/> Term Typically Offered		<input type="checkbox"/> Add a Topic	<input type="checkbox"/> Subject/Prefix

**A. Offered At**

Offered at

Course Subject/Prefix

- CU Denver
- CU Anschutz

Select **CU Denver**. This field cannot be left blank and cannot have CU Anschutz selected. The rest of the proposal form is driven by selecting CU Denver. If this is left blank, or if CU Anschutz is selected, the form will not go to the correct workflow.



<p><b>B.</b> Is this course one of the following: Special Topics, independent study, thesis, dissertation, internship, Undergraduate Experiences (College Success, First Year Experiences, University Honors and Leadership)?</p> <p>Is this course one of the following: Special Topics, independent study, thesis, dissertation, internship, Undergraduate Experiences (College Success, First Year Experiences, University Honors and Leadership)?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><b>Yes</b> = The proposed course is one of the following course types. These course types do <i>not</i> require UCC approval and can be processed by the RO immediately.</p> <ul style="list-style-type: none"> <li>• Special Topics</li> <li>• Independent Study</li> <li>• Thesis</li> <li>• Dissertation</li> <li>• Internship</li> <li>• Undergraduate Experiences (College Success, First Year Experiences, University Honors and Leadership)</li> </ul> <p><b>No</b> = The proposed course is not one of the above and may require UCC approval.</p>
<p><b>C.</b> Is this course exclusively for Extended Studies?</p> <p>Is this course exclusively for Extended Studies? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Choose one: <input type="checkbox"/> Continuing Education Units <input checked="" type="checkbox"/> Credit Hours</p>	<p><b>Yes</b> = This course is offered exclusively as an Extended Studies (D2) course.</p> <ul style="list-style-type: none"> <li>• A prompt will appear to “<b>Choose one:</b>” of the following: <ul style="list-style-type: none"> <li>○ Continuing Education Units</li> <li>○ Credit Hours</li> </ul> </li> </ul> <p><b>No</b> = This course is not exclusively offered through Extended Studies and will be offered through Main Campus (D1) or a combination of Main Campus(D1) and Extended Studies(D2)</p>
<p><b>D.</b> Course Subject/Prefix</p> <p>Course Subject/Prefix <input type="text" value="SOCY - Sociology"/></p>	<p>Enter the appropriate subject code within your designated Academic Unit/School/College</p>
<p><b>E.</b> Course Number</p>	<p>The course number of the new course. See below.</p> <ul style="list-style-type: none"> <li>• Course numbers cannot be re-used if active within the last 5 years and/or if ever part of a cross-listed course. This policy also includes courses that were renumbered five or more years ago, but the current number remains active. Re-using previously cross-listed course numbers or numbers historically attached to an active 6-digit course ID is problematic for degree audit if the other cross-listed variants remain active.</li> </ul>





Course Number

https://ucdenver-test.courseleaf.com/courseleaf/courseleaf.cg...  
ucdenver-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/coursea...

Course Numbers In Use for SOCY - Sociology

Active	
Inactive	
Course Code	Title
SOCY 1001	Understanding the Social World
SOCY 1011	From Killer Apps to Killer Bots: Technology and Social Change
SOCY 1050	Analysis of Modern Society
SOCY 1111	First Year Seminar
SOCY 2001	Inequalities in Social World
SOCY 2440	Deviance and Social Control
SOCY 2462	Introduction to Social Psychology
SOCY 3001	Urban Sociology
SOCY 3010	Sociology of Human Sexuality
SOCY 3020	Race and Ethnicity in the U.S.
SOCY 3030	Social Change
SOCY 3040	Drugs, Alcohol & Society
SOCY 3050	Sociology of Education
SOCY 3080	Sex and Gender
SOCY 3111	Research Methods
SOCY 3115	Quantitative Methods & Analysis
SOCY 3119	Qualitative Methods
SOCY 3121	Statistics

**CU Denver Reserved Numbers (see section below)**

- 0001-0999 Non-Credit
- 1000-1999 Freshman level
- 2000-2999 Sophomore level
- 3000-3999 Junior level course
- 4000-4999 Senior level course
- 5000-6999 First level graduate course and represents students working toward their Master's Degree
- 7999-8999 Second level graduate course and represents students working toward a Ph.D.

