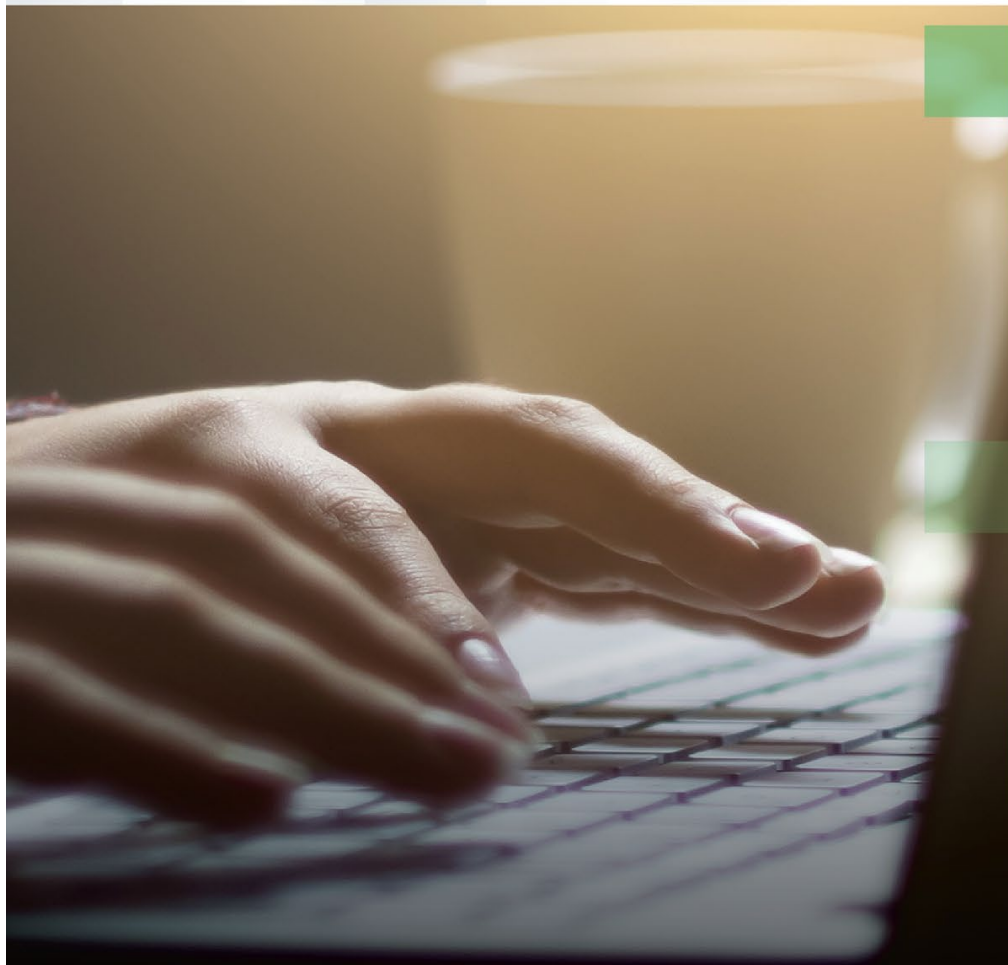
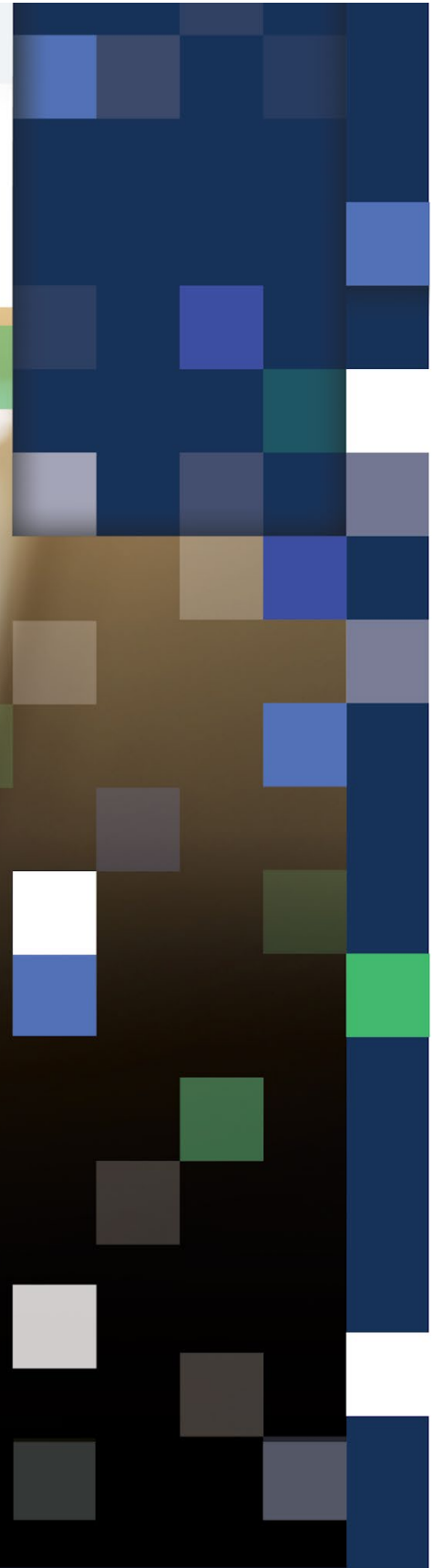




Coursedog



**COURSEDOG
CURRICULUM
END USER GUIDE**





CURRICULUM

Training and Reference Guide for End Users

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Curriculum Overview

Coursedog's curriculum management platform allows the user to propose new courses/programs, manage and edit existing courses/programs, create committees to review and approve changes, define and build out course/program requisites, and configure and maintain degree maps.

Logging In

- Coursedog works with most browsers, but Google Chrome is recommended.
- Log into Coursedog at <https://app.coursedog.com/#/login> with your Winthrop email address and password. Since we use single-sign-on, you will be redirected to Winthrop's login page where you will log in with your credentials. *(If you have trouble logging in, please contact Tim Druke, Gina Jones, or Kara Traverse. Do not contact the CourseDog Helpdesk.)*
- Select Curriculum

Proposing a New Permanent Course *(For course numbering convention, see p. 28)* *(This is also used if changing an X course to a permanent course)*

- On the Homepage, select New Proposal from the actions toolbar on the right-hand side of the page.
- Select Create New Course from the Proposal drop-down
- Select Permanent
- Click on GO TO Form
- Type the subject code. *If this is a new subject code, please contact the Registrar.*
- Type the desired course number. If the course already exists, you will get a message that it is already in use. *(If changing an X course to a permanent course, use the Copy Course feature to copy the X course, then remove the X from the course number.)*
- Is this an honors version of a course? **STOP. Do not go any further.** With the exception of HONR-designator courses, curriculum action is not done for honors versions of courses. This is handled as needed for contract courses.
- "Required" fields will have a "required" flag next to them.
- Start term: make sure this is a future term
- Description: Include pre-reqs and co-reqs here AND in Requirements section.
- *If this is an X course being changed to a permanent course, list the X course in the field designated "List designator and course covering same/similar content."*
- Multiple teaching methods can be used. Select from the drop-down.
- If this is a 500-level course, additional requirements/assignments for graduate students are required. Be specific! Be aware of [Graduate Program Rigor Requirements](#).



