USFSP Process for Course Proposals

Tips Prior to Submitting a request:

1. Read all instruction guides and review steps.
2. Gather information you need to specifically answer the questions being asked and provide details to avoid delays at each stage.
3. Make sure data is correct. Once you hit submit, the workflow begins and the proposer cannot make changes unless it is returned and the process will begin again. This will cause delays in the process.
4. If a syllabus must be attached, make sure to use the Syllabus Template found under the Resources tab on the System Academics site.
5. If the course will be added to existing curriculum, complete a curriculum change form.

There are three types of course proposals

- **New** – Does not exist in the State inventory for USF system
- **New to USFSP** – Course exists in the State inventory for USF system institutions, but has not been offered at USFSP
- **Existing Course at USFSP and Requesting a change**

To begin, you will need to determine the type of course you are proposing. To do this you will need to check the course inventory for both the Statewide Course Numbering System (inventory), as well as the Course Inventory for USF.

Go to the System Academics Site. Use the “Course Proposals” link https://www.systemacademics.usf.edu/proposals

Select “Course Proposals”

Next, you will select “Resources”
From the Resources page select “Statewide Course Numbering System”
From here you will hover over “Find a Course”
First search in “Find an Institution Course”
Next, search in “Find a Statewide Course”
**You do not need to login**

If the course does NOT exist in the Statewide Course Numbering System for the USF system, the type of proposal you are requesting is a NEW course proposal.

If the course exists in the Statewide Course Numbering System for the USF system, next verify that it is in the USF course inventory and which USF institution the course originated with and/or is being offered by.

- Conduct a course search in the USF Course Inventory:

Select “Course Proposals”
Select “Resources”

Select “Course Inventory”
From the drop down list on the right hand side of the page:
First search in “USFSP”
Then search in “ALL”

If the course you are researching is listed, click on the course for details including when last offered and where.

If the course exists in the USF Course Inventory System and is offered by another USF campus, the course is considered NEW TO USFSP.

If the course does not exist in the USF system (State or USF Inventory), then the course is new at USFSP and USF System

Processes Specific to the Type of Request

New at USFSP and in the USF System

1. You will need to propose a course number and create a syllabus. Guidelines for both can be found under Resources from the Course Proposal page. Go to https://www.systemacademics.usf.edu/

   - Create a course number
     - Select “course proposals”
     - Select “resources”
     - Select “Guidelines for creating a course number”
   - Prepare a course syllabus
     - Refer to the USF Syllabus Guidelines
       - Select “Syllabus Guidelines”
     - Use the USF Syllabus Template
2. Submit your course proposal through the Course Proposal System
   - Go to https://www.systemacademics.usf.edu/
   - Select “course proposals”
   - Select “proposal dashboard”

3. If addition of the course affects curriculum (i.e. major, minor or certificate, track and emphasis), you must also complete the Curriculum Change form.
   - See instructions on curriculum changes

Once you have submitted your request you can track the progress at any time by selecting the “Proposal Tracking” option from the Course Proposal page

Existing USF course not offered at USFSP
• Review the details of the course and determine if you need to either
  o Request a change to the course
  o No change requested

New to USFSP - Request a change to the course

1. Check the USF Course Inventory to determine which USF institution the course in question originated from. If the course origin is Tampa or Sarasota Manatee the request will be submitted as a change for concurrent review.
2. Prior to submission, it is advised you discuss the proposed change with the academic area that the course originated from.
3. From [https://www.systemacademics.usf.edu/](https://www.systemacademics.usf.edu/)

Select Course Proposals

From the Course Proposals page

Select Proposal Dashboard

Here you will select the option that best suits your request:
  *New  *Course Change  *Addition of General Education Attribute  *Course Deactivation
  or  * Grading Option, Section Type (including instructional method to online,) Attributes
Select and complete the proposal form for the change you are requesting.

Proposals will be routed electronically with the exception of the last option (routing instructions are on the form.)

- See Resource Guidelines and Workflow
  https://www.systemacademics.usf.edu/proposals/resources
- Proposals will be returned to proposer if changes need to be made

NOTES:

1. Prerequisites, corequisites, restrictions and fees are “inherited” via the system catalog and shared with Tampa and Sarasota-Manatee. USFSP specific adjustments at the section level are made after changes are vetted.
2. Prerequisites and corequisites should align with State mandates and correlate to those in the USF system. These can be found under the Resources on the State Inventory and the USF Inventory as referenced earlier.
Once you have submitted your request you can track the progress at any time by selecting the “Proposal Tracking” option from the Course Proposal page.

**New to USFSP – No Change**

- Complete a USFSP Curriculum Change Form to begin offering the Course at USFSP
  - Complete all questions on the form
  - Attach a course syllabus using the Syllabus Template under the Resources tab
  - Attach existing catalog copy and use Word-Track Changes, edit as appropriate.
  - Submit the form, syllabus, catalog copy with tracked changes, electronically via email per the routing instructions on the form. Obtain electronic signatures via docusign.
- Once all approvals are obtained, the Registrar will update the USFSP University Catalog for the next academic year and inform colleges and advising.
- Colleges can begin scheduling the course for USFSP after notification is received,
**Existing USFP Course**

**USFSP Course - Requesting a Change**

**Select Course Proposals**

From the Course Proposals page

**Select Proposal Dashboard**
Next, the type of change will determine the processing steps.

Here you will select the option that best suits your request:

- **Course Change** (Substantial Change)
- **Addition of General Education Attribute**
- **Request to Discontinue a Course**
- **Change of Grading Option, Section Type, or Attribute** (this selection also includes change requests for instructional methods, i.e. online.

1. Select and complete the appropriate proposal form for the change you are requesting.
   Proposals will be routed electronically with the exception of the last option (routing instructions for that option are on the form.)
   - See Resource Guidelines and Workflow
     [https://www.systemacadeemics.usf.edu/proposals/resources](https://www.systemacadeemics.usf.edu/proposals/resources)
   - Proposals will be returned to proposer if changes need to be made

2. Prerequisites, corequisites, restrictions and fees are “inherited” via the system catalog and shared with Tampa and Sarasota-Manatee. USFSP specific adjustments at the section level are made after changes are vetted.

3. Prerequisites and corequisites should align with State mandates and correlate to those in the USF system. These can be found under the Resources on the State Inventory and the USF Inventory as referenced earlier.
4. Once you have submitted your request you can track the progress at any time by selecting the “Proposal Tracking” option from the Course Proposal page.