ONLINE COURSE PROPOSAL PROCESS

Course Proposal Entry:

- 1. Login to MySFA. Click the "myServices" tab. Click the "Course Proposal" link under "Faculty Services Links."
 - You must have faculty status to access the online course proposal process.
 - The first time you access the process, you may have to log in a second time. Use your MySFA username and password to login to the system.
 - The process performs better when using Chrome, Firefox or Internet Explorer 11 browsers.

my SFA		
Welcome Lynda S. Langham You are currently logged in. myNews myCourses Faculty Services Links Course Proposal	ents Course Evaluations and Self-Service Banner JackText	Surveys
Faculty and Staff Services IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Personal Information Course Evaluations, Surveys Students • Registration • Account Information • Direct Deposit • Grades • Transcripts • Financial Aid • Short-term/Book Loan	, Elections Employees • Faculty/Advisor Functions • Electronic Personnel Action Form • Employee Information • Payroll (as of 1/1/2011) • Leave Reporting • Finance/Budget Information

 Choose 'Add' for a new course, 'Modify' to revise an existing course or 'Delete' to remove a course from inventory. Note: When you choose an existing subject code, college and department cannot be changed. You must choose a department and college when entering a new course subject code.

The Course Proposal Instructions	Add - Delete- Modify - Approval -	Welcome: langhamlynda-
	Course Proposal: Add	
	New Entry	
	Step 1 Step 2 Step 3 Step 4 Enter information for course you wish to modify Submit course systabus Verify information is correct Submit course proposal	
	Add Content: Existing or New Caurse Subject:	
	Existing • Course Subject: Select •	
	College College Co	
	Course Flumber:	
	• Select •	
	Select CIP Code(Do not include decimals):	

- 3. Complete the course information by choosing the appropriate information from the drop down boxes and completing required information in the text boxes.
 - If the course will require additional library resources, specify which library personnel were consulted in that text box.
 - CIP codes may be found at http://www.txhighereddata.org/Interactive/CIP/. No decimals should be used in the ten digit number.
 - Course titles must be limited to 32 characters. Long titles are not restricted to 32 characters.
 - The Course description area and justification area, are limited to 1000 characters each, and the prerequisites area is limited to 1000 characters in the space provided. The form will not fit on a page if there are too many lines in these fields. The description area and justification area were intended for 5 lines max. You will receive an error message if you press enter or type in more than what is allowed in the fields.
 - If a course is listed as a replacement for a course currently on inventory, that course will count as a repeat of the previous course on student transcripts.
 - Prior to entering a new course number for an existing subject, check your course inventory to determine that the number has not previously been used.
 - "Course extension" is required when adding <u>any</u> lab or a practicum that is a co-requisite of another course.
- 4. You may manually input the syllabus information, or choose to upload a syllabus document. The uploaded syllabus must be in the approved university syllabus format:
 http://www.sfacu.adu/acadaffairs/documents/Courses Syllabus Cuidelines doe

http://www.sfasu.edu/acadaffairs/documents/Course-Syllabus-Guidelines	.doc
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What is the primary reason you are proposing this course? Describe the need this new course will fill or the problem it is designed to solve.
Describe the placement of the proposed course within your current curriculum. (Will it be elective or required? Part of a major or a minor?)
How does the proposed course differ from similar courses being offered at Stephen F. Austin?
Any Other Information.
Syllabus Input:
Select • Select
rie Upload Manual Entry
Click "Next" to go to syllabus
Reset Next

- If you choose the "file upload" function, you will then need to browse to choose the file and click "submit."
- Click "next" to proceed with the syllabus entry or upload.

Course Proposal Instructions	Add - Delete- Modify - Approval -				Welco			
	Course Proposal: Add	Course Proposal: Add						
	Syllabus Upload							
	Step 1	Step 2	Step 3 Verify information is correct	Step 4 Submit course proposal				
	Upload Syllabus: The following file types are accepted: File max size: 4 mbytes .doc, .docx, .pdf, .rtf <u>Choose File</u> No file chosen							
	Click "Submit" to verify Submit							

