Advanced Seminar Course Proposal Guide

Advanced Seminar courses follow this approval workflow: Faculty Director of ASEM > Senior Vice Provost of Academic Affairs > Office of the Registrar.

Login to the Course Proposal form and click the button to propose a new course.

Every field outlined in red is mandatory in this form. This guide aims to assist in filling out fields that may be unclear to faculty members proposing a new course.

Course Title and Long Title: The course title, which appears on transcripts, is limited to 30 characters. You may also propose a long title, which will appear on the schedule, if the course title length is inadequate. Do not complete the long title field with information that simply duplicates information entered in the course title field.

Subject Code and Department: The ASEM subject code is associated with multiple departments behind the scenes. Please select Advanced Seminar as the Department Code as selecting any other department will route the proposal to the incorrect approver. When you select Advanced Seminar as the Department Code, the College Code will automatically be completed with Undergraduate General.

Course Number: Faculty have the option to choose a course number when proposing a course, but it's not mandatory. Advanced Seminar courses are categorized as upper-division courses and should be given a course number in the 2000 range. The system will automatically alert the user if the proposed course number is unavailable. There are more available course numbers below 2400 for Advanced Seminar courses.

Credit Hours, Grade Mode, Repeatability, Schedule Type & Enforced Prerequisites and Restrictions: Advanced Seminar courses should be proposed as a four-credit hour course with a standard letter Grade Mode. All Advanced Seminar courses are not repeatable and should receive the lecture schedule type. Do not enter any information in the Enforced Prerequisites and Restrictions field. The Office of the Registrar will apply restrictions to the course to properly manage registration.

Special Costs, Difference from Other Courses & Justification: Advanced Seminar courses should not have any special costs associated with the course. All Advanced Seminar courses are unique offerings. Users can simply state that more Advanced Seminar Courses are needed in the justification field.

Identifying Attributes: Faculty may indicate if the course has any Identifying Attributes such as Honors or an attribute associated with an interdisciplinary major or minor. If an attribute is selected, the course proposal will be routed to the chair or director of the program associated with the attribute for approval during the proposal process.

Syllabus: Please upload one document that includes your syllabus and the your responses to the ASEM Proposal Form for the ASEM Committee to review.

Additional Information: Faculty will submit their proposal and will add ASEM as the department but will add their home department in the "Additional Information" field so that you can have this information for administrative purposes, but the approval will not travel to that department.