

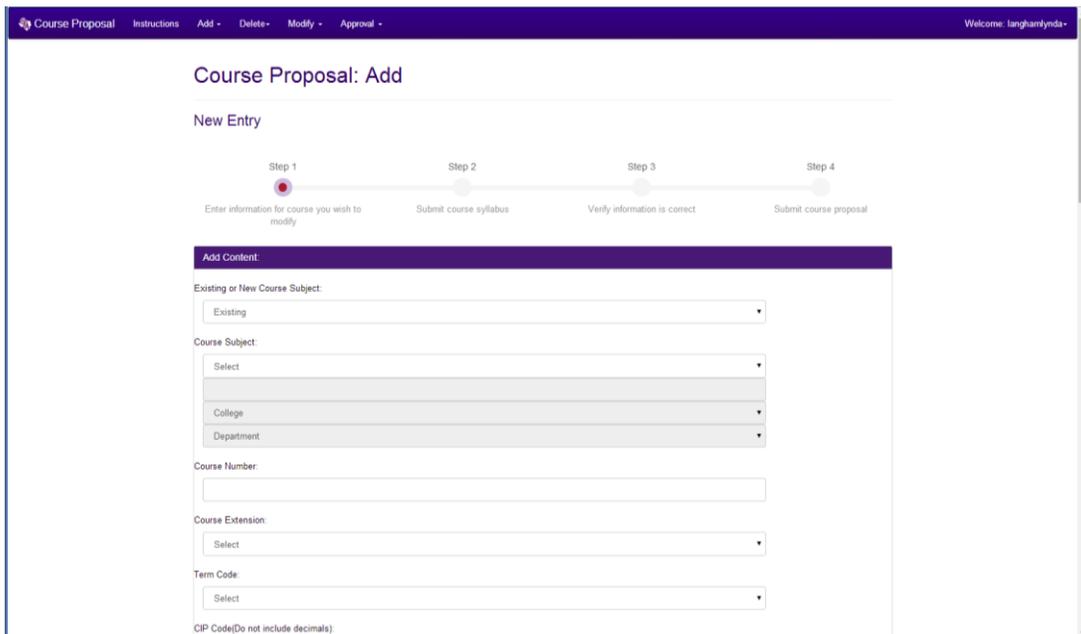
# ONLINE COURSE PROPOSAL PROCESS

## 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.

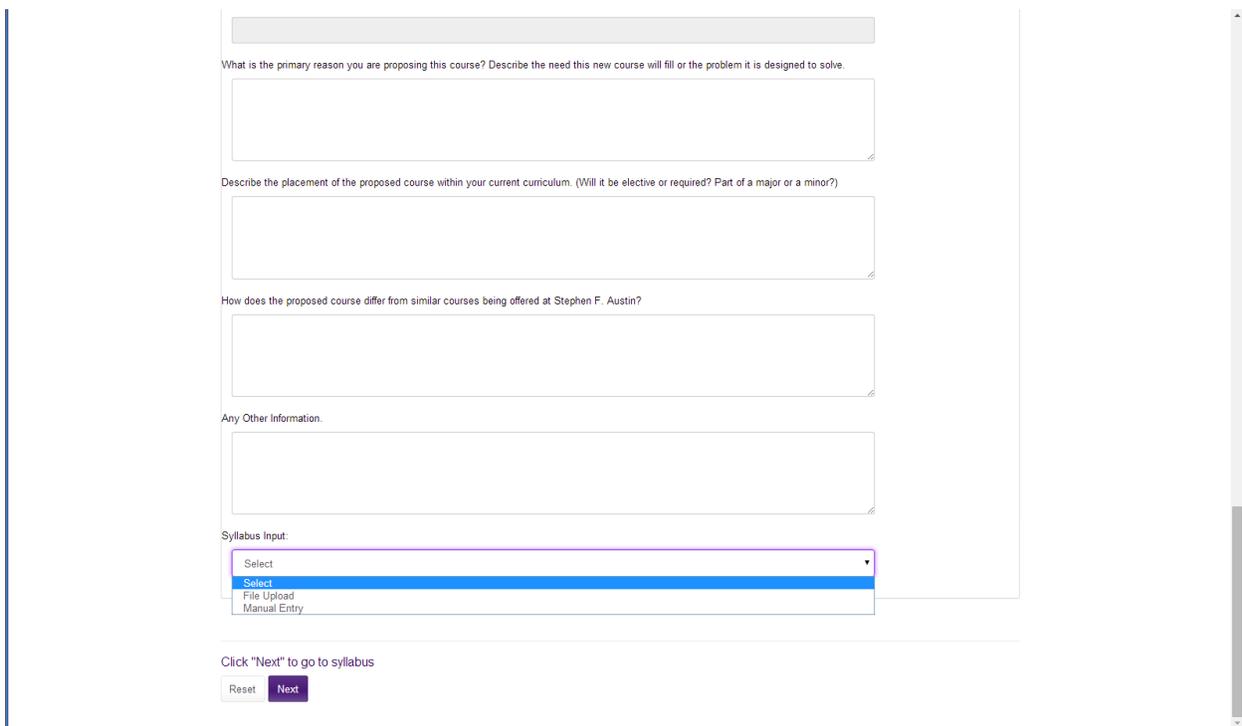


2. Choose 'Add' for a new course, 'Modify' to revise an existing course or 'Delete' to remove a course from inventory. Note: When you choose an existing subject code, college and department cannot be changed. You must choose a department and college when entering a new course subject code.



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 any 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.sfasu.edu/acadaffairs/documents/Course-Syllabus-Guidelines.doc>



The screenshot shows a web form for course proposal. It contains four text input areas with the following prompts:

- 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.

Below these text boxes is a "Syllabus Input:" section with a dropdown menu. The dropdown menu is open, showing three options: "Select", "File Upload", and "Manual Entry".

At the bottom of the form, there is a text prompt: "Click 'Next' to go to syllabus". Below this prompt are two buttons: "Reset" and "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    Welcome: langhamlynda

## Course Proposal: Add

### Syllabus Upload

Step 1    Step 2    Step 3    Step 4

Enter information for course you wish to add    Submit course syllabus    Verify information is correct    Submit course proposal

**Upload Syllabus:**

The following file types are accepted:  
 File max size: 4 mbytes  
 .doc, .docx, .pdf, .rtf

No file chosen

Click "Submit" to verify

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

Attendance Policy: State your attendance policy.

xxxx

**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 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 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 aid 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 person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own 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 words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic\\_integrity.asp](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 chair/director, 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 (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (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

Course Proposal    Instructions    Add -    Delete -    Modify -    Approval -    Welcome: langhamlynda -

## 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 break!**  
You can come back later to finish 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.

XXXX

Grading Policy: Describe how the grade for the course is determined.

XXXXX

Attendance Policy: State your attendance policy.