5. After the syllabus is entered or uploaded, you will click "next" to verify the course information.

Attendance Policy: State your attendance policy.	
Academic Integrity Please copy and paste the following information regarding Academic Integrity into your syllabus. In addition, you may include your own guidelines for academic integrity an submitte. Academic Integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university	
policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to ail in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise, and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another preson as if they were your own. Examples of plagiarism er (1) submitting an assignment as if it were one's own work when, in fact, it is a tleast partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an internet source or another source; and (3) incorporating the words or ideas of an autori not no e's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp	
Withheld Grades Semester Grades Policy Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs. Ordinarily, at the discretion of the instructor of record and with the approval of the academic charid/rector, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.	
Disabilities Please copy and paste the following statement and place in your course syllabus. To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (DOS), Human Services Building, and Room 325, 468-304/ 468-1040 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices.	
Click "Next" to verify	

Sourse Proposal Instructions	Add - Delete - Modify - Approval						
	Course Proposal: A	Course Proposal: Add					
	Verify Entry						
	Step 1	Step 2	Step 3	Step 4			
	Enter information for course you wish to modify	Submit course syllabus	Verify information is correct	Submit course proposal			
		Take a b You can come back later to finisl	reak! h by going to the "Edit" menu!				
	Add Content:						
	Course Subject: GBU						
	Course Number: 001						
	Course Extension:						
	Term Code: Fall 2015						
	CIP Code(Do not include decimals): 0000000000						
	Short Course Title: Fantasy General Business Topic						
	Long Course Title: Fantasy General Business Topic						
	Prerequisites:						

6. If modification is needed, click "go back." If the information is correct, click submit.

Course Calendar: Create a tentative timeline for the course. At a minimum, list the topics that the course will cover and indicate the approximate amount of time to be devoted to each, either by percent of course time or number of weeks. The calendar should provide information for the maximum number of weeks scheduled for the course.	^
2007	
Grading Policy: Describe how the grade for the course is determined.	
2000	
Attendance Policy: State your attendance policy.	
XXX	
Academic Integrity	
Please copy and paste the following information regarding Academic Integrity into your syllabus. In addition, your may include your own guidelines for academic integrity as appropriate. Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesity, as well as abilitiants for charting and plagairam. Definition of Academic Dishonesity Academic identions's functional students beauting and plagairam. Charting includes but is not limited to (1) using or attempting to use unauthorized materials to adi in achieva, abetter grade on a component of a class; (2) the follational or inverting materials in including catations, on an assigned services; and/or (3) belong or attempting to help another in an act of cheating or plagairam. Plagairam is presenting the works or icleas of another persons as if they were your own. Examples of plagairam et (1) submitting an assignment as if if were on's or work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the works or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.staus.edu/policies/lacademic, integrity app	
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If correct click "Submit"	
Edit Go Back Submit	
	*

7. You will see a message box asking if you are ready to submit. If so, click "ok."

Course Calendar: Create a tentative Simeline for the course each, either by percent of course time or number of weeks xxxx	Are you sure you easet to submit the following course proposal by bitting submit you are signing agreeing that executions is correct!	Scate the approximate amount of time to be devoted to ber of weeks acheduled for the course.
Gradies Enloy: Describe how the state for the course is do	provide and the second s	
3000	OK Cancel	
Atlandance Policy, State your atlandance tolicy		
200		
Aradamir Islamitu		
guidelines the academic integrity as appropriate. Academic is principle academic integrity in multiple ways including integrity participle and academic integrity in multiple ways including integrity participants. Chesting excludios but is net hereither (17) single component of a talsas. (2) the Multification or investment your own. Comprise of plaqueters are (1) submitting or apparent academic (2) submitting a work that has been purchased or the works or about an author motion or inperturbed http://mem.thas.acade/policies/academic_regrity. Parases copy and parts the following information regarding (1) provides and an author the following information regarding (1) provides and parts the following information regarding (1) of if a students explained to the same cover and has been a goode of WH will be assigned only if the student tarent of occludion the work will be policy of the student tarent of if if students anyota the following statements the the propose of ampute the following statement the the propose of ampute the following statement of if if students anyota on parts the following statement of the student and parts the following statement and the propose of ampute by goode point amongs. Deablete	energity as encompositely of a converting facture, and as chain on the composite of anadomic factometry, and as Academic Dathmetry Academic distribution factors to a strengthing to our substrated materials to ad in a information, including calitations, on an analysis of associated and information, including calitations, on an analysis of associated association and information of the second strength generate at its were durin, ones work when, in fact, it is in therease databased from an therefore associate an another so its data at its were durin, ones work when, in fact, it is in therease databased from an therefore associate an another so its data at its were durin, ones work when, in fact, it is in therease databased from an therefore associate an another so its data at its origin. Finance read the complete pole on of the antitucture of record and with the approval of polytic fibrates with the second and with the approval of polytic the course with the second and with the approval of polytic and the taxing of second and with the approval of polytic the course with the second and with the approval of polytic and the second and with the approval of polytic and the second and with the approval of polytic and the second and with the approval of the second or the second and with the approval of the second or the second and with the approval of the second or the second and the second of the second or the second and the second of the second or the second and the second of the second or the second or Danabashy developed (DOD), when and the second or Danabashy developed (DOD) with each the signal to the second or the second and the second or the second or the second or the second or the second second or the second or the second second or the second or the second second or the second or	udence, Faculty members as atolong by unevening oth Charang and Twens pade on a lar, and or (1) helping or present as if they were at least padly the work of user, and (2) ecceptorting y at autors as insediet to mean to acidemic, charateristic, stances, Budding, and as a repeated crusie for monototions, alternate Services Budding, any se instructure and sublex the accommodiations. For
If correct click "Submit"		