- Course attributes—only for courses designated as Capstone or Research are used here. General Education courses must be submitted through the Gen Ed Approval Process.
- Grade Mode—**select only what the grade mode will default to.** For most courses, this will be Regular Letter grade. **Do not select more than one grade mode.**
- In the Credits section, only type the number of hours in the Min field for contact, billing lecture, lab, or other unless you have a variable credit course. **Billing must equal credit hours.**
- For the maximum hours field, type the number of hours student can get credit for the course. For example, if a 3-hour course is repeatable for credit once, then the maximum hours will be 6.
- Requirements—this is for adding pre-reqs, co-reqs, and/or restrictions to the course. Click on Free Form requirements and type these as needed. **Include these in the course description also. Toggle the Show in Catalog to On.**

Requirements

FREE FORM REQUIREMENTS SIMPLE REQUIREMENTS ADVANCE REQUIREMENTS

Show in catalog

Prerequisites: A grade of C- or better in MATH 101 or satisfactory score on Mathematics Department Placement Test.

Corequisites: Math 104. A grade of C- or better in MATH 101, or a satisfactory score on the trigonometry portion of the Mathematics Department Placement Test, replaces this corequisite.

- Be thorough with the Justification (the response to the assessment) and Assessment Support Details (what research was done to indicate a change was needed).
- Fill out the remaining fields as needed and click “Submit Proposal” on the right-hand toolbar under “Actions”.

When a user attempts to submit a proposal that is invalid, a text alert box will inform the user of the issue and will include guidance on how to resolve it.

Coursedog will automatically save proposal drafts when you navigate away from the form. You can access your drafts at any time by selecting the “Drafts” page under the left Curriculum Management sidebar.

Proposing an X Course *(For course numbering convention, see p. 28)*

X courses are one-time only, experimental courses. Course may only be offered a second time as an approved permanent course.

- On the Homepage, select New Proposal from the actions toolbar on the right-hand side of the page.
- Select Create New Course from the Proposal drop-down then select New Experimental (X) course from the next drop down.
- Click on GO TO Form
- Type the subject code. If this is a new subject code, please contact the Registrar.
- Type the desired course number, followed by a capital X (example: 101X). **Do not use an X course with a number already in existence. This should be a unique number to your subject designator.**
- “Required” fields will have a “required” flag next to them.



- If this is a 500-level course, additional requirements/assignments for graduate students are required. Be specific! Be aware of [Graduate Program Rigor Requirements](#).
- Grade Mode—**select only what the grade mode will default to.** For most courses, this will be Regular Letter grade. **Do not select more than one grade mode.**
- Description: Include pre-reqs and co-reqs here AND in Requirements section.
- Start term: make sure this is a future term.
- Multiple teaching methods can be used. Select from the drop-down.
- Course attributes—only for courses designated as Capstone or Research are used here. General Education courses must be submitted through the Gen Ed Approval Process.
- In the Credits section, only type the number of hours in the Min field for contact, billing lecture, lab, or other unless you have a variable credit course. **Billing must equal credit hours.**
- For the maximum hours field, type the number of hours student can get credit for the course. For example, for a 3-hour course the maximum hours will be 3 as an X course cannot be repeatable for credit.
- Requirements—this is for adding pre-reqs, co-reqs, and/or restrictions to the course. Click on Free Form requirements and type these as needed. **Include these in the course description also. Toggle the Show in Catalog to On.**

Requirements

FREE FORM REQUIREMENTS SIMPLE REQUIREMENTS ADVANCE REQUIREMENTS

Show in catalog

Prerequisites: A grade of C- or better in MATH 101 or satisfactory score on Mathematics Department Placement Test.

Corequisites: Math 104. A grade of C- or better in MATH 101, or a satisfactory score on the trigonometry portion of the Mathematics Department Placement Test, replaces this corequisite.

- Be thorough with the Justification (the response to the assessment) and Assessment Support Details (what research was done to indicate a change was needed).
- Fill out the remaining fields as needed and click “Submit Proposal” on the right-hand toolbar under “Actions”.

Modifying a Course

- On the Homepage, select New Proposal from the actions toolbar on the right-hand side of the page.
- Select Modify an Existing Course from the drop-down.
- Select the **effective term** of the proposal (make sure it's a future term) and select the course from the drop down. Begin typing the course and it will appear.
- Click GO TO Form
- Make changes. Click view changes to see the changes (in green).
- Description: Include pre-reqs and co-reqs here AND in Requirements section. **Remove course/lab fees if applicable. (Course/lab fees will be managed in Banner and will appear in Banner SSB (Wingspan)).**



- **Start term:** make sure this is a future term. (Even though you may have selected the effective term in a previous step, make sure the start term in the form has updated to the future term.)
- If this is a 500-level course, additional requirements/assignments for graduate students are required. Be specific! Be aware of [Graduate Program Rigor Requirements](#).
- For Grade Mode—Multiple grade modes may display. Unless you are changing from Regular Letter to SU or vice versa, leave this field alone. Banner lists the primary grade mode and is the source of truth.
- Notes for catalog—optional. Do not put course/lab fees here. These will be managed in Banner and will appear in Banner SSB (Wingspan).
- Be thorough with the Justification (the response to the assessment) and Assessment Support Details (what research was done to indicate a change was needed).
- Fill out the remaining fields as needed and click “Submit Proposal” on the right-hand toolbar under “Actions”.
- **To change a current course number to another number already in use. (Example: I want to change ACCT 509 to 409)**
 - select New Proposal
 - Select Modify an Existing Course from the drop-down.
 - Select the effective term of the proposal (make sure it's a future term) and select the course from the drop down. Begin typing the course and it will appear. This should be the course number you want to use from now on. (Example: ACCT 409).
 - (For ease of copy and paste, bring up another window with the old course and initiate an Inactivate Course Proposal. (Example ACCT 509)
 - Modify the new course to match what is in the old course, and make any other changes necessary.
 - For the question “List designator and number of courses covering same/similar content,” list the previous course number and designator.
 - Make sure to include the course number or designator being changed and what it's being changed to within the justification for the action. **Be thorough with the justification** (the response to the assessment) and Assessment Support Details (what research was done to indicate a change was needed).
 - Once done, Click Submit Proposal
 - Create an Inactivate Course Proposal for the old course (Example: ACCT 509)

Changing Course Numbers or Designators

This is used to change courses to a brand new number that has never been used.

- *Note: Before changing a number or designator, please think carefully about the ramifications of doing so. Students (as well as faculty) cannot keep up with these types of changes and it can affect repeating courses. We often have students who will take the course and repeat it unnecessarily because they didn't know it was the same course. Program changes also need to be done if the courses are required in a program. (For course numbering convention, see p. 28)*
- On the Homepage, select New Proposal from the actions toolbar on the right-hand side of the page.
- Select “Create New Course Form” from the drop-down, then New Permanent Course. Click Go To Form.
- Under the Pre-populate Data section, click on Copy From Course then begin typing to find the course that you are changing. Click on Copy Course.



Create New Course Form

Select a Proposal
Create New Course

Are you creating a new permanent course or experimental (X) course?
New Permanent Course

Pre-populate Data

COPY FROM PROPOSAL COPY FROM COURSE

- The form will load all the information on the course you're trying to change. Change the Subject code and/or Course Number.
- Description: Include pre-reqs and co-reqs here AND in Requirements section.
- For the question "List designator and number of courses covering same/similar content," list the previous course number and designator.
- Answer all required questions. *Make sure to include the course number or designator being changed and what it's being changed to within the justification for the action.*
- Is this an honors version of a course? **STOP. Do not go any further.** With the exception of HONR-designator courses, curriculum action is not done for honors versions of courses. This is handled as needed for contract courses.
- Be thorough with the Justification (the response to the assessment) and Assessment Support Details (what research was done to indicate a change was needed).
- Click Submit Proposal.
- The old course will then need to be inactivated. Follow instructions in the next section.