\*Select the “**Course Numbers in Use**” to verify if a course number is available.

- **Active** (white background) – This course number is taken and in use
- **Inactive** (italicized and gray background) – Verify in CU-SIS how long this course has been inactive. Course numbers may be re-used if it has been inactive for over 5 years.

**Reserved Course Numbers for Specific Course Types**

Course Type	Reserved Numbers
First Year Experience/ Freshman Seminar	1111
Internship (ELC)	1939, 2939, 3939, 4939, 5939, 6939
Internship (Department)	1840-1849, 2840-2849, 3840- 3849, 4840-4849, 5840-5849, 6840-6849
Candidate for Degree	5940
Practicum or Field Experience/Study	1910-1919, 2910-2919, 3910- 3919, 4910-4919, 5910-5919, 6910-6919
Reading Courses	5920-5929, 6920-6929, 7920- 7929, 8920-8929
Thesis	5950-5929, 6950-6959, 7950- 7959
Project/Report	1960-1969, 2960-2969, 3960-3969, 4960-4969, 5960-5969, 6960-6969, 7960-7969
Dissertation	7990-7999, 8990-8999



	Topics Courses	Any other number not listed above as reserved (varies by department)
<p><b>F. Department/Program</b></p> <p>Department/Program <input type="text" value="Department of Sociology"/></p>	<p>This information is auto-populated based on the course subject/prefix. You may only submit forms for your own school/college/program.</p> <p><i>*If this information is incorrect, please contact courses@ucdenver.edu</i></p>	
<p><b>G. College/Academic Group</b></p> <p>College/Academic Group <input type="text" value="College of Liberal Arts and Science"/></p>	<p>This information is auto-populated based on the course subject/prefix. You may only submit forms for your own school/college/program.</p> <p><i>*If this information is incorrect, please contact courses@ucdenver.edu</i></p>	
<p><b>H. Academic Career</b></p> <p>Academic Career <input type="text" value="Undergraduate (1000-4999)"/></p> <p>Effective Term <input type="text" value="Select Academic Career..."/></p> <p>Is this a cross-listed <input type="text" value="Undergraduate (1000-4999)"/></p>	<p>Using the guidelines below, select the Academic Career.</p> <ul style="list-style-type: none"> <li>• Non-Credit (&lt;1000)</li> <li>• Undergraduate (1000-4999)</li> <li>• Graduate (5000+)</li> </ul>	
<p><b>I. Effective Term</b></p> <p>Effective Term <input type="text" value="Spring 2023"/></p> <p>Is this a cross-listed course? <input type="text" value="Select..."/></p> <p>Was this course previously <input type="text" value="Spring 2023"/></p>	<p>This is the first term the course is available for scheduling with the requested edits in place. Must be within three terms.</p>	



**J. What is changing? (select all that apply)**

What is changing? (select all that apply)

<input type="checkbox"/> Course Title	<input type="checkbox"/> Course Description	<input type="checkbox"/> Credit Hours/CEU's	<input type="checkbox"/> Repeatability (see help bubble)
<input type="checkbox"/> Add/Update a Requisite	<input type="checkbox"/> Other (or click to provide more information)	<input type="checkbox"/> Remove Requisite	<input type="checkbox"/> Add/Update a Cross-listing (see help bubble)
<input type="checkbox"/> Remove a Cross-listing	<input type="checkbox"/> 4-Digit Course Number	<input type="checkbox"/> Grading Method	<input type="checkbox"/> Component
<input type="checkbox"/> Term Typically Offered	<input type="checkbox"/> Add a Topic	<input type="checkbox"/> Subject/Prefix	

Select all edits that apply to this request.

