



# Courseleaf Course Management Guide

(CourseAdmin)

## **Questions?**

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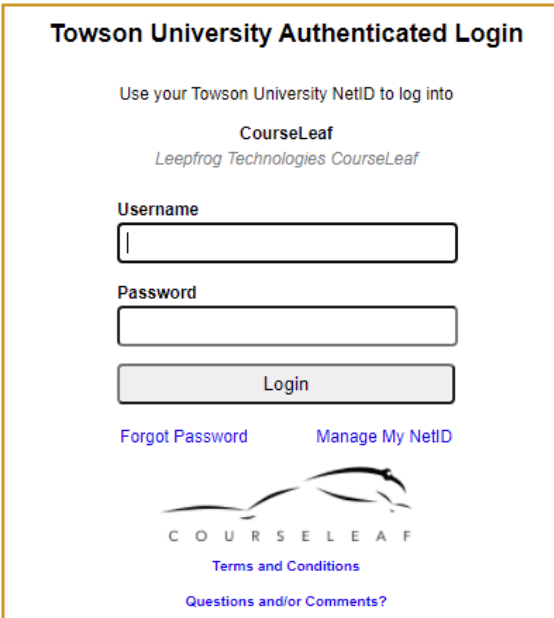
# Courseleaf Course Management

**CIM** is our **Curriculum Information Management System** and this is where our program and course updates take place. Departments can make adjustments to courses / programs and then submit these changes into workflow for approval from our curricular committees.

The University's online curriculum management system is transparent and easy-to-use. Once a proposal for a new or changed course or program is started in the system, it can be tracked in CIM by anyone. It will also automatically appear in Towson University's next catalog, but only proposals that are fully approved by the catalog deadline will be published. Towson's online catalog (CAT) is fully integrated with CIM.

## How to log into CIM

Once you navigate to CIM (courseadmin / approve pages), a box will appear prompting you to log in with your TU username and password.



The screenshot shows the login interface for CourseLeaf. At the top, it says "Towson University Authenticated Login". Below that, it instructs the user to "Use your Towson University NetID to log into CourseLeaf" and identifies it as "Leepfrog Technologies CourseLeaf". There are input fields for "Username" and "Password", followed by a "Login" button. Links for "Forgot Password" and "Manage My NetID" are provided. At the bottom, there is the CourseLeaf logo and links for "Terms and Conditions" and "Questions and/or Comments?".

To log-out, just close your browser. Remember to save your work by either using **Save Changes** or **Start Workflow** if you are working on a course proposal.

## Important Links

### Course Inventory Management

<https://nextcatalog.towson.edu/courseadmin>

- If you are proposing a new course or changing an existing course.
- If you are requesting to have a course prerequisite enforced (or need changes to an existing enforced prerequisite.)

### Program Management

<https://nextcatalog.towson.edu/programadmin>

- If it is a new course (or a significant change to an existing course, like a new number or subject code) and it is used in a Program (Major, minor, certificate, concentration or track), you also need to make changes to the program. *(UCC/GSC will not approve a program that includes pending courses.)*

- If you want to propose a new program or change an existing major, minor, concentration or a track.

- For more information about editing / updating programs, visit our Program Management Guide: <https://www.towson.edu/registrar/documents/courseleafcurriculummngtguide.pdf>

### Approve Pages

<https://nextcatalog.towson.edu/courseleaf/approve/>

- If you need to approve courses or programs that are waiting in your queue.

# Course Curriculum Approval Timeline

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Please contact the Registrar's Office for guidance on the course curriculum approval timeline. All courses must be reviewed by your college's curriculum committee and CARC/GSC along with other curricular bodies where indicated.

## Course Curriculum Calendar

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### For Catalog:

To ensure a new course or course change makes it into the catalog, the change will need to be approved before the next edition of the catalog goes live, which is around the beginning of August. Please remember that the university/college curriculum committees stop meeting in May, so any course proposals that do not make it through the process by early May, will likely not receive approval for the next year's catalog. In addition, catalog representatives and departments are notified of the CAT deadlines monthly.