Inactivating (Deleting) a Course

- On the Homepage, select New Proposal from the actions toolbar on the right-hand side of the page.
- Select Inactivate Course from the drop-down.
- Select the **effective start term** of the proposal (make sure it's a future term). Begin typing the course in the Select Course field and it will appear. Leave the effective end term blank.

New Proposal ⓘ ×

Select a Proposal

Inactivate Course ▾

This form requires you to select a data element before proceeding. Please search and select an item below:

Select Effective Dating ⓘ Effective Start Term Effective End Term

DATES TERMS Spring 2025 ▾ Type to search for terms ▾

Select Course

BIOL106 - Environment and Man (3). ▾

GO TO FORM →

CANCEL

- Click GO TO Form.



- Complete required fields. Pay close attention to the **effective term**. (Even though you may have selected the effective term in a previous step, make sure the start term in the form has updated to the future term.)
- Choose “inactivate” for status.
- Click “Submit Proposal” on the right-hand toolbar under “Actions”.

Submitting a New Program

New programs require SACS and CHE approvals. [Visit Academic Program Approval Procedures](#) for more information.

- To propose a new program, from the Homepage, select New Proposal from the actions toolbar on the right-hand side of the page.
- Select Create New Program from the drop-down list and click GO TO FORM.
- Complete all the required fields. Fields which have a max number of character restrictions will give you an error if you have too many characters. (*Is this program similar to an existing one? Use the “Copy from Program” feature. See p. 12, “Pre-Populating Curriculum Proposals.”*)
- For the program Title, use this format: BA-Sociology; MEd—Special Education
- For the Program Long Title, type out the full name: Bachelor of Arts in Sociology; Master of Education in Special Education
- For the Program Code:
 - Enter one of the following valid degree, certificate, or minor values: BA, BFA, BM, BME, BS, BSW, MA, MAT, MBA, MED, MFA, MLA, MM, MME, MMTH, MS, and SSP; MINOR; CERT; MICRO (Micro-certificate)

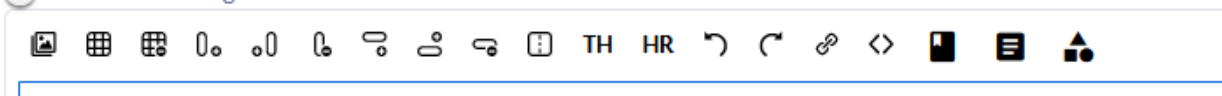
If you need to add a new degree, please contact the Registrar to set the new degree abbreviation.

- **Major:** Enter the four letter major code for the major (or minor if adding new minor). If you are not sure of the code to use, please contact the Registrar to determine if your proposed major code is usable.
- **Concentration:** Enter a four letter concentration code if necessary. You will only need a concentration code if the major has multiple options, or if this is a new concentration for an existing major. Please contact the Registrar to determine if your proposed concentration code is usable. (Not necessary for minors.)

There is a *12-character limit* to the program code, including dashes (-). All should be entered in the following format:

BA-BIOL-MTEC
BDESDESNGDES
MAT-SENG

- Complete the required fields on the new program proposal form.
- For the Requirements block, click on Free Form Requirements. Create 3 columns using the tool bar.





If you have already created a WORD document with a table, you can copy/paste; however, the requirements must be in the following format:

Course and Number, Course Title, and credit hours, just as it is in the catalog.

GENERAL EDUCATION		SEMESTER HOURS
ACAD 101	Principles of the Learning Academy	1
Shared Skills and Proficiencies		
Writing and Critical Thinking		
WRIT 101	Composition	3
HMPX 102	Human Experience	3
CRTW 201	Critical Reading, Thinking & Writing	3

Each course number must be on a separate line, followed by the title and credit hour.

- **A note about General Education:** The current rule is that in the "Thinking Critically Across Disciplines" and "Introducing Students to Broad Disciplinary Perspectives" areas, no more than two courses (6-8 credits) in the major may count toward requirements in these areas. See the General Education section on p. 30 for further information.

Remember: Coursedog will automatically save proposal drafts when you navigate away from the form. You can access your drafts at any time by selecting the "Drafts" page under the left Curriculum Management sidebar.

- Be thorough with the Justification (the response to the assessment) and Assessment Support Details (what research was done to indicate a change was needed).
- Click 'submit proposal' on the right hand actions toolbar once all required fields are completed.

Modifying a Program

- To propose a change to an existing program, select New Proposal from the actions toolbar on the right-hand side of the Homepage, then select Modify an Existing Program in the drop-down. (If you are changing a program code—for example, MBA-BADMACCT to MS-ACAN, or BA-PSYC to BS-PSYC—this should be done as two separate proposals: inactivation and new program.)
- Select the effective term of the proposal (make sure it's a future **fall** term) and select the program from the drop-down. Simply begin typing to search. Then click GO TO FORM.
- In the Requirements section, click on Free form Requirements. Make changes as needed. **Make sure the toggle button in Catalog is on.** To View Changes, click on View Changes on the right-hand side.
- **A note about General Education:** The current rule is that in the "Thinking Critically Across Disciplines" and "Introducing Students to Broad Disciplinary Perspectives" areas, no more than two courses (6-8 credits) in the major may count toward requirements in these areas. See the General Education section on p. 30 for further information.
- *For simple programs such as minors, in which all courses are required, you may use the Simple Requirements section. This ensures you are pulling real courses into the program.*
 - Click on Add Requirement, then click on the arrow by Untitled Requirement



--Change the name of the Untitled Requirement to Program Requirement then click Add Requirement Rule.

Untitled Requirement

+ ADD REQUIREMENT

Requirements

SIMPLE REQUIREMENTS ADVANCE REQUIREMENTS FREE FORM REQUIREMENTS

Program Requirement

Type: Completion Requirement Visibility: Show in catalog

Name: Program Requirement

[ADD REQUIREMENT RULE](#)

--A block with Rule Condition will display. In the first drop-down, choose your condition. For example, if you have 12 hours in a certificate and you are specifying that a student take every course required, choose "Complete All of."

--In the Select course drop-down, begin typing the course. When the course you need displays, click on it and click on ADD COURSE. Continue to do this until all your courses have been identified. **Toggle the Show in Catalog to On.** Once you're done, click on Stop Editing at the bottom of the block.

Type: Completion Requirement Visibility: Show in catalog

Name: Program Requirement

SIS ID: Requirement SIS ID

Rule Condition: Complete All Of

Data type: Courses

- ACCT680 - Accounting for Managers (3)
- MGMT622 - Advanced Human Resource Management and Labor Relations (3)
- MGMT680 - Leadership and Organizational Behavior (3)
- MKTG680 - Marketing Management (3)

--This is how it will display.

Complete ALL of the following Courses:

- o ACCT680 - Accounting for Managers (3).
- o MGMT622 - Advanced Human Resource Management and Labor Relations (3).
- o MGMT680 - Leadership and Organizational Behavior (3).
- o MKTG680 - Marketing Management (3).