XXXX

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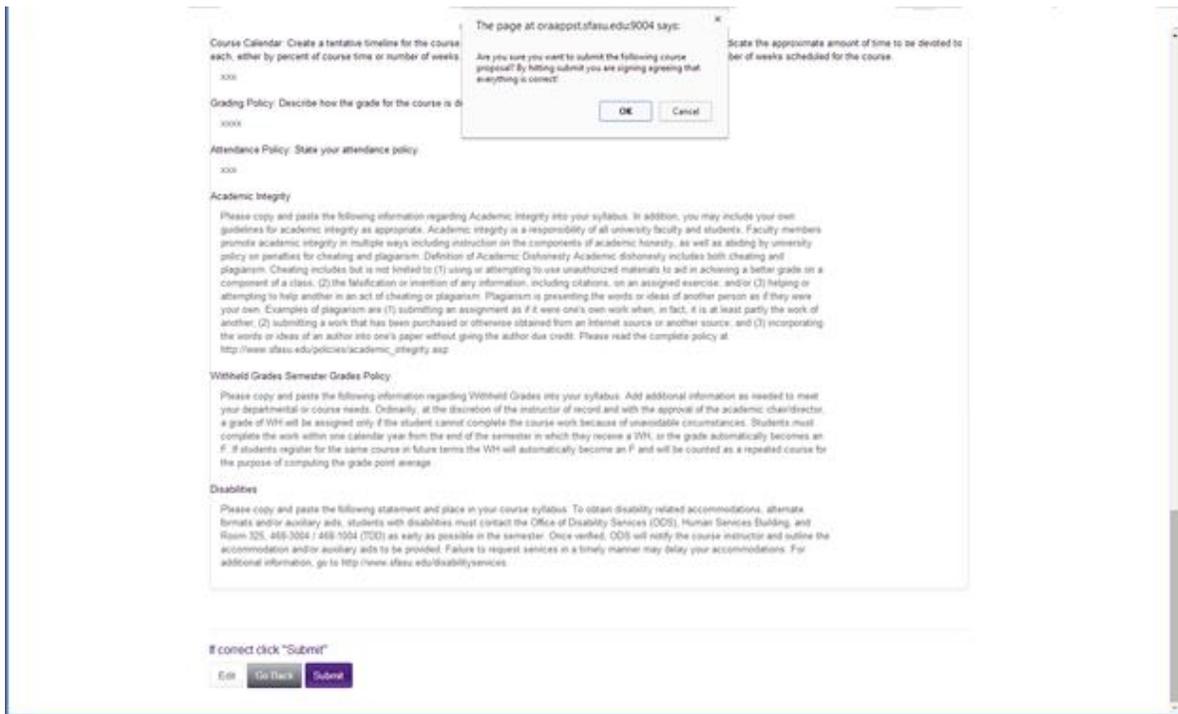
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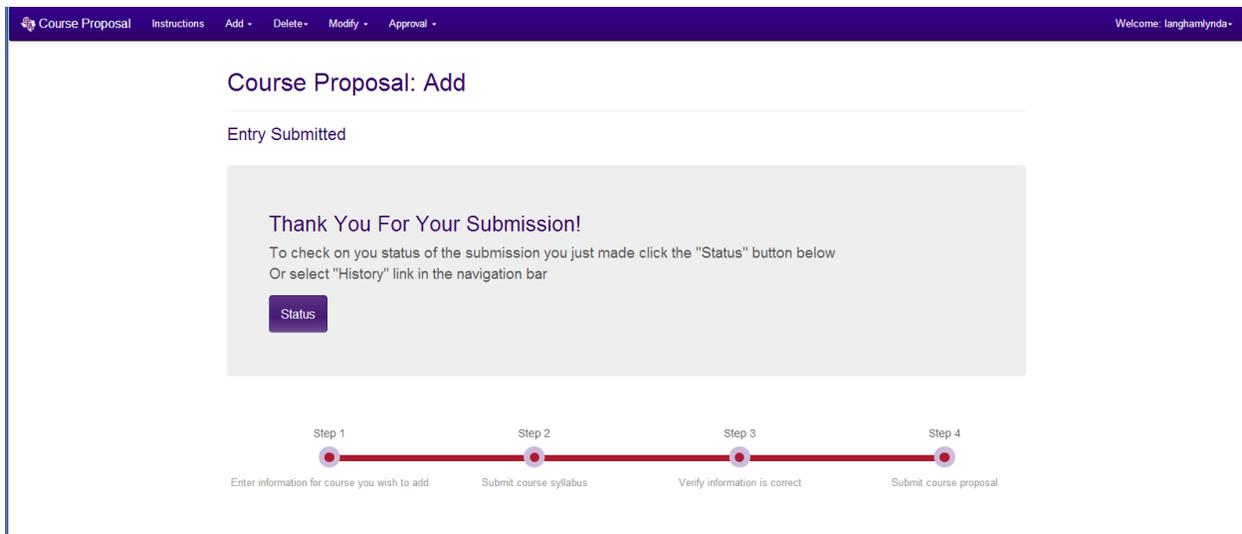