New courses needing to be approved to be added to a program's curriculum would need to be approved ahead of the program being proposed. New courses that will be added to a program's curriculum must be fully approved by CARC before the associated program revision including the new course(s) will be approved by the UCC. Departments, however, may propose program revisions while the new courses are still in workflow and not yet fully approved. Please see the 'How to Create a Course List in Program Admin' section of the [CourseLeaf Curriculum Management Guide](#) for instructions.

### For Scheduling:

#### Course Revision Deadlines

- **Fall semester schedule:** Course revisions must be fully approved by CARC at the preceding December meeting to go into effect with the schedule (new courses can be approved up until March.)
- **Spring semester schedule:** Course revisions must be fully approved by CARC by the preceding September meeting to go into effect with the schedule (new courses can be approved up until November.)

Please contact Suzanne Hill if you have questions about effective dates or need to discuss a possible exception to the above deadlines.

## How to Edit an Existing Course

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To make changes to an existing course:

- Find your course using "**Search**." (You may need to use the wildcard \* with your search terms if you are having trouble finding your course.)
- Select "**Edit Course**" (a new window will open for editing)



## How to Propose a New Course

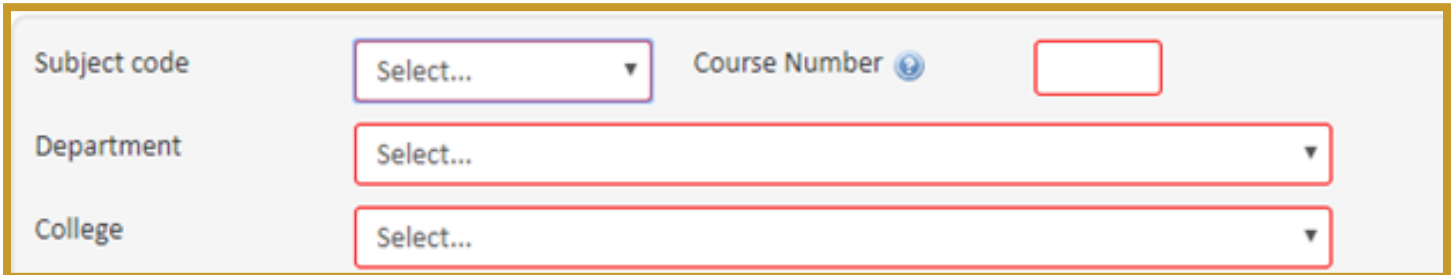
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- Select "**Propose New Course**" (a new window will open)



# Overview of Course Form

- Choosing the Subject Code, Department, & College:



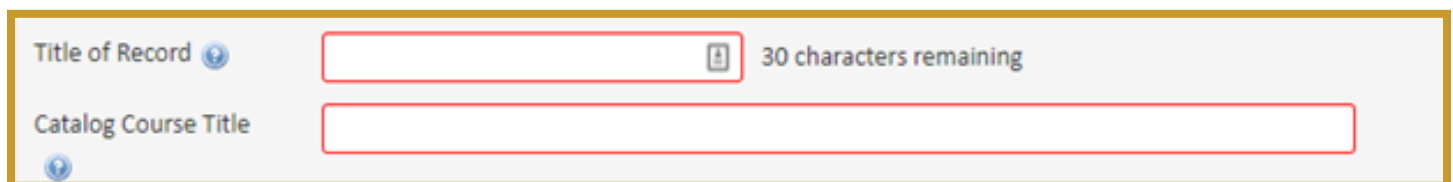
The screenshot shows a form with three rows. The first row has 'Subject code' with a dropdown menu showing 'Select...' and a 'Course Number' field with a text input box. The second row has 'Department' with a dropdown menu showing 'Select...'. The third row has 'College' with a dropdown menu showing 'Select...'. Each dropdown menu has a small downward arrow on the right side.

