



At The George Washington University

(updated April 2017)

To edit/deactivate an existing course:

1. Log on to [CourseLeaf Course Inventory Management \(CIM\)](#) system using your NetID and password. If you do not have access, contact Alex Feldman, Courseleaf System Administrator, alexmf@gwu.edu for assistance.
2. Search for the course in the search bar using the exact code (e.g.: "HIST 1200"). If you cannot find the course, you can also search using just the subject code (e.g.: "HIST").
3. Select the appropriate course and click the "Edit Course" button to edit and follow the directions below to modify each section, or click the "Deactivate" button to deactivate the course completely.
Note: Courses in workflow are not available to edit, contact Alex Feldman, Courseleaf System Administrator, alexmf@gwu.edu for assistance.

To propose a new course:

1. Log on to [CourseLeaf Course Inventory Management \(CIM\)](#) system using your NetID and password. If you do not have access, contact Alex Feldman, Courseleaf System Administrator, alexmf@gwu.edu for assistance.
2. Ensure your pop-up blocker is off and select "Propose New Course".
3. Utilize the drop down menus in order from top to bottom, selecting the "College/School", "Department", and "Discipline". Add the appropriate "Course Number".
4. Input the "Long Course Title", and the "Short Course Title" if the long title has too many characters.

The Long Title is displayed in the Bulletin and in the online Schedule of Classes for course searches and is limited to 100 characters. The Long Title DOES NOT appear on the transcript. If the course is Writing in the Disciplines (WID) course, or if the course is crosslisted with another course, please see the instructions for additional information.

5. Select the appropriate term that you would like this course effective.

The start term for new courses must be in a future term, allotting time for the routing and approval process. If you are proposing a new course during the fall semester, the earliest start term would be the subsequent spring semester. New courses and edits made to existing courses will appear in the online Bulletin after they are fully approved through the workflow process.

6. Enter the "Number of Credits".

If indicating more than one Course Type, ONLY enter the number of credits associated with the lecture portion of the course. Use a comma or the word "or" to denote options. Use a "-" or the word "to" to denote variable credits. For example, a variable credit course that can be taken for 0 through 4 credits should be entered as "0-4". A 3-credit course with a zero credit recitation or lab should be entered as "3" and all of the appropriate Course Types should be selected.

7. Select the "Course Type" (check all that apply).
8. Select the "Grading Method".

Letter Grade - Includes all letter grades, A-F as well as Incomplete options
Credit/No Credit - Graduate students only
Pass/No Pass - Undergraduate students only
Law Only - Reserved for Law students

9. Enter content into the "Restricted To" field, if applicable.

Enter the restrictions that must be met prior to participating in this course. Examples include: "Majors only." "Junior standing." IF NONE, LEAVE THIS FIELD BLANK. Do NOT enter courses in this field. Courses should be entered in the Prerequisites, Co-requisites, or Recommended Background fields below.

Restrictions entered here will be enforced at registration.

10. Select whether the course is "Repeatable for Credit".

Place a check in the box if the course may be repeated for credit. If the course is eligible to be repeated for credit, specify the maximum number of instances the student may repeat the course, the maximum number of credits the student may earn from the course, or a combination of the two. **DO NOT** enter "zero" in either of the Maximum Instances or Maximum Credits fields. If that field does not apply, leave it blank.

11. Select whether the course is "Crosslisted". If yes, find the crosslisted course code in the subsequent menu that opens once selected.

If a course is "Crosslisted", it means 'same as,' i.e., the exact same course is offered by two or more departments at the same time, by the same professor, in same room, using the same syllabus, just with different course designations (HIST 2000, AMST 2000, WGSS 2000). 'Same as' courses allow students a choice so that, e.g., a history student can take it as HIST 2000 to fulfill a history degree requirement.

12. Enter information into the "Prerequisites" content area, if applicable.

Select prerequisite courses that must be completed successfully prior to participating in this course. IF NONE, LEAVE THIS FIELD BLANK. **Prerequisites entered here will be enforced at registration.**

13. Select course codes under "Corequisites", if applicable.

Select co-requisite courses that must be registered for at the same time as this course. **Co-requisites entered here will be enforced at registration.**

14. Enter information into the "Recommended Background" content area, if applicable.

Enter the courses or equivalent experience that is important background for student success in this course. **Recommended Background is not enforced during registration, but does appear as part of the course description.**

15. Enter the “Projected Enrollment” as the number.
16. Enter the names of “Professor(s)”, if known (optional).
17. Select whether there are “Course Equivalents”. If yes, find the crosslisted course code in the subsequent menu that opens once selected.

An equivalent course is one that, once taken and passed, a student cannot register for the corresponding course. This refers to courses (usually only two) that the department(s) determine are sufficiently similar that a student cannot get credit for both. This might be in the same department with similar/same courses at different levels, e.g., CHEM 4441 and CHEM 6441.

18. Select whether course “Fees” are applicable, and enter the appropriate information when prompted.
19. Select whether “Additional Resources” are required, and enter the appropriate information when prompted.

This refers to any additional financial, facility, or human resources needed to support a new course.

20. Enter information in the “Course Description” content area.

The course description is a SUCCINT summary (3-4 sentences) of the topics to be taught in the course. The course description should NOT include phrases such as, "Students will learn..." Please review previously approved course descriptions to model the language for the proposed course. Course descriptions are subject to editing by the Academic Editor prior to course approval.

21. Enter information in the “Learning Outcomes” content area.

Include three to five important learning outcomes, goals, or objectives of the course (i.e., what you expect students to know and be able to do upon completion of the course). See the [assessment website](#) for more information.

22. Attach an approved “Syllabus”. Use the approved syllabus template to ensure consistency (<https://academicplanning.gwu.edu/proposing-new-course>)
23. If the course is similar to other courses, but different enough to be listed separately and not as an equivalent, enter information into the “Explanation of how the course differs...” content area.
24. Select the appropriate “Course Attributes”, if applicable.

Course attributes are used in DegreeMAP to indicate that a course is eligible to satisfy a particular requirement. If the course attribute doesn't exist, please contact dgrmap@gwu.edu to request it. The attribute must be created in Banner before it can be assigned to a course. Course attributes should only be requested for requirements within the college or school of the course being created or modified.

25. Enter any “Comments” for clarification, if applicable, at the bottom of the page.
26. To save your progress as a draft which you can return to in the future, click “Save”. To save and submit your course to workflow, click “Save & Submit”.