If correct click "Submit"

Edit    **Go Back**    **Submit**

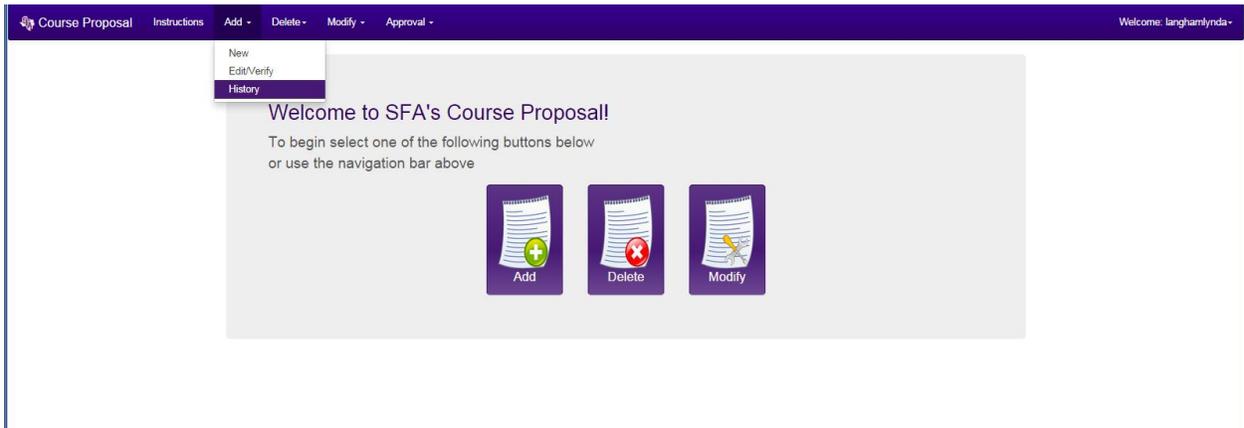
7. You will see a message box asking if you are ready to submit. If so, click “ok.”