- If this is an existing course, these fields will already be populated by the system.
- If this is a new course, you will need to choose your requested subject code, your department and your college. If you are proposing a new subject code, you will not be able to enter it. Please contact [Sara Sides](#) for information on requesting a new subject code.
- Selecting or Changing a Course Numbering:
  - How to choose a course number?
    - **Undergraduate Course Numbering** – Undergraduate courses are categorized only by the lower level designation (100/200) or the upper level designation (300/400). There is currently no university defined difference between 100 and 200 level courses or between 300 and 400 level courses.
    - **Graduate Course Numbering** – For guidance on choosing a course number for a graduate course, refer to the Graduate Catalog’s [Academic Terminology](#) page.
  - If you are thinking about changing a course number, contact Suzanne Hill in the Registrar’s office.

## Standards for Course Title

Titles should be in all **CAPS**.

The shorter title is the title of record and it shows up on student transcripts. The longer version of the title shows up in the class search.



The screenshot shows two rows. The first row has 'Title of Record' with a text input box, a small icon of a document, and the text '30 characters remaining'. The second row has 'Catalog Course Title' with a text input box.

We would not want to have the beginning of the two titles different from one another. We understand that departments might want the titles to be descriptive but unfortunately the beginning must look the same between them. If the first part of the two titles don't resemble each other, then they might not look like the same course to a student looking between the online catalog, the class schedule and their transcript / academic report. Departments can add whatever you want at the "end" of the title for further description.

### HIST 402

Short version (Title of Record): **EUROPE, MIDDLE AGES, 1050-1350**

Catalog Course Title: **EUROPE, MIDDLE AGES, 1050-1350: CASTLES AND CATHEDRALS**

### But not this:

For **HIST 402:**


**Europe, Middle Ages, 1050-1350**

**Castles and Cathedrals: Europe, Middle Ages, 1050-1350**

## How the Course Will Be Utilized?

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This section is to indicate how the course will potentially be utilized. However, this doesn't replace having to submit a program curriculum change.

Course is required for	<input type="checkbox"/> Major(s)
	<input type="checkbox"/> Minor(s)
	<input type="checkbox"/> Other

## Catalog Description

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Generally the course description is a phrase and would not start with "This course will...."

In the description, we include "Graded S/U" for courses that use this grade basis. We include the Core Category. We include a statement about lab fees for the two types of lab fees: Lab and Internship/Practicum.

## Course Prerequisites & Corequisites

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- See Course Requisites section ([page 12](#))

## Department Consent

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Does this course always require department consent?	<input type="radio"/> Yes	<input type="radio"/> No
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- Check "yes" for a course for which the department will want to use Department Consent in the class schedule. If 'Yes' is selected, consent will automatically be set up for this course each time that it is scheduled. In most circumstances, 'No' should be selected if the course is utilizing automatically enforced prerequisites.

## Previously Offered Special Topics Course

Was this previously offered as a Special Topics course?  Yes  No

- Select “**yes**” if this course was previously offered as a special topic title and now the department wishes for it to go through curriculum approvals to become its own course. In the rationale, include the original title, if that title has changed from when it was offered as a special topic.

## Component Choice Guidance

Component 


- Most courses are set up as a “Lecture,” but the document of component definitions can help you decide if another component makes more sense. For instance, Studio implies work in a lab or studio. Seminar implies an emphasis on group discussions. A lab will involve the need for an extra hour of class meeting time. Refer to [component document](#).

## Number of Units / Required Contact Hours

Units/Credit Hours  Lecture Contact Hours:  Lab Contact Hours:   Studio Contact Hours: 

Fill in how many units (credits) this course involves. If the course is a variable unit course, please be aware that students will need to be counseled about how many units to register for. In the registration system, the course will default to the minimum units. For a 3-unit Lecture, the course would entail 3 Contact Hours. For a 1-unit Lab, the course would involve 2 Contact Hours. For special format courses, the Contact Hours are not recorded.