- Complete all required fields.
- Be thorough with the Justification (the response to the assessment) and Assessment Support Details (what research was done to indicate a change was needed).
- Click 'submit proposal' on the right hand actions toolbar once all required fields are completed.

Inactivating a Program

- To Inactivate (delete) an existing program from the Homepage, select New Proposal from the actions toolbar on the right-hand side of the page, then select Inactivate an Existing Program in the drop-down.
- Select the effective start and end terms of the proposal (they should both be the same future term). Select the program from the drop-down. Simply begin typing to search. Then click GO TO FORM.
- Be thorough with the Justification (the response to the assessment) and Assessment Support Details (what research was done to indicate a change was needed).
- Click 'submit proposal' on the right hand actions toolbar once all required fields are completed.

Saving Proposal Drafts

Coursedog will automatically save proposal drafts when you navigate away from the form. You can access your drafts at any time by selecting the "Drafts" page under the left Curriculum Management sidebar.



The image shows a sidebar for 'Curriculum Management' with the following menu items: Home, Courses, Programs, Campus, Course Sets, Proposals, Drafts (highlighted with a red box), Forms, Workflows, Agendas, Reports, and Settings.

Things to do

Approve the FINC51:
9/9/2022 12:49 PM

Approve the CHEM2:
9/14/2022 10:47 AM

Approve the HIST30C
9/27/2022 11:09 AM

Approve the BA in M:
10/12/2022 3:12 PM

If there is an active proposal for a course or program, you will not be able to initiate another proposal until the active one is finalized. Also, do not create multiple drafts for the same course or program. This could result in multiple submissions if you forget you have more than one.



Pre-Populating Curriculum Proposals

You can save time by pre-populating proposals based on data found in existing proposals, or existing courses, or programs.

When you create a new proposal, you will see a "Pre-populate Data" card at the top of the proposal. This card allows you to select from either an existing proposal, or an existing course to pre-populate the form.

Create New Course Form

Select a Proposal
Create New Course

Are you creating a new permanent course or experimental (X) course?
New Permanent Course

Pre-populate Data

COPY FROM PROPOSAL COPY FROM COURSE

If you want to pre-populate from an existing proposal, you will see the following:

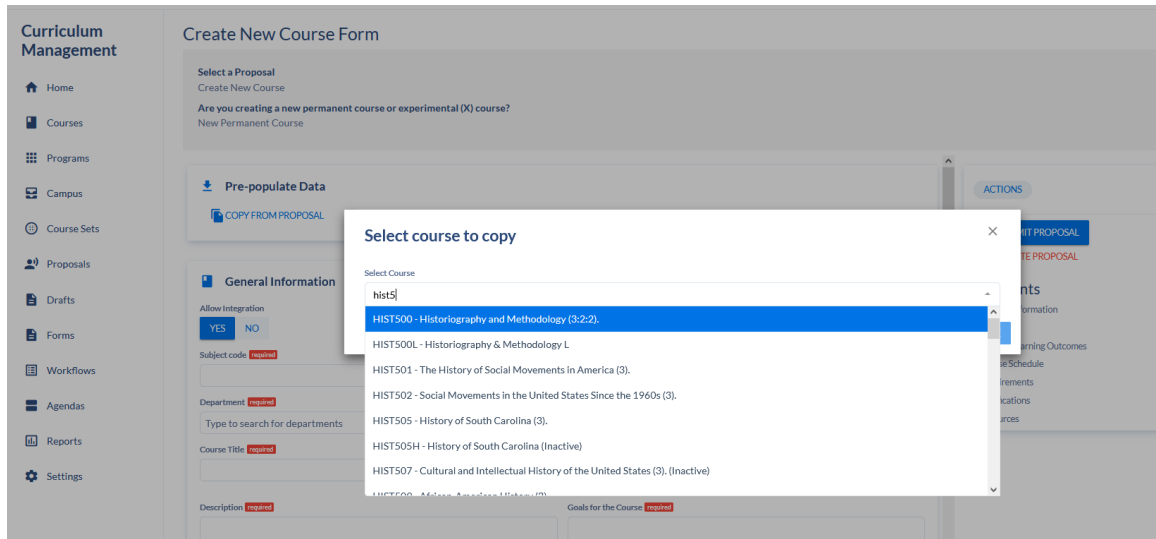
The screenshot shows a 'Select Proposals' modal window with a search bar and a list of proposals. The modal is titled 'Select Proposals' and has a close button (X) in the top right corner. It shows '1 FILTER' and a search input field with the placeholder text 'Type to search proposals...'. Below the search bar, it says 'Viewing 1-10 of 11' and has navigation arrows for 'PREVIOUS' and 'NEXT'. The list contains three proposals, each with the following fields:

REQUEST TITLE	REQUEST SUBTITLE	TYPE
DANT302	Music for Dance	New Course
DEPARTMENTS Theater and Dance	CURRENT STEP N/A	STATUS Approved
FORM TITLE Create New Course Form		
Added 6 months ago by CourseDog Admin2		
AAMS301H	African American Studies Cd 2	New Course
DEPARTMENTS Interdisciplinary Studies	CURRENT STEP N/A	STATUS Approved
FORM TITLE Course POST test		
Added 2 months ago by htemp@coursedog.com		
AAMS301H	African American Studies Cd 2	New Course
DEPARTMENTS Interdisciplinary Studies	CURRENT STEP N/A	STATUS Approved
FORM TITLE Course POST test		
Added 2 months ago by htemp@coursedog.com		

Select the proposal to copy, then make changes as needed. *You will not be able to use the same course number.*



If you want to pre-populate from an existing course, you will see the following:



Select the course and click Copy, then make changes as needed. *You will not be able to use the same course number.*

Managing Curriculum Proposals

It is easy to manage any proposal you have created or that requires your attention within the Coursedog Curriculum application.

Good Morning, Chad
Have any questions, visit the [Help Center](#).

Nice! You're up to date! There is nothing to do at the moment.

Actions

- [+ NEW PROPOSAL](#)
- [≡ MY PROPOSALS \(4\)](#)
- [⚙ SETTINGS](#)

Upcoming

No Upcoming Agendas



You will be redirected to the “Proposals” dashboard where you can quickly see all relevant proposals organized by action.

Proposals ⓘ

Document type: All types

FILTER SORT BY Date Created Search For Proposals

Vote Required 4 Assigned To Me 5 **Created By Me 26** All Requests 64 Archived Requests 0

Viewing 1-25 of 26 < PREVIOUS NEXT > COLUMNS (4 OF 10) ▾

NAME	PROPOSAL TYPE	CURRENT STEP ⓘ	REQUEST STATUS
BA in Music Modify Program <small>Added an hour ago by Gina Jones</small>	Edit Program	🟢🟡🟠🔴⚪⚪⚪⚪	Pending
HIST300 Historiography and Methodology Modify Course Form <small>Added 15 days ago by Gina Jones</small>	Edit Course	🟢🟢🟡🟠🔴⚪⚪⚪⚪	Pending
BA in History Delete Program <small>Added 21 days ago by Gina Jones</small>	Delete Program	🟢🟢	Approved
Minor-Educational Studies GINA - Quick Add of Programs - Auto-Approve (for minors) <small>Added a month ago by Gina Jones</small>	New Program	🟢🟢	Approved
Minor-Economics GINA - Quick Add of Programs - Auto-Approve (for minors)	New Program	🟢🟢	Approved Help

Vote Required: The “Vote Required” tab includes all requests where the assigned user must cast their vote to move the request along the approval workflow.