- Course Title
- Course Description
- Credit Hours/CEU
- Repeatability
- Add/Update a Requisite
- Remove Requisite
- Add/Update a Cross-listing
- Remove a Cross-listing
- 4 Digit Course Number
- Grading Method
- Component
- Term Typically Offered
- Other

**Cross-listing**

**A** Is this a cross-listed course?  Yes  No

**B** Is this cross-listed across colleges?  Yes  No

**C** Is this the primary course?  Yes  No

**D** Cross-listed Courses   
250 characters remaining

*Please list all cross-listed courses here.*

**A. Is this a cross-listed course?**

A cross-listed course is a course taught under more than one prefix. Students choose which prefix in which to enroll.

- Cross-listed courses must share identical titles, course descriptions, and credit hours.
- Max Hours displayed for each cross-listed class is the total number of hours allowed for all courses completed within a particular cross-listed group.

\*Please see the CUSIS Dev website for further information on cross-listings.

**B. Is this cross-listed across colleges?**

**Yes** = The cross-listed courses are not within the same School/College. Example, one course may live under CLAS and the other under ARCH.

**No** = The cross-listed courses both exist within the same School/College. Example, both courses live under CLAS.

\*This question will only show if you selected "Yes, this is a cross-listed course".



<p><b>C.</b> Is this the primary course?</p>	<p><b>Yes</b> = Select Yes if this course is considered the Primary course in the cross-listed group</p> <p>This question will only show if you selected “Yes, this is a cross-listed course and “Is this cross-listed across colleges”.</p>
<p><b>D.</b> Cross-listed Courses</p>	<p>Provide the full list of all courses in the cross-listed group. This field will only show if you selected Yes, this is a cross-listed course.</p>

**Special Topics**

**A** Was this course previously offered as a special topics course?  
 Yes  No

Which Special Topics course did this previously belong to?

Subject	Course Code	Topic Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	+
			×

**C** Is this a special topics course?  
 Yes  No

**D** Topic Title

Topic Title	
<input type="text"/>	+
<input type="text"/>	×
<input type="text"/>	×

<p><b>A.</b> Was this course previously offered as a special topics course?</p>	<p>Topics may only be offered a maximum of three times before they need to be created into its own course. If this is the case, please select “Yes”.</p>
<p><b>B.</b> Which Special Topics course did this previously belong to?</p>	<p>If you answered “Yes” to the question above, please provide the Special Topics course this was tied to, including the Subject, Course number and the Topics title.</p>
<p><b>C.</b> Is this as special topics course?</p>	<p>If this proposed course will be offering topics, select “Yes”.</p> <p>Special Topics Courses must specify "Special Topics" in the title. Topics can be taught up to three times under the Special Topics course number before needing to be proposed as a permanent course.</p>
<p><b>D.</b> Topic Title</p>	<p>Provide topic titles to include with the course creation if known.</p>



## Course Information

**A** Course Title (short)   
1 characters remaining

**B** Course Title (long)   
70 characters remaining

**C** Course Description   
1666 characters remaining

**D** Is a requisite being added, removed or modified?  
 Added     Modified  
 Removed

**E** Prerequisites, Corequisites, and/or Restrictions

**F** Requested Requirement Group Number, if known

**G** Requirement Group

**H** Requirement Group Description

**I** Add Consent?

**J** Drop Consent?

**K** Credit Hours   
*For variable credit courses, please use the following format with a dash; example 1-3*

**L** Repeatable  Yes  No

**M** Total Completions

**N** Total Credits Allowed

Selecting YES indicates that a student may take this course for credit and GPA multiple times, and that this course is not eligible for undergraduate grade forgiveness. For the Undergraduate Grade Forgiveness Policy 7037, please follow this link:  
<https://www.ucdenver.edu/policies>

**O** Allow Multiple Enrollment in Term  Yes  No

**P** Grading Basis

Components	Enrollment capacity	Primary?	
<input type="text" value="Studio"/>	<input type="text" value="30"/>	<input type="text" value="Yes"/>	<input checked="" type="checkbox"/>

Courses may have multiple options for components, however there can only be one primary component. If only requesting one component, it must be the primary component.