## Repeat Guidelines

Repeatable for additional credit?   Yes  No

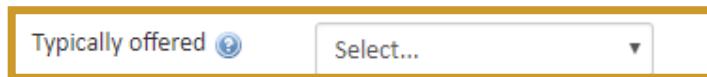
Total Completions Allowed:  for a maximum of  units

Allow to take in same term?  Yes  No

Use this section to set your course as repeatable for credit.

- Total Units allowed
- Total completions

## Typically Offered Information



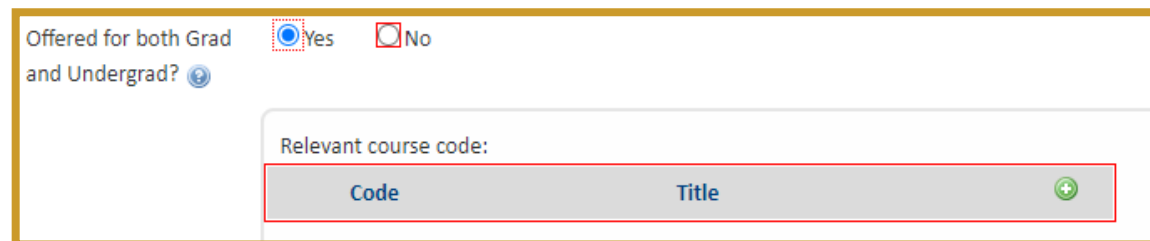
- Fill in the terms you generally expect to offer this course. This information will display in the student account and academic planning and will provide help to students in completing their requirements.

## Grading Basis



- Most courses use Regular (A-F) grading.
- While you choose regular or S/U grading, the actual grading basis in PeopleSoft will be dependent on component. For example, thesis is S/U/IP (Thesis Grading) along with UGRD and GRAD regular grading having different grading.

## Undergraduate / Graduate Combined Course



- This function will allow you to link a Graduate and Undergraduate version of a course for easier reference. Each course - undergraduate and graduate - should include its own separate syllabus.
- If one version is being revised, the other version must be revised for consistency with course name, description, etc.

## Cross Listing (if applicable)



- This field would be selected for a course that will be offered together with another course, and will be cross-listed on the Class Schedule, because they are equivalent in nature.



## CAEP

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Is this course required for a CAEP (Council for Accreditation of Educator Preparation) Program?



Yes

No

- Any course required for a teacher education program must be reviewed by the Teacher Education Executive Board (TEEB) which is part of the College of Education.

## Rationale for Course

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- This section is where you will give an overview of the changes you are making to a course. This is the most helpful to the curriculum committees who are reviewing your proposal to understand what it is your department is attempting to do with a particular course.

## Uploaded Files

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- For a new course, a syllabus is required before it can be put into workflow. For a revised course, a syllabus is not required but may be later requested by a curriculum committee. If a syllabus has never been uploaded to CIM since we began using this system in 2013, you may want to consider adding a syllabus for reference.
- A curriculum committee may ask to see a syllabus if members feel that major changes are being made to a course. CARC will request that a new syllabus be submitted for a change in content or course description and/or a change in title.

## Department Chair Sign Off / Check Box for Federal Credit / Contact Hour Requirements:

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To be completed by the Department Chair: By checking this box, I acknowledge that this course meets the federal credit hour and contact hour requirements.

Yes

- This box must be checked in order for it to proceed through the full workflow process.

## Core Proposal / Approval

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- Proposing a new Core course or modifying a course to become eligible for Core, select Yes and click on the help bubble for additional information.

### **Instructions for Specific Information to be Included in a Proposed Core Syllabus:**

1. To assure committee members reviewing the proposal can ascertain if respective Core Learning outcomes will be sufficiently addressed, faculty should...