Assigned to Me: The “Assigned To Me” tab contains requests that you have not yet voted on or have voted on in the past. This tab is useful for record keeping purposes of past actions.

Created by Me: The “Created by Me” tab shows all requests created by you specifically.

Tracking Proposals

If you are looking to see the status of an existing proposal, navigate to the proposal and select “Workflow” in the proposal Toolbox on the right. Here you can see all the steps in the workflow the proposal has been through and needs to be through to be approved.

The “Proposal Toolbox” contains the following three tabs:

Decision: The “Decision” tab contains the final decision on whether the proposal has been approved or rejected.

Workflow: The “Workflow” tab shows the approval path the proposal has or will go through in the process and whether the proposal was approved or rejected in that step.

Activity: This tab contains an entire overview of the actions taken on the proposal, from user submitted information to the activity of the committee approving or disapproving the proposal. Users can also use this tab to discuss and communicate the proposal in question.



Curriculum Course Proposal

Proposal Type
Edit Course
Form Title
Modify Course Form
Author
Gina Jones

Course
HIST300

PROPOSAL DEPENDENCIES CHANGES

General Information

Allow Integration
Yes

HIST

Department

History

Transcript Title

Historiography and Methodology

Description

Course Number

300

College

College of Arts and Sciences

Full Title

Historiography and Methodology (3:3:0)

Goals for the Course

DOWNLOAD PDF

Proposal Toolbox

Status: Pending

Decisions: ○○○○○○

DECISION WORKFLOW ACTIVITY

Deadline: No deadline

Dean, College of Arts and Sciences

Status: Not Started

Deadline: No deadline

Committee on Undergraduate Curriculum

Status: Not Started

Deadline: No deadline

Academic Council

Status: Not Started

Deadline: No deadline

Registrar Final Review

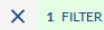
Status: Not Started

Deadline: No deadline

Filtering Proposals

Within the Proposals section of the Curriculum application, you can use Coursedog's filter application to ensure you view the correct proposal. Use the drop-down for Document Type to select course and or

program, then click on the green filter block:



This will give you more selections:

Proposals

EXPORT RESULTS

SAVED VIEWS

FILTER

SORT BY

Date Created

Search For Proposals

Status

Select status

Departments

Select departments

Type

Select type

Proposal author

Type to search for users

Submitted after

Submitted before

Approved after

Approved before

Form title

Select form title

Workflow

Choose workflow

The filters available are:

Status: The "Status" dropdown is used to filter on the status of a proposal. The values in the "Status" drop down are: Approved, Pending, Rejected, and Suspended.

Departments: The "Department" drop down is used to filter the proposal by each relevant department. This filter allows you to select one or more departments to filter on. Please note: departments must be configured properly before using this filter.

Type: The "Type" drop down is used to filter on the action being performed in the proposal. The values in the "Type" drop down are: New Course, Edit Course, Delete Course, New Program, Edit Program, and Delete Program.

Proposal Author: The "Proposal Author" dropdown is used to filter by the author of a specific request.



Submitted after/Submitted before: The “Submitted after/Submitted before” filter is used to filter on proposals that were submitted before or after a defined date. You can enter free form text into the field or use the calendar to set the desired date.

Approved after/Approved before: The “Approved after/Approved before” filter is used to filter on proposals that were approved before or after a defined date. You can enter free form text into the field or use the calendar to set the desired date.

Form title: The “Form title” dropdown is used to filter by a specific form type. The values for the “Form title” dropdown are pulled from the previously configured forms in “Forms” section of the application.

Workflows: The “Workflows” dropdown is used to filter by a specific workflow. The values for the “Workflows” dropdown are pulled from the previously configured workflows from the “Workflows” section of the application.

Customizing Proposal Columns

The Column dropdown in the Course or Program page allows the end user to edit and customize which columns are displayed on the page.

CODE	COURSE TITLE	DEPARTMENT(S)	
BIO151	Introduction to Quantitative Modeling in Biology (Basic)	Biology	
BIO152	Introduction to Quantitative Modeling in Biology (Advanced)	Biology	
BIO153	Fundamentals of Ecology and Evolution	Biology	
BIO987	Course Title	Math	
ENGL0005	English for Students	English	Active
ENGL101	English 101	English	–

Showing 0 - 10 of 10 < > COLUMNS ▾

- Code
- Course Title
- Department(s)
- Status
- HEGIS Code
- Author
- Blind Grading
- Can Schedule
- Career
- Catalog Print
- CIP Code

By selecting the Columns dropdown, you can determine what information is displayed on the Course or Program page. You can also drag and drop each column element to order the columns in a preferred manner.

CODE	CAN SCHEDULE	DEPARTMENT(S)	COURSE TITLE	
BIO151	Yes	Biology	Introduction to Quantitative Modeling in Biology (Basic)	
BIO152	–	Biology	Introduction to Quantitative Modeling in Biology (Advanced)	
BIO153	–	Biology	Fundamentals of Ecology and Evolution	
BIO987	Yes	Math	Course Title	Active

Showing 0 - 10 of 10 < > COLUMNS ▾

- Code
- Can Schedule
- Department(s)
- Course Title
- Status
- HEGIS Code
- Author
- Blind Grading
- Career
- Catalog Print
- CIP Code



The custom column view can be saved by the user by clicking on the “Saved Views” icon and then clicking “Save Current View”. This will bring up a pop up that allows the user to review their preferred options and name the specific view setting.

Save view



You can choose which rules should be saved

Name required

Base Filters

Columns is Program Code, Status, Author, Created at, Degree Designation, Effective end date

CLOSE

SAVE

In addition to saving various views. The admin user can also save a default view. This view will be the “default view” presented each time the user goes to the proposal section.

Default Views

Events View	App default view
Courses View	App default view
Programs View	Test
Proposals View	App default view

Each view has the ability to be exported to CSV (Excel Spreadsheet), a Table PDF, or a Detailed PDF. The CSV will display the data, applying whatever columns and filters the user has added within the application.



courses reported in the

Code	Can Schedule	Department(s)	Course Title	Status
BIO152	—	Biology	Introduction to Quantitative Modeling in Biology (Advanced)	—
BIO153	—	Biology	Fundamentals of Ecology and Evolution	—
BIO151	Yes	Biology	Introduction to Quantitative Modeling in Biology (Basic)	Active
ENGL101	—	English	English 101	—
MATH101	—	Math	Intro To Math - Test Requisites	—
MATH102	—	Math	Intro to Math 2 - Test Requisites	—
BIO987	Yes	Math	Course Title	Active
HIST101	—	—	Simple Requisite Test	—
ENGL0005	Yes	English	English for Students	Active
HIST199	—	History (with committee)	—	—

Voting on Proposals (For Committee Chairs, Deans, and Department Chairs)

All proposals that require an approval vote will appear in the “Vote Required” section in the Proposals dashboard.

Proposals EXPORT RESULTS SAVED VIEWS

FILTER SORT BY Date Created Search For Proposals

Vote Required 1 Assigned To Me 4 Created By Me 7

COLUMNS

NAME	PROPOSAL TYPE	CURRENT STEP	STATUS
New Course Added a minute ago by Chad Walker	New Course	Progress indicator	Pending

To vote on the proposal, simply click on the proposal and you will be taken to a dashboard where you view the proposal and make a decision.