**R** Instruction Mode   
*Please be aware that military-connected and international students have restrictions on certain modes of instruction, specifically online (and possibly hybrid). If you are proposing an online-only program or course, please refer to Veteran and Military Student Services or the International Student and Scholar Services Office for more information.*

**S** Typically offered

**T** Catalog Print



<p><b>A. Course Title (short)</b></p>	<p>Limited to 29 characters, including spaces; will print on transcript and degree audit. The following guidelines apply:</p> <ul style="list-style-type: none"> <li>Limited to 29 characters; will print on transcript</li> <li>Article words should not be used (e.g. the, a, an)</li> <li>Use roman numeral convention for sequential courses</li> <li><b>Special Topics Courses</b> must specify "Special Topics" in the title. Topics can be taught up to three times under the Special Topics course number before needing to be proposed as a permanent course.</li> <li><b>1111 courses</b> must be titled "First-Year Seminar"</li> </ul>
<p><b>B. Course Title (long)</b></p>	<p>Limited to 100 characters, including spaces. The following guidelines apply:</p> <ul style="list-style-type: none"> <li>Limited to 100 characters</li> <li>All words will be unabbreviated</li> <li>Article, conjunctions and preposition words may be used</li> </ul>
<p><b>C. Course Description</b></p>	<p>Please limit to approximately 40 words not including before requisites, cross-listings, notes, etc. Should include an overview of the course content but not be as detailed as a course syllabus.</p>
<p><b>D. Is a requisite being Added, Modified, or Removed?</b></p>	<p>Select all that apply.</p> <ul style="list-style-type: none"> <li>Added</li> <li>Modified</li> <li>Removed</li> </ul>
<p><b>E. Prerequisites, Corequisites, and/or Restrictions</b></p>	<p>If applicable, provide prerequisites, corequisite, and/or restriction information to be enforced with this course.</p> <p>Prerequisites</p> <ul style="list-style-type: none"> <li>Specific course(s) completed or "in progress" at the time of registration (e.g. ENGL 1020 or ENGL 1020 with C- or higher)</li> </ul> <p>Corequisites</p> <ul style="list-style-type: none"> <li>Specific course to be taken at the same time (e.g. CSCI 1410 taken same time as CSCI 1411)</li> </ul> <p>Restrictions</p> <ul style="list-style-type: none"> <li>Registration restricted to a specific population (e.g. Restricted to MUSC majors or junior standing, etc.)</li> </ul>
<p><b>F. Requested Requirement Group Number, if known</b></p>	<p>Requested Requirement Group Number, if known.</p>
<p><b>G. Requirement Group</b></p>	<p>[NOT EDITABLE] If the course previously had a requirement group number assigned to it, it will auto populate in this field. Please use the fields <b>E</b> or <b>F</b> to request requisites updates.</p>
<p><b>H. Requirement Group Description</b></p>	<p>[NOT EDITABLE] If the courser previously had a requirement group number assigned to it, the requisite</p>