- Specify Core Learning outcomes for the requested category.
- Articulate expectations for course requirements associated with Core Learning outcomes.
- Identify the relation between these key course requirements and Core Learning outcomes.

2. Attach and submit the proposed syllabus with other curriculum forms as required.

For additional information about submitting a proposal for a Core course, refer to the [Core Curriculum Reporting Committee](#) webpage.

## General Course Admin Topics

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### Course Revisions / Substantial Changes

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When a course is being revised, most revision proposals will not require an updated syllabus to be attached. All course revision proposals should include a statement in the rationale field for what is being changed and why. Examples of non-substantial changes include (but are not limited to): course renumbering, modified course title or description, change of prerequisites. However, when a course is undergoing a substantial change, a new syllabus should be included. Examples of substantial changes may include (but are not limited to): adding a Core designation, complete change of course title or description, change of learning outcomes or changing course level.

### Course Deactivation Policies / Procedures

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When a course is being deactivated, it is important to be aware of where that course is currently listed as a requirement or elective option, especially for outside of the major/minor or department. Before deactivating a course, pay special attention to the 'Programs Referencing this Course' section at the very bottom of the course entry to know how impactful the deactivation will be.

## Course Reactivation

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- Select the **Reactivate button** to edit course and start reactivation process.
- Courses being reactivated may require a syllabus if there are changes being made. See Course Revision section above for guidance.

## Special Topics Courses

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- Special topics courses are used to sample new offerings to determine whether or not formal adoption is desirable.
- A specific special topic can only be offered 3 times before it must go through the curriculum process converting it to an approved course.
- More details can be found in the Special Topics Guide.

## Turning a Former Special Topic into an Approved Course

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Special Topics are offered as a special topic title under a course number of 270, 370, 570, etc. When a special topic has been offered for the third time, it cannot be offered again as a special topic title, but should go through curriculum approval to become its own course. The Registrar's Office will remove the topic title from the 270, 370, 570 course so it will not inadvertently get offered as a special topic title again.

## Variable Content Courses

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A variable content course is similar to a Special topics course, except that the overarching focus and learning outcomes are unchanged no matter the course topic. Because variable content courses are not the same as special topics courses, they may be offered continuously, however the course must initially go through curricular review. These are courses that have a broad subject like "Cinema" or "Women in Literature." These courses may not be repeatable, but if the department decides to make them repeatable, they can only be repeatable with a different topic.

## Impacts of a Course Revision on Courses Used by Other Majors/Minors

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The CIM Ecosystem displays academic programs that are related to the proposal being viewed, and/or catalog pages that house the proposal being viewed. In CIM Course Inventory Management, the Ecosystem can be used to find university catalog pages, including specific academic program requirements pages, referencing a particular course. In CIM Program Management, the Ecosystem can be used to find university catalog pages referencing a particular program.

The Ecosystem is a critical tool for departments to use when revising or inactivating courses. In particular, revision of the subject, number, title, units and/or prerequisites for a particular course, or the inactivation of a particular course, affects all academic programs using the course as a requirement or elective option. Departments whose academic programs would be affected by a course revision should be notified as soon as possible.

Catalog Pages referencing this course	<a href="#">Applied Adult Disability Studies (AADS)</a>
Programs referencing this course	<a href="#">AADS: Applied Adult Disability Studies Minor</a>

## Graduate Course Specifics

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Graduate course proposals are evaluated by their college's curriculum committee and by the Graduate Studies Curriculum Committee. Courses are evaluated in the same manner as CARC evaluates undergraduate courses, but with the lens of graduate study. There is an expectation that the graduate course learning outcomes will be elevated from undergraduate courses. For questions about learning outcome differences, please refer to the Office of Graduate Studies. For information on the differences between graduate course numbers, please refer to the [Graduate Catalog](#).

