

Course approval process for all new courses and course modifications:

1. Faculty member discusses potential course with department chair / program head and fills out 'Course proposal profile' from the Academic Planning Committee (APC) site
2. Department / program discusses proposed course, title, catalog number, and (if relevant) general education categories, and (when ready) approves. Proposer clicks submit button on course approval site. Head contacts division chair to place course on division agenda.
3. Division consults on course. Final changes made to course proposal form, if any. Division chair forwards course to APC for approval, along with comments from division.
4. Course and Program Review subcommittee, and then full Academic Planning Committee discuss course and general education requirements designated. If approved, APC forwards course to faculty.
5. Full faculty vote on course.

Notes:

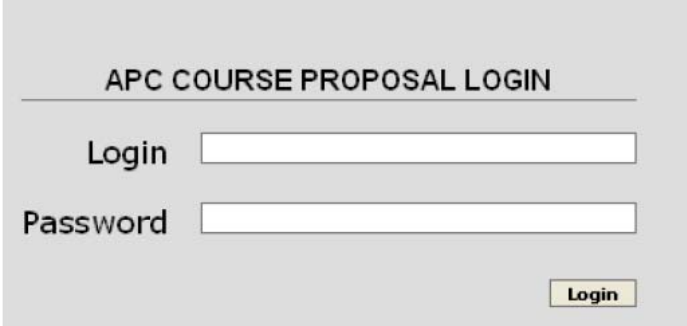
1. Paideia 450 and special topics courses taught prior to Fall 2011 must follow the above process, to become regular catalog courses, prior to being offered the third time.
2. Directed readings, directed research, directed study, independent study, and senior projects do not need faculty approval. See 'Application for special registration' under 'Forms' at registrar.luther.edu: [Application for Special Registration](#)
3. 'Special topics' courses number 139, 239, 339, or 439 may be used for experimental courses, or for courses taught by temporary faculty.
4. For guidelines on general education categories consult the Luther catalog; for how the Academic Planning Committee will interpret these guidelines, follow this link: [APC Interpretive Principles](#)

Course Proposal and Modification.

New courses, course modifications, and course deletions should begin with discussion with your department / program. Course proposals will only be considered at the divisional level and by the Academic Planning Committee after the department / program head forwards them for consideration.

Logging into the APC database:

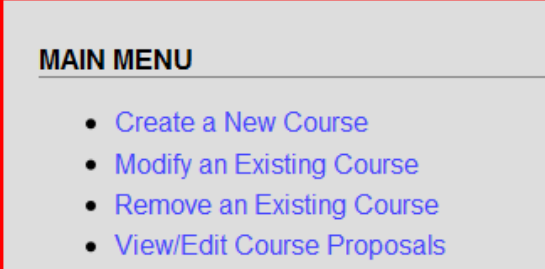
- Go to dean.luther.edu
- Click on the **Course Profile & Modification** link on the right side of the page
- Enter your Norse Key username and password
- Click Login



The screenshot shows a login form titled "APC COURSE PROPOSAL LOGIN". It contains two input fields: "Login" and "Password". Below the "Password" field is a "Login" button.

The main menu will appear.

- Create a New Course (below)
- Modify an existing course (p. 4)



The screenshot shows a "MAIN MENU" with four options:

- [Create a New Course](#)
- [Modify an Existing Course](#)
- [Remove an Existing Course](#)
- [View/Edit Course Proposals](#)

- Remove an existing course (p. 4)
- View /Edit Course proposals (p. 5)

If you have proposed courses, these will appear.
 If you have course proposals that you wish to delete, see the directions on p. 3.

Create a New Course:

- Click on the ‘Add’ button next to ‘Course Identifier’ to bring up the course identifier pop-up screen. Select the subject name, and enter the new course number.

Course numbers should be chosen in consultation with the department / program head. Courses that are experimental or will be taught by temporary faculty should be given a “39” ending (eg Religion 139), while permanent offerings should be given other numbers (eg History 256).

- Click on ‘Add this identifier’ then close the window.

Create a New Course, continued.

- Fill in the next sections.

Title: this will be the catalog title for the course.

Divisions: departmental courses should check the appropriate division. Inter-disciplinary program courses and Paideia II courses should check all divisions.

Credit hours: choose 1, 2, or 4.

Estimated enrollment: this number should be chosen after consultation with department or program.

Maximum capacity: For most courses, this will be 25. Jterm 185 courses have a maximum capacity of 19. Other capacities require consultation with the dean and should be justified in the comments (below).

Terms: click 'add' to bring up the pop-up menu. Check all times when this course will be offered. Click 'save'.

Instructors: click 'add' to bring up the list of instructors. Find the appropriate instructor on the list. If a new instructor is not listed or is not yet designated, select 'staff'. Check all instructors who will be teaching the course.

Prerequisites: these are courses that must have been fulfilled prior to enrollment. My.luther will block all students attempting to enroll who have not met these requirements.

General education requirements: click 'add' to bring up the pop-up menu. Read the catalog section on general education categories and discuss these with your department / program. You will need to explain how your course fulfills these categories. As a general rule, courses cannot fulfill more than two categories effectively, and APC will closely scrutinize courses that propose to fulfill three or more.

Create a New Course, continued

Next, paste in the catalog description. Note that once the course has been approved, changes will require going through the course modification procedure, requiring approval from APC and the faculty.

Type in the rationale for the general education requirements. Please give a specific description of the subject matter and methods that students will use to show why the course is appropriate for the requested general education category.

Staffing implications: Please note whether the proposed course is in keeping with the staffing plan submitted by the department / program head to the dean’s office. If this is part of the regular load for a faculty member, this should be noted. If this replaces a course in the instructor’s load, that should be noted. If prerequisites for this course are likely to affect another department, this should be noted here as well.

