

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 [Courseleaf Course Proposal form](#) and click the button to propose a new course.

Every field outlined in red is mandatory in this form. If a field is NOT red, you can leave it blank. This guide aims to assist in filling out fields that may be unclear to faculty members proposing a new course.

The screenshot shows the Courseleaf Course Proposal form with the following fields and their status:

- Proposal Date:** Text input field.
- Effective Term:** Dropdown menu with "Select..." option.
- Course Title:** Text input field with a red border and "30 characters remaining" text.
- Long Title:** Text input field.
- Subject Code:** Dropdown menu with "ASEM" selected.
- Course Number:** Text input field.
- Department Code:** Dropdown menu with "Advanced Seminar" selected.
- College Code:** Dropdown menu with "Undergraduate General" selected.
- Course Level:** Radio buttons for Undergraduate, Undergraduate Completion Program, Graduate, Continuing Education, Law Semester, and Pre-Collegiate.

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 and Bulletin. Do not complete the Long Title field with a duplicate of the Course Title.

Subject Code and Department: Select ASEM, and then select Advanced Seminar as the Department Code as selecting any other department will route the proposal to the incorrect workflow. 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:

Credit Hours: 4

Grade Mode: Standard Letter

Is this course repeatable?: No

Schedule Type: **Lecture**. In addition, use the small green plus sign button to add **Combined/Hybrid**

Methodologies, and **Online/Distance** even if you do not foresee offering the section in those modalities right now.

Enforced Prerequisites and Restrictions: leave blank

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: Most ASEM's will not need any attributes. Faculty can propose an ASEM be considered for Honors, but that is a separate process not in this Courseleaf proposal stage.

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

Additional Information: Faculty should write their home department/program in this space. This is just a note to the ASEM committee, and it will not notify your home department/program.