	description will auto populate in this field. Please use fields <b>E</b> or <b>F</b> to request requisite updates.
<b>I.</b> Add Consent?	The default add consent type that will auto-populate when scheduling a class.
<b>J.</b> Drop Consent?	The default drop consent type that will auto-populate when scheduling a class.
<b>K.</b> Credit Hours	<p><b>Fixed credit</b> = not editable at the section level  <b>Variable credit</b> = editable at the section level within the min/max parameters prior to enrollment</p> <p><i>*For variable credit courses, please use the following format with a dash; example 1-3.</i></p> <p><i>*If the class is being offered for Continuing Education Units or CEUs, enter the number of CEUs in the Credit Hours box.</i></p>
<b>L.</b> Repeatable	<p>Selecting <b>YES</b> indicates that a student may take this course for credit and GPA multiple times, and that this course is not eligible for undergraduate grade forgiveness. For the Undergraduate Grade Forgiveness Policy 7037, please follow this link:  <a href="https://www.ucdenver.edu/policies">https://www.ucdenver.edu/policies</a></p> <p><b>Yes</b> = authorizes students to enroll in a course more than once  <b>No</b> = students may only successfully complete the course once</p>
<b>M.</b> Total Completions	Enter the maximum completions allowed for this course.
<b>N.</b> Total Credits Allowed	Enter the maximum cumulative credits/CEU allowed for a course.
<b>O.</b> Allow multiple enrollment in the same term	<p><b>Yes</b> = permits students to register for more than one section of the course in the same term. Useful for special topics courses.  <b>No</b> = students may repeat the course but not enroll in more than one section per term.</p>
<b>P.</b> Grading Basis	<p><b>Letter</b> = all undergraduate courses (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F)</p> <p><b>Pass/Fail</b> = P grade is not included in the GPA; the F grade is included; students are only permitted a certain number pass/fail hours credited toward a bachelor's degree. Study abroad and internships should be pass/fail. Consult with appropriate Associate Dean for specific school/college guidelines.</p> <p><b>Non-Credit</b> = indicates registration on a no-credit basis (only assigned to non-credit courses).</p>





	<p><b>Letter w/IP</b> = In Progress (only assigned to thesis/dissertation at the graduate level).</p>
<p><b>Q. Course Component(s)</b></p> <ul style="list-style-type: none"> <li>• Enrollment Capacity</li> <li>• Primary?</li> </ul>	<p><b>Course Component</b> The default course component that will auto-populate when scheduling a class. Courses may have multiple options for components, however there can only be one primary component. If only requesting one component, it must be the primary component. Contact hours must adhere to the CDHE policy: <a href="https://www.ucdenver.edu/docs/librariesprovider234/faculty-and-staff-resources/approved-credit-hour-and-contact-hour-guidelines.pdf?sfvrsn=11236fba_4">https://www.ucdenver.edu/docs/librariesprovider234/faculty-and-staff-resources/approved-credit-hour-and-contact-hour-guidelines.pdf?sfvrsn=11236fba_4</a></p> <p><b>Enrollment Capacity</b> The default enrollment capacity that will auto-populate when scheduling a class.</p> <p><b>Primary?</b> This is the primary course component that will default when scheduling a class.</p>
<p><b>R. Instruction Mode</b></p>	<p>The default Instruction Mode that will auto-populate when scheduling a class.</p> <p><b>In-Person Courses:</b> Courses offered primarily in face-to-face sessions with a pre-determined meeting pattern that contain direct interaction with a faculty member. Contact time is assessed using the guidance in Course Component Sections A and B.</p> <p><b>Hybrid Courses:</b> Courses offered primarily in a blended format with 1 or more on-site face-to-face class sessions and at least one or more online sessions, both containing interaction with a faculty member. Contact time is assessed using both the in-person definition (for the in-person portion) and online definition below (for the online portion).</p> <p><b>Online Courses:</b> Courses offered asynchronously, online without any face-to-face meetings. Contact time is satisfied by several means including instruction or interaction with a faculty member, interactive tutorials, discussions and class projects that engage peers and are overseen by faculty.</p> <p><b>Remote Courses:</b> Courses offered via Zoom or similar technology with a pre-determined meeting pattern that contains direct interaction with a faculty member. Contact time is assessed using the in-person definition.</p> <p><b>Independent Study:</b> Faculty-mentored, individually structured courses or research or creative projects designed and scheduled outside of the standard course grid.</p>