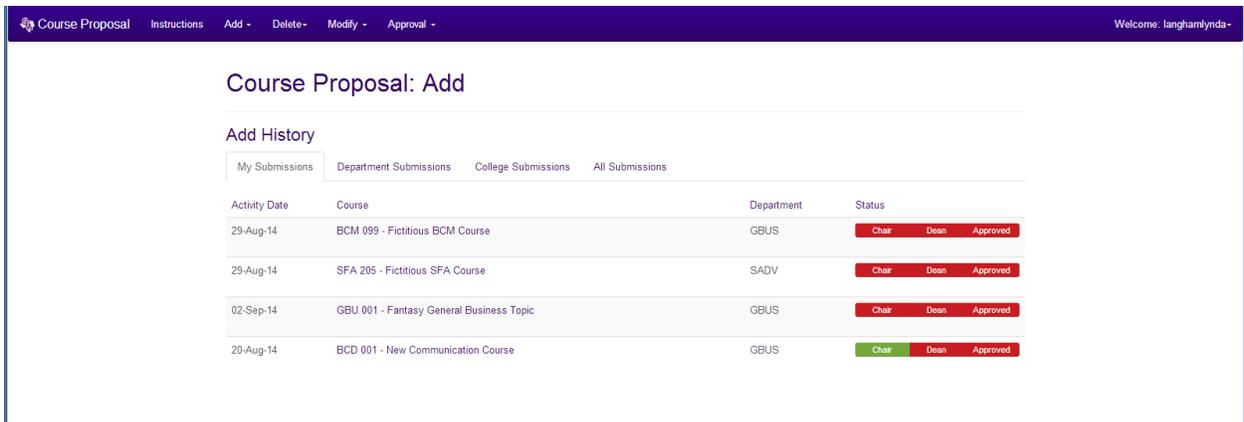
8. You will receive confirmation of your submission.



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.

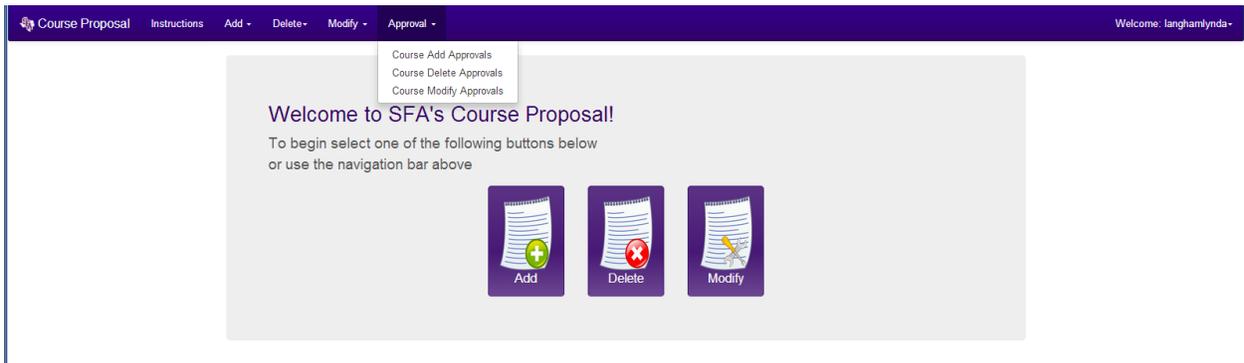


9. You will be able to view your submissions, your department's and college's submission, or all campus submissions by choosing the appropriate tab on the history page.



### 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.



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    Approval    Welcome: langhamlynda

## 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

**Status for BCM 099 - Fictitious BCM Course**

The submission is currently awaiting 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:  
Fall 2015

CIP Code(Do not include decimals):  
0000000000

Short Course Title:  
Fictitious BCM Course

Long Course Title:  
Fictitious BCM Course

Prerequisites:  
None

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](http://www.sfasu.edu/policies/academic_integrity.asp)

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**Decision:**

Select

Select

Approve

Reject

Revisions Needed

Submit Decision

For questions or assistance with this process, please contact Lynda Langham at Ext. 2120.