## Course Requisites

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- A **prerequisite** can be a course(s) and/or restriction(s) required before enrollment in a more advanced course.
- A **corequisite** is a course that the student **must** take in the same term as (concurrently with) another course.
  - Example: BIOL 120 and BIOL 120L
    - Students cannot register for BIOL 120 without also registering for BIOL 120L in the same registration transaction. The corerequisite detail is included in the description for both courses.
- A **pre/corequisite** is a course that the student must have either completed before registering for the other course or will be taking in the same term as (concurrently with) the other course.
  - In CIM, pre/corequisites are entered as prerequisites with the following text: "May be taken concurrently."
  - Example: "Prerequisite: PSYC 101 (may be taken concurrently)"

## Special Permission/Department or Instructor Consent

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- **Special permission/department or instructor consent (known as Department Add Consent in PeopleSoft)** prevents all students from registering for a course or specific course section unless permission from the course's academic department/faculty is granted. Students approved for registration must be given Class Permission in PeopleSoft.
  - Special permission/department or instructor consent may be used if departments would like to use prerequisites/corequisites that are not functional in PeopleSoft (see below for section titled Prerequisites Not Functional in PeopleSoft).
  - Courses cannot be set up with both functional (enforced) prerequisites and special permission/department or instructor consent.
- Special permission/department or instructor consent can be set up at the catalog level (to go into effect every time the course is offered) or at the individual course section level.
  - In CIM, answering "Yes" to the question "Does this course always require department consent?" signifies that special permission/department or instructor consent should be set up at the catalog level. When set up at the catalog level, special permission/department or instructor consent is considered a requisite and is noted in the course catalog description.
  - In CLSS, special permission/department or instructor consent can be set up at the individual course section level.

## Prerequisites Enforced in PeopleSoft

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Some types of prerequisites can be evaluated completely and enforced by PeopleSoft at the time of student enrollment, including (but not limited to) the following examples:

- Specific course(s) or a range of courses or units that can be identified as a prerequisite, corequisite or pre/corequisite
  - Examples: ENGL 102; 6 units of FIN courses; one PSYC course
- Majors (including track/concentration) and minors (e.g., Math major)
- Academic level/class standing of the student (e.g., senior standing)
- Special group (e.g., Honors College students)
- Other types of prerequisites that are functional in PeopleSoft
  - Minimum Towson University Cumulative GPA (CGPA) of the student
  - Test score that is standard (e.g., ALEKS)

## Prerequisites Not Enforced in PeopleSoft

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Other types of prerequisites cannot be evaluated completely and enforced by PeopleSoft at the time of student enrollment, including (but not limited to) the following examples:

- Major/minor GPA
- Knowledge of computer programming
- Completion of all major requirements
- Submission of internship paperwork or documentation of internship placement

When requisites such as these are necessary prior to student enrollment in a course, departments may choose one of the following approaches to enrollment control:

(1) Special permission/department or instructor consent (see above section), which requires manual review of student records prior to entering permissions in order to ensure completion of requisites. Requisite details will be added to the course catalog description for student/advisor reference, but will not be enforced by PeopleSoft.

(2) Department-enforced prerequisites, which require manual review of student records after students enroll to ensure completion of requisites. Requisite details will be added to the course catalog description for student/advisor reference, but will not be enforced by PeopleSoft. Departments that may need assistance dropping unqualified students from courses should contact [academicrequirements@towson.edu](mailto:academicrequirements@towson.edu) for assistance.

In addition, some courses include **recommended prerequisites**. Recommended prerequisites are suggested, but not required, prior to enrollment in a more advanced course. Recommended prerequisites are not functional in PeopleSoft.

## Notes on Prerequisite Checking for Registration

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PeopleSoft is configured to include the student's in-progress term when checking prerequisites for a course registration. If the student no longer meets course prerequisites after a successful registration, PeopleSoft does not deregister the student from the course. It is the responsibility of academic units to request deregistration of students who do not meet prerequisites after registration via the Post-Enrollment Requirement Checking (PERC) process. For more information about PERC, please contact [academicrequirements@towson.edu](mailto:academicrequirements@towson.edu).