	<p><i>* Please be aware that military-connected and international students have restrictions on certain modes of instruction, specifically online (and possibly hybrid). If you are proposing an online-only program or course, please refer to Veteran and Military Student Services or the International Student and Scholar Services Office for more information.</i></p>
<p><b>S.</b> Typically Offered</p>	<p>Select which terms this course will be typically offered.</p>
<p><b>T.</b> Catalog Print</p>	<p><b>Yes</b> = This course will be imported to the Catalog editing software (CAT) and students will be able to search for this course within the catalog. <b>No</b> = This courses will not be imported into CAT and will not be found within the catalog.</p>

*Please contact the Registrar's Office if you have questions about filling in this section.*

**A** Approving Authority

Phone  Email

**B** Submitter of Form

Phone  Email

**C** Would you like to add in information about Student Learning Outcomes?  
 Yes  No

**D** Student Learning Outcomes

	Outcome(s)	Assessment methods for achieving student learning outcomes	
Outcome 1	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

**E** Student Outcomes for Accreditation Purposes (categories)

*Please note that larger files may take longer based on internet connection.*

**F** Attach Course Syllabus- Optional

Uploaded Files:

Files To Be Uploaded:



<b>A.</b> Approving Authority	The following person(s) have authority equal to an Associate Dean and are granted “signature authority” to approve ‘Course Proposal’ forms for the academic unit.
<b>B.</b> Submitter of Form	The person filling out and submitting the course proposal form.
<b>C.</b> Would you like to add in information for Student Learning Outcomes?	(Optional) Yes or No. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
<b>D.</b> Student Learning Outcomes	(Optional) Add Student Learning Outcomes. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
<b>E.</b> Student Outcomes for accreditation purposes.	(Optional) Add Student Learning Outcomes for accreditation purposes. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
<b>F.</b> Attach course syllabus - Optional	(Optional) Attach course syllabus. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.

Registrar Internal



**A** Does this course (addition or change) have any impact on any other courses?  
 Yes     No

**B** Impact on other programs

**C** Overlap, duplication, or impact on other courses

**D** Additional information or details about the course

*If applicable, please attach supporting documentation for fee approvals.*

**E** Proposed Fees - and approval processes

Additional Information

*Please note that larger files may take longer based on internet connection.*

**F** Upload Additional Information- optional

Uploaded Files:

Files To Be Uploaded:

**G**

**A.** Does this course (addition or change) have any impact on any other courses?

(Optional) Yes or No. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.



<b>B.</b> Impact on other programs	(Optional) Include programs impacted by this course. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
<b>C.</b> Overlap, duplication, or impact on other courses	(Optional) Include whether the course overlaps, duplicates, or affects other courses. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
<b>D.</b> Additional information or details about the course	(Optional) Add any additional information or details about this course. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
<b>E.</b> Proposed Fees- and approval processes	(Optional) Include any proposed fees associated with this course. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
<b>F.</b> Upload Additional Information - optional	(Optional) Upload additional information. This can be any additional information you feel is relevant to course review. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
<b>G.</b> Cancel, Save Changes, Start Workflow	<p><b>Cancel</b> to not save any changes and return to the previous window</p> <p><b>Save Changes</b> to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Added" and may be edited at a later time by searching for the course or doing a quick search for all added courses</p> <p><b>Start Workflow</b> to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The new course proposal will go to the next person in the workflow. The next user in workflow will be sent an automated email to notify them that the new course proposal is ready to be reviewed, edited, approved, or rejected.</p>

## Troubleshooting & Points of Contact

Contact Name	Title	Email
Joel Perez	Registrar Specialist	<a href="mailto:Courses@ucdenver.edu">Courses@ucdenver.edu</a>
Marissa Tornatore	Assistant Registrar for Curriculum Management and Catalog	<a href="mailto:Courses@ucdenver.edu">Courses@ucdenver.edu</a>