8. You will receive confirmation of your submission.

Add - Delete - Modify - Approval -			
Course Proposal: Ac	ld		
Entry Submitted			
Thank You For You To check on you status of th Or select "History" link in the Status	IF Submission! ne submission you just made a navigation bar	e click the "Status" button below	
Step 1	Step 2	Step 3	Step 4

9. You can monitor the progress of your submission by clicking the "history" button on the "Add", "Delete" and Modify" drop down lists in the navigation bar.



9. You will be able to view your submissions, your department's and college's submission, or all campus submissions by choosing the appropriate tab on the history page.

Section Section Course Proposal Instructions	Course Proposal Instructions Add - Delete - Modify - Approval -							
	Course F	Proposal: Add						
	Add History My Submissions	Department Submissions College Submissions All Submissions						
	Activity Date	Course	Department	Status				
	29-Aug-14	BCM 099 - Fictitious BCM Course	GBUS	Chair Dean Approved				
	29-Aug-14	SFA 205 - Fictitious SFA Course	SADV	Chair Dean Approved				
	02-Sep-14	GBU 001 - Fantasy General Business Topic	GBUS	Chair Dean Approved				
	20-Aug-14	BCD 001 - New Communication Course	GBUS	Chair Dean Approved				

Chair and Dean Approval Process:

1. Access your courses awaiting approval by clicking "Approval" in the navigation bar and choose the category you wish to review.

Course Add Approvals Course Modify Approvals Course Modify Approvals Course Modify Approvals Course Modify Approvals To begin select one of the following buttons below or use the navigation bar above	Course Proposal Instruct	tions	Add -	Delete +	Modify +	Approval +		Welcome: langhamlynda+
				Welc To beg or use t	ome to	Course Add Course Del Course Mor SFA'S one of the tion bar at	Approvals tet Approvals tyty Approvals following buttons below bove	

2. The courses requiring your approval will be listed. Click on the title of the course to review the course information.

Course Proposal Instructions	Add - Delete-	Modify - Ap	proval -				
	Course Proposal: Approval						
	Add Entries						
	Activity Date	Year	Course	Department	Status		
	29-Aug-14	Fall 2015	BCM 099 - Fictitious BCM Course	GBUS	Pending		

3. The status bar will indicate the approval status of the course.

	Entry Details	
	Overview Content	
	Convertised	
	Status for BCM 099 - Fictitious BCM Course The submission is currently availing for the Chair's decision.	
	Submitted By:	
	Langham, Lynda S. on 29 Aug-14	
	Chair's Info:	
	Dean's Info:	
	Committee's Info:	

4. Click the content tab to review the course information.

Course Proposal Instructions	Add - Delete - Modify - Approval -	Welcome: langhamlynda•
	Course Proposal: Add	
	Entry Details	
	Overview Content	
	Add Content:	
	Course Subject: BCM	
	Course Number: 099	
	Course Extension:	
	Term Code: Fail 2015	
	CIP Code(Do not include decimals): 0000000000	
	Short Course Title: Fictitious BCM Course	
	Long Course Title: Fictitious BCM Course	
	Prerequisites:	

5. If the course does not need further modification, choose "approve" or "reject" from the drop down decision box and click "submit decision." If the course requires modification, click "revisions needed" and type your comments into the text box. When comments are entered, click "submit decision."

http://www.sfasu.edu/policies/academic_integrity.asp	^
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Decision:	
Select	
R Select	
Raject Resistons Needed	
Submit Decision	
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For questions or assistance with this process, please contact Lynda Langham at Ext. 2120.