Impact on other departments: If a course has prerequisites in other departments that might affect enrollments, or if the course will fulfill prerequisites, this should be stated. Noting how offerings will complement those in other departments is also appropriate. If none of these apply, “n/a/” is a suitable response.

Submit course for review: check this box after discussion with the department / program. Unless this box has been checked, division chairs will not know to add the course for divisional consultation.

Be sure to click ‘save’ before leaving this screen.

Once your course has been submitted, it will go to division for consultation, then to APC for review. If the course proposal passes both of these hurdles, it will then go to the faculty for final approval.

Deleting an unwanted course proposal

The course approval website tends to save material even when not asked. If you have proposals listed that are not needed, you will need to delete them.

To delete a proposal, click on ‘Edit/view’ , then click on ‘Edit This Proposal’ in the upper right corner. Scroll to the bottom and click on ‘Delete this proposal’, and finally click on the button ‘Delete this proposal (Destroy Proposal)’.

Modify an Existing Course. Course modifications must have departmental / program approval before coming to divisions and APC.

MODIFY COURSE PROPOSAL -- CURRENT COURSE INFORMATION
Use this form to propose a modification of an existing course

Current Catalog Information

Course Identifier [Add/Edit](#) Credit Hours
 Choose One ▾

Title

Terms [Add/Edit](#)

Divisions
 History & Social Sciences
 Humanities & Fine Arts
 Natural Science & HPE

Prerequisites

General Education Categories [Add/Edit](#) Old General Education Categories [Add/Edit](#)

- Click on the ‘Add’ next to ‘Course Identifier’ button to bring up the course identifier pop-up screen. Select the subject name, and enter the course number.
- Click ‘add this identifier’ and close this window.

You would hope that this would bring up the existing course information, but it does not. You must enter this information on the form. Please enter all of the existing course information so that APC and faculty can see the changes that are being made.

Select Existing Course Term [Close This Window](#)

Existing Course Identifiers:
 No existing Course Identifiers

Add an Identifier:

| Subject Name | Course Number |
|--------------|----------------------|
| Accounting ▾ | <input type="text"/> |

[Add This Identifier](#)

Title, Credit Hours, Terms , Division (check all for inter-disciplinary and Paideia II courses), prerequisites, general education categories.

Next, enter the new information in the box below. Please fill out all areas. This is identical to the ‘New course proposal’ (described above). The ‘old general education’ field may be ignored.

In the ‘rationale for proposed changes’, clearly identify the changes in addition to giving the reasons for the changes.

Make sure that you have checked ‘submit proposal’ once you are ready for divisional consultation, and that you **save** before leaving the page.

All course changes must go through this process, including changes to catalog language or course numbering. APC may decide that changes are minor and do not require faculty approval, but must have the course modification proposal to make that decision.

Removing an Existing Course

Aside from starting with a different menu option, the procedure is the same as for modification. Please fill out the required information so that APC and faculty have it in front of them to make a decision. As above, give clear reasons for why the course should be removed, and how this would affect staffing and other departments.

View/ Edit Course Proposals

- A complete list of submitted courses is available on this screen including approved and pending courses.

VIEW COURSE PROPOSALS

Proposal Type
 All

Department
 All

Division
 All

Term Offered
 All

Proposal Status
 All Proposals
 Draft Proposals

For Consideration By

Division
 APC
 Full Faculty
 Registrar

Approvals
 Division Only
 APC Only
 Full Faculty Only
 Registrar Only

Search

| Edit/View | Course Identifier | Department | Title | Credit Hours | Proposal Type | Last Change Date |
|-----------|----------------------|------------------|---|--------------|---------------|---------------------|
| Edit/View | Africana Studies 147 | Africana Studies | Literature of the African Peoples | 4 | Modify Course | 2010-09-28 15:18:15 |
| Edit/View | Africana Studies 155 | Africana Studies | THE BLACK FAMILY | 4 | Remove Course | 2011-02-22 13:18:02 |
| Edit/View | Africana Studies 185 | Africana Studies | Blaxploitation: Its Birth and Evolution | 4 | New Course | 2010-09-28 15:18:30 |

- The seven items at the top can be used to select specific types of list.
 - Each time you select one of the drop down items, it will filter the data, hiding some of the course proposals.
 - Each time you apply an additional filter, the filters will accumulate.
 - For example, selecting 'New Course' in the Proposal Types filter will give you a list of only the New Courses. Adding an additional filter of 'Humanities & Fine Arts' will list only new courses proposed in that division. Clicking on Consideration By 'Division' will reduce the list to those courses that have not yet been considered by division.

VIEW COURSE PROPOSALS

Proposal Type
 New Course

Department
 All

Division
 Humanities & Fine Arts

Term Offered
 All

Proposal Status
 All Proposals
 Draft Proposals

For Consideration By

Division
 APC
 Full Faculty
 Registrar

Approvals
 Division Only
 APC Only
 Full Faculty Only
 Registrar Only

Search

| Edit/View | Course Identifier | Department | Title | Credit Hours | Proposal Type | Last Change Date |
|-----------|-------------------|------------|--|--------------|---------------|---------------------|
| Edit/View | Religion 185 | Religion | Rendering unto Caesar: Church-State Conflicts from the First Christians to the First Amendment | 4 | New Course | 2011-05-10 20:52:45 |
| Edit/View | Religion 231 | Religion | Psychology and Religion | 4 | New Course | 2011-05-09 21:56:49 |

The headings in blue can be used to sort the output.

- Each of these heading can be sorted in ascending or descending order simply by clicking the heading a second time.
- In this case, clicking on 'Title' would sort the courses alphabetically by course title.