← ALL PROPOSALS Submitted on 12/29/2020 at 1:25 PM by Chad Walker (cwalker@coursedog.com) EDIT PROPOSAL DELETE PROPOSAL

Curriculum Course Proposal

Proposal Type: New Course Form Title: New Course Form
Author: Chad Walker Course: Not Found

PROPOSAL DEPENDENCIES

Proposal Info

Why are you submitting this proposal?

—

Proposal Toolbox

Status: Pending

Decisions: Progress indicator

DECISION WORKFLOW ACTIVITY

What would you like to do with this request? You can...

APPROVE REJECT SUSPEND

Please comment on your decision below.

Enter comment here

To track the changes that are being voted on, select the “Changes” tab.



PROPOSAL




DEPENDENCIES

CHANGES

Course Long Title	+ Introduction to Quantitative Modeling in Biology (Basic)	- Not Set
Course Title	+ Intro to Quant Modeling in Bio	- Introduction to Quantitative Modeling in Biology (Basic)
Repeatable	+ no	- Not Set
Topics	+ Adding Topic	- Not Set

When you are ready to make a decision on the Proposal, you can place your vote using the “Proposal Toolbox” on the right side.

What would you like to do with this request? You can...





-  **APPROVE**
-  **REJECT**
-  **SUSPEND**

Users will also be able to comment and communicate about specific proposals via the activity tab.

[DOWNLOAD PDF](#)

Proposal Toolbox

Status: **Rejected**

Decisions:    

DECISION WORKFLOW **ACTIVITY**

You 24 days ago

Chad Walker submitted this request for approval.

You edited this field 24 days ago

REQUEST ID
1kA8vn2VMXtCtZuBXL2C

You a few seconds ago

Reject the approval

You a few seconds ago

Chad Walker rejected this request.

Request a few seconds ago

The Dean Approval step was rejected, and the request was returned to the previous step.



Generate PDF (Proposals)

Curriculum proposals have the ability to be downloaded as a PDF with an included cover page and table of contents. This can be accessed by clicking “Download PDF” at the top of the proposal toolbox.

EDIT PROPOSAL DELETE PROPOSAL

DOWNLOAD PDF

Proposal Toolbox

Status: Pending

Decisions:

DECISION WORKFLOW ACTIVITY

A new page will pop up that will allow you to generate a cover page, a table of contents, if a cover page should include content, and a header date.

Generate PDF



⚠ If this form contains any uploaded files, access to them will be set to public to make them accessible from PDF document.

General Settings

- Generate cover page
- Generate table of contents

Cover page card ?

Content

Header date

Dec 29, 2020

CANCEL

DOWNLOAD PDF

Once all the relevant information has been selected, click “Download PDF” to generate your PDF.

Agendas

Coursedog allows you to create and view curriculum committee meeting agendas. The agendas will contain information such as dates, times, notes, and locations. It will also contain a list of proposals, attachments, and other committee members.



View Agendas

To view agendas, navigate to the “Agendas” dashboard in the left action column.

Agendas + ADD AGENDA

TITLE	TYPE	DATE	START TIME	END TIME
New Course Proposal	Unknown type	Nov 24, 2020	12:30 AM	1:00 AM

Select the Agenda tab to view your meeting agenda.

Create an Agenda

To create a new meeting Agenda click on “Add an Agenda” button from the list view.

Agendas + ADD AGENDA

From here you will be able to define basic meeting information, add proposals, and assign attendees.

Add New Agenda ×

Agenda title *
Sample agenda

Description
Sample agenda description

Date *
Jun 20, 2020

Start Time *
12:00 AM

End Time *
01:00 AM

Room *
Room 1

Proposals *
New Program Approved

CANCEL SUBMIT



Edit Course Approved

[+ PROPOSALS](#)

Attendees ^{*}

Undergraduate Review Committee x

Attachments

[ADD FILES](#)

Notes

Enter Notes

[CANCEL](#) [SUBMIT](#)

You can search for specific proposals by clicking (+) proposals, where you will be presented with an advanced proposals view that displays the below:

Select Proposals

[FILTER](#)

Viewing 1-10 of 65

[PREVIOUS](#) [NEXT](#)

REQUEST TITLE	REQUEST SUBTITLE	TYPE
DANT302	Music for Dance	New Course
DEPARTMENTS Theater and Dance	CURRENT STEP N/A	STATUS Approved
FORM TITLE Create New Course Form		
Added 6 months ago by winthrop2@coursedog.com		
AAMS301H	African American Studies Cd 2	New Course
DEPARTMENTS Interdisciplinary Studies	CURRENT STEP N/A	STATUS Approved
FORM TITLE Course POST test		
Added 3 months ago by htemp@coursedog.com		
AAMS301H	African American Studies Cd 2	New Course
DEPARTMENTS Interdisciplinary Studies	CURRENT STEP N/A	STATUS Approved
FORM TITLE Course POST test		
Added 3 months ago by htemp@coursedog.com		

To determine what proposals are in your committee queue, click on filter at the top, Select Course Workflow and Program Workflow, then chose the appropriate group under Current workflow step.



Select Proposals

2 FILTERS

Status
Pending x

Departments
Select departments

College
Select college

Request Type
Select type

Workflow
Course Workflow (Course) x
Program Workflow (Program) x

Submitted after: Select date
Submitted before: Select date
Approved after: Select date

Approved before: Select date
Form: Select form

Proposal author: Type to search for users

Current workflow step
Choose workflow step
author (Course: Course)
Approved (Course: Course)
Department Approvals
College of Business Cur
College of Education C
College of Visual and P
College of Arts and Sci

Current Step Started By:
Career: Select career
Program Change: YES

Viewing 1-10 of 338

REQUEST TITLE	REQUEST SUBTITLE	TYPE
Minor in Global Arts & Vis Cul	N/A	New Program
Fine Arts	Registrar Final Review	Pending
FORM TITLE		
New Program Form		

Added 4 months ago by Kyle Sweeney

CLOSE

You will then click on each proposal that appears to add to the agenda. Once you click "Submit" you will be given the option to notify the Agenda attendees.

Do you want to send notifications to attendees?

NO YES

Email notifications can be customized via the "Edit Email Template" Option



Edit email template



Email Subject

Information about agenda

Email Template

HR @Insert Variable

Dear @Recipient Full Name ,
You have been added to the following curriculum agenda: @Agenda title .
This meeting will take place on @Agenda date at @Agenda time . Details for this meeting are attached.
Best, Coursedog

CANCEL SAVE

View Agenda Details

Here you will be able to view the details associated with existing agendas. It includes basic meeting information, attachments, attendees, and add proposals. You will also be able to assign a room and check availability if using the Events or Scheduler platform.

[← ALL AGENDAS](#) Submitted on Jun 19, 2020 at 8:39 AM by Derek McLaughlin (stanford@example.com) [EDIT AGENDA](#) [DELETE AGENDA](#)

Sample agenda [EXPORT](#)

[ATTENDEES \(1\)](#)

[ATTACHMENTS \(0\)](#)

Sample agenda description

Date Jun 20, 2020	Starts At 12:00 AM	Ends At 1:00 AM	Room Room 1
Notes No notes added.			

Proposals (2)

NAME	REQUEST TYPE	DECISIONS	STATUS
Course Not Found Added a month ago by Derek McLaughlin	Edit Course		Approved
New Program Computer Science Added a month ago by Derek McLaughlin	New Program		Approved

[Help](#)

Edit Agenda to modify the agenda details, modify the proposal list, add attachments, or modify the attendees list.

