



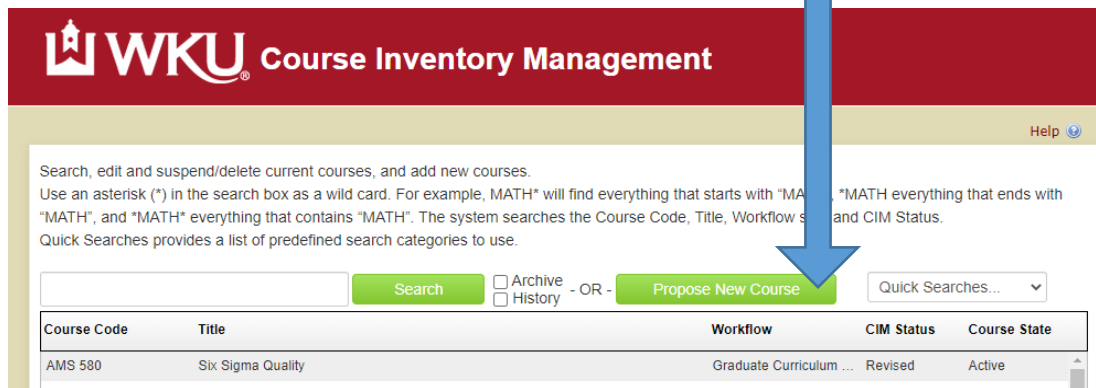
## Creating New Courses with CourseLeaf (CIM)

New courses move through the full review workflow. When creating a new course, it is important to remember:

- Course Prefix/Number combinations may be used only once and may not be recycled. Contact the Office of the Registrar to get a list of available course numbers.
- Each course must have a CIP Code assigned per the Council on Postsecondary Education. To determine the appropriate CIP Code for a new course, use the National Center for Educational Statistics website (<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>) to select the best option. The Office of the Provost can also assist in the selection.
- Course titles appear in the catalogs.
- Abbreviated course titles are limited to 30 characters (including space and punctuation) and appear on students' transcripts.
- Course descriptions should be brief and concise.
- Repeatable courses must include the number of times a student can enroll for degree credit beyond the first enrollment, and the total maximum hours for which a student may receive degree credit for this course.
- Prerequisites/Corequisites must be clearly identified and include only immediate prerequisites. Banner cannot check GPAs as prerequisites; however, it can check for specific grades in courses or test scores. In addition, Banner cannot check vague requirements such as 24 hours in the major. Permission of Instructor can be programmed as a prerequisite; however, ALL students will need an override. There is no difference between adding permission of instructor and restricting a course at the time it is added to the schedule, except for the type of override that must be issued.
- Restrictions must be clearly defined. Restrictions could be: (1) limiting the course to a specific classification; (2) only allowing specific majors in the course; (3) allowing students within a particular college to take a course.
- A grade type is required.
- A schedule type is required.
- All courses should include student learning outcomes. These should be stated in terms of what new knowledge and/or skills students should be able to demonstrate upon successfully completing this course. What will they know and/or know how to do as a result of successfully completing this course?
- Library resources must be clearly identified using the Library Resources Form located at <https://www.wku.edu/library/information/forms/>.
- Implementation terms must be identified.

Visit <https://nextcatalog.wku.edu/courseadmin/> to create a new course. You must login using your Net ID and password, if prompted.

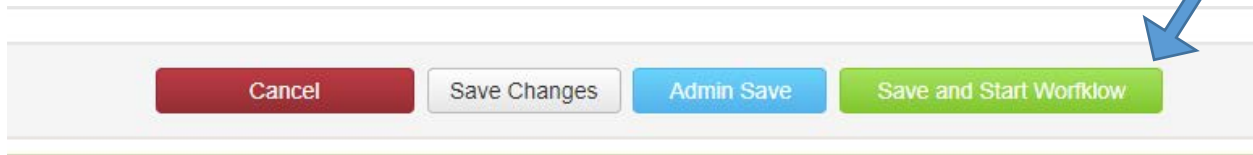
Select, PROPOSE NEW COURSE from the Course Management screen.



The screenshot shows the WKU Course Inventory Management interface. At the top, there is a red header with the WKU logo and the text "Course Inventory Management". Below the header, there is a search bar and a "Propose New Course" button. A blue arrow points to the "Propose New Course" button. Below the search bar, there is a table with the following columns: Course Code, Title, Workflow, CIM Status, and Course State. The table contains one row with the following data: AMS 580, Six Sigma Quality, Graduate Curriculum ..., Revised, and Active.

Course Code	Title	Workflow	CIM Status	Course State
AMS 580	Six Sigma Quality	Graduate Curriculum ...	Revised	Active

Enter all course information mentioned above. Required fields are highlighted in red. And, start the workflow.



The screenshot shows the bottom of the WKU Course Inventory Management interface. There are four buttons: "Cancel" (red), "Save Changes" (grey), "Admin Save" (blue), and "Save and Start Workflow" (green). A blue arrow points to the "Save and Start Workflow" button.

Note: You can save the changes before submitting. Then, you can return to continue with your updates.