[EDIT AGENDA](#)

[DELETE AGENDA](#)

[ATTENDEES \(1\)](#)

[ATTACHMENTS \(0\)](#)



Edit Agenda ✕

Sample agenda

Description

Sample agenda description

Date *

Jun 20, 2020

Start Time *

12:00 AM

End Time *

01:00 AM

Room *

Room 1

Proposals *

New Program Approved

Edit Course Approved

CANCEL SAVE

View attachment associated with the Agenda by clicking on the "Attachments" icon.

Note: To add new attachments click on the "Edit Agenda" button.

EXPORT ATTENDEES (1) ATTACHMENTS (0)

Starts At	Ends At	Room
		Room 1

Attachments ✕

No files attached

CLOSE



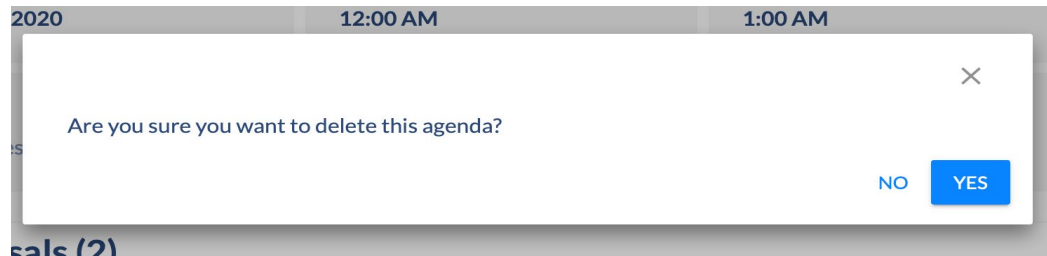
You can remove, or delete an existing Agenda by clicking on the "Delete Agenda" button. You will be prompted before it is removed.

 EDIT AGENDA

 DELETE AGENDA

 ATTENDEES (1)

 ATTACHMENTS (0)



Generate PDF (Agenda)

Click on "Export" to generate a PDF that includes the Agenda details.


Sample agenda

 EXPORT

Sample agenda description

Agenda Alternative

 FILTER

- Go to Proposals. Click on Filter  at the top of the page.
- Select Pending for status. In the Workflow drop-down, select both Course and Program workflows.
- For the Current Workflow Step, select the step which corresponds to where the curriculum actions are sitting (dean, CUC, Grad Council, etc.)



Proposals

Document type
All types

EXPORT RESULTS | SAVED VIEWS

3 FILTERS | SORT BY Date Created | Search For Proposals

Status: Pending

Departments: Select departments | College: Select college

Submitted after: Select date | Submitted before: Select date | Approved after: Select date | Approved before: Select date


Form: Select form | Proposal author: Type to search for users | Current workflow step: Academic Council | Course: Course Workflow, Program: Program Workflow | Current Step Started By

Career: Select career | Program Changes: YES NO SETTINGS

- Click Export Results at the top right of the page. Select CSV for an Excel Spreadsheet.

Notifications

Various events trigger email notifications, including notifications for requests awaiting the user's review. Users dealing with large volumes of requests may wish to receive a daily email digest rather than immediate notifications in order to minimize the number of emails received. To specify the desired request notification for each product (Events, Scheduling, Curriculum):

- Upon login to CourseDog, select the product for which you wish to adjust your settings.
- At the top of the page, click the down arrow by the human icon  and select Account Settings.
- Specify whether you would like to receive immediate email notifications for Request notifications or a daily digest.

Request Email Notification Preferences

PRODUCT	IMMEDIATE	DAILY DIGEST
Scheduling	<input type="radio"/>	<input checked="" type="radio"/>
Events	<input type="radio"/>	<input checked="" type="radio"/>
Curriculum	<input checked="" type="radio"/>	<input type="radio"/>
Catalog	<input checked="" type="radio"/>	<input type="radio"/>

- If set to daily digest, users will get a single email that captures all requests that moved to their workflow step in the last 24 hours.
- If no requests moved into the user's workflow step in the last 24 hours, no email will be sent.
- The daily digest email will include a link that redirects the user to the appropriate request dashboard page.
- The daily digest will show how many notifications of each event occurred.
- The daily digest email will include a link that redirects the user to the appropriate request dashboard page.
- If set to immediate, the system will send out request workflow notifications to users as soon as the request reaches their step in the workflow (this is the default).

Hi [user], you have new notifications from yesterday that require your attention. Please click [here](#) (home page) to act on the notifications in-app.

Notification Event	Number of Notifications
At Your Step	3
Request Created	2
Request Approved	5
Request Edited	1
Step Reject	1
Request Sent Back	8
Removed from Workflow	10



Course Classification

Courses are classified by number:

101-299: beginning courses, primarily for freshmen and sophomores

300-399: intermediate courses, primarily for sophomores and juniors

400-499: specialized courses, primarily for juniors and seniors

500-599: advanced courses, primarily for juniors, seniors, and graduate students

600-699: advanced courses for graduate students only

700-799: advanced courses for graduate students in Specialist in Educational Leadership program

Deadlines for submitting curriculum changes:

Curriculum approvals follow the governance schedule as outlined on the following page:

<https://www.winthrop.edu/recandreg/ac-and-cui.aspx>

Materials are to be submitted to committees at least one week in advance.

Helpful Hints

1. Use filters to tailor your search. For example, if you only want to see the programs offered by one department, click on the filter icon at the top of the page:



- Click Add filter.
- Select Department in the first drop-down,
- select Is in the second, and
- then the appropriate department in the third.
- Apply filter.

Program Filters ×

× Where Department Is Biology ×

+ ADD FILTER

CANCEL APPLY FILTER

You can also save that view by clicking Saved Views at the top of the page (then Save Current View), and you can export your results into an Excel spreadsheet.

Maybe you want to find all courses that have “writing” in the course title.



Course Filters ⓘ ×

✕ Where

+ ADD FILTER

CANCEL

2. Customize your columns for viewing courses and/or programs:

Click on the down arrow by “COLUMNS”

The screenshot shows a table of programs with columns for DEPARTMENT, STATUS, and ACTION. A dropdown menu is open for the 'COLUMNS (5 OF 27)' header. A red arrow points to the dropdown arrow. The menu contains the following items:

- Program Code
- Program Title
- Effective Start Date
- Department
- Status
- Author
- Campus
- Career
- CIP Code
- College
- Created at

3. If there is a proposal in progress for a course or program, it is noted once you click on it. You cannot start another proposal for a course or program when one has already been entered.

← Bachelor of Science in Business Administratio...

✓ This program was successfully synced with the SIS on 1/25/2023 at 9:10 AM.

There is 1 proposal for this program currently in workflow.
[Click to view proposals.](#)

General

Object Merge Settings
—

Program Code	Program Title ⓘ
BS-BADM-HRMG	BS in Bus Admin-Hum Res Mgmt



< ACCT502 | Corporate Tax

✔ This course was successfully synced with the SIS on 6/15/2023 at 4:09 AM.

There is 1 proposal for this course currently in workflow.
[Click to view proposals.](#)

General Information	
Allow Integration	-
Code	ACCT502
Subject code	Course Number
ACCT	502

General Education

2024-25 General Education Courses	Semester Hours
ACAD 101 (Required of first-time freshmen only)	1
Shared Skills and Proficiencies	
Writing and Critical Thinking WRIT 101, HMXP 102+, and CRTW 201+ (grade of C- or better required in each) *Transfer students who qualify may take HXCT 301	9
Oral Communication ARTE 391, BIOL 480, CHEM 552, CSCI 327, DCED 391, DSCI 402, ECED 352, EDCO 401, EDUC 400, ENGE 391, FREN 202, 220, GEOG 315, GERM 313, HDF5 573, LEAD 465, MATH 400, MGMT 365, MLAN 391, MUST 590, NUTR 428, PLSC 260, SCWK 431, SPAN 202, SPCH 201, SPED 391/591, THRA 120, WRIT 465, 566	0-3*
Technology ARTS 281; BIOL 300 & 480; CSCI 101 AND three from CSCI 101A, B, C, D, F, I, N, or P; 151; 207 AND 327; DESF 161; DIFD 141, EDCO 305, 505; GEOG 305, 308, 320; MCOM 205, 226 AND 230; PSYC 195, VCOM 262, WRIT 501, 502	0-3*
Intensive Writing ANTH 341, ARTE 548, ARTH 454, BIOL 300, CHEM 552, CSCI 327, 329, DANT 386, ECED 392, ECED 350 AND ELEM 360, ELEM 392, ENGL 300, ENV5 490/520, FREN 310, HIST 300, IMCO 301, 471 (formerly MCOM 471), IDVS 390, 490, LEAD 465, MATH 400, MAED 548, MCOM 301, 412, 441, MGMT 355/365, MLED 390/591, MUST 306, NUTR 494, PESH 381, PETE 390, PHIL 495, PLSC 490, PSYC 302, RELG 495, SCST 391, SCWK 330, SOCL 341, 516, 519, SPAN 310, SPED 585, SPMA 390, THRT 386, 442, WRIT 300, 350, 351, 366, 465, 501, 503, 566	0-3*
Constitution Requirement (Founding Documents) ECON 103, HIST 211, 212, PLSC 201, 309, 356	0-3*#
Physical Activity All DANA courses and the following 100-level PESH courses: 101, 102, 103, 104, 105, 106, 107, 108, 115, 120, 123, 124, 125, 128, 129, 130, 131, 134, 140, 142, 143, 144, 147, 148, 150, 152, 153, 154, 155, 160, 165, 166, 167, 168, 170, 171, 172, 174	1

*These requirements may be met by courses which also meet other General Education Distribution requirements.

These courses contain a significant writing component (except for Art studio or Dance and Music performance/lesson courses.)

%The Technology requirement and CRTW 201 should be completed by the time the student reaches 75 earned hours.



Continued on next page...

Thinking Critically Across Disciplines	
Global Perspectives	3#
ANTH 101, 201, 203, 301, 321, 322, 324, 326, ARTH 175, 176, 341, 342, 344, 346, 347, 351, 352, 353, 357, 358, 421, 422, 455, ECED 310, EDUC 315, ENGL 208, 307, 308, 333, 502, FREN 201, 280, 302, 360, GEOG 101, 201, 303, 306, GERM 201, 280, 301, HIST 111, 112, 113, 333, 335, 344, 345, 351, 547, 548, 549, 560, HONR 233H, INGS 425, MCOM 302, 304, MGMT 200, MUST 307, PLSC 205, 207, 260, 336, 345, 504, 508, RELG 300, 335, 340, SPAN 201, 280, 360, SPMA 325, THRT 210, VPAS 397	
Historical Perspectives	3#
AAMS 300, ARTH 175, 176, 341, 342, 344, 346, 347, 348, 357, 358, 421, 422, 455, DANT 385, 386, ENGL 203, 208, 211, 507, FREN 385, HIST 111, 112, 113, 211, 212, 333, 335, 350, 352, 502, 509, 550, 560, HONR 231H, INDS 272; MDST 300, MUST 305, PEAC 502, PHIL 301, 302, RELG 313, 314, 316, 320, SPAN 385, SPMA 380, THRT 312, 385, 386, VCOM 374	
Introducing Students to Broad Disciplinary Perspectives	
Social Science (2 designators)	6#
ANTH 101, 201, 203, 301, 321, 322, 324, 326, CSCI 329, ECON 103, 215, 216, EDCO 200, ENV5 101, GEOG 101, HCMT 200, HONR 234H, LGST 300, MCOM 495 (<i>Media and Politics, Afr-Am in Media/Culture</i>) PLSC 200, 201, 202, 205, 207, 260, 316, PSYC 101, SCWK 200, SOCL 101, 201, WMST 316	
Humanities and Arts (2 designators)	6#§
ARTH 175, 176, 341, 342, 344, 346, 347, 348, 351, 352, 353, 357, 358, 421, 422, 452, 453, 454, 455, 482, ARTS 101, 102, 120, 305, 307, 311, 334, 335, 336, 337, 351, 355, 364, 458; ARTT 298, DANA 101, 102, 104, 105, 231, 232, 236, 238, 246, 249, 251, 252, 258, 261, DANT 201, 298, DESF 120, 222; EDUC 312, ENGL 200, 203, 208, 211, 305, 307, 308, 310, 311, 312, 317, 319, 320, 321, 323, 324, 325, 328, 330, 333, 370, 550; FREN 250, GERM 250, 401, HIST 111, 112, 113, 312, 509, HONR 232H, MDST 300, 510, all MUSA ensemble (MUSA 141-169) and lesson courses (MUSA 112, 211, 212, 411, 412 [all letters]), MUST 298, 306, PEAC 200, 350, 370, PHIL 101, 230, 301, 302, 303, 312, 315, 340, 350, 370, 390, 575, PLSC 356, READ 290, 590, RELG 101, 220, 300, 313, 314, 316, 317, 350, 370, 390, SPAN 250, 372, 395; THRA 120, THRT 210, 298, 312, 385, 386, 442, VCOM 151, 258, 354, 374, VPAS 115, 320, 397, WMST 300	
Quantitative Skills and Natural Science (3 courses)	9-12
Quantitative Skills —MATH 101, 105, 111, 112, 141, 150, 151 or 201, QMTH 205	
or any MATH course with 201 as the pre-requisite	(3-8)
Natural Science —One must include a lab (indicated by~); if two courses taken, must be in two areas.	(3-8)
<i>Life:</i> ANTH 315~, BIOL 150/151~, BIOL 220/222~ or 220/270~, BIOL 221/223~ or 221/271~, HONR 235H, NUTR 221/222~, 223	
<i>Earth:</i> ANTH 220, 345, GEOL 110/113~-210/211~, 220, 250/251~, 270	
<i>Physical:</i> CHEM 101, 201, 211(formerly 105), 117, 123~, PHYS 101/102~, 105, 201/201L~, 211/211L~, 250, 253, 256	
NO MORE THAN TWO COURSES (6-8 CREDITS) IN THE MAJOR MAY COUNT TOWARD REQUIREMENTS IN THIS BOX.	
Total	38-53

§Designators that differ only for the purpose of theory and application will be considered the same designator in this category.

These courses contain a significant writing component (except for Art studio or Dance and Music performance/lesson courses.)

Regarding the 2-course rule, the Gen Ed Committee proposed and Faculty Conference approved the following guidelines in 2014:

- Majors should specify specific courses in general education categories **only** if they are bound by accreditation or an outside agency.
- Majors may recommend a specific course for discipline or pedagogical reasons, but they must accept other courses that have been approved for our general education program if students take them (or have previously taken them).
- If a student changes majors, he or she may use previously-taken courses to satisfy general education requirements, except in the case of accreditation issues.



- Majors are encouraged to fulfill the writing intensive, technology, and oral proficiency requirements within the major.