

## **“CAP” – Course Approval Process**

### **Instructions for Committee Chairs and Administrators reviewing and promoting a course proposal**

**CAP is the web-based course approval process that has replaced the hard-copy forms previously used. Using CAP, department chairs can create a new class, change an existing course (title, credit hours, number, grading method, prerequisites, etc.), or discontinue a course. The CAP system will automatically route course proposals through the approval process, alert individuals to pending requests, and track the progress of courses throughout the process.**

You can find CAP at <http://cap.unk.edu>. Everyone who accesses CAP will need a login ID (username and password). Contact Joel Cardenas at [cardenasjc@unk.edu](mailto:cardenasjc@unk.edu) or 8935 for username and password information.

Those individuals serving as committee chairs with responsibility for approving course proposals will be required to log in to CAP and “Promote” courses to the next step in the process.

At the Undergraduate level proposals route as follows:

Department Chair – originates the course proposal

College Ed Policy Committee Chair

College Dean

Registrar – reviews and schedules on AA agenda

Academic Affairs Committee Chair

VCAA – or appropriate faculty assistant

Registrar – posts final approved course changes to the archived master course list

At the Graduate level the routing is as follows:

Department Chair – originates the course proposal

Department Graduate Program Chair

College Dean

Graduate Office – administrative associate reviews and schedules on Committee II agenda

Graduate Committee II Chair

Graduate Dean

VCAA – or appropriate faculty assistant

Registrar – posts final approved course changes to the archived master course list

As the proposal is “promoted,” the next individual in the list will receive an email alerting him or her that a new proposal is in his or her inbox awaiting review. Members of the various committees will also have the ability to review proposals, but they will not automatically receive an email from the system. Chairs will have to let members know when proposals should be reviewed.

To review and promote or return a course proposal, follow these steps:

1. Log in to CAP at <http://cap.unk.edu>.
2. Proposals awaiting your approval will be displayed in your inbox when you log in.
3. View the details of the proposal by clicking on the course. The “Course Detail” screen will appear. This section contains all attributes of the course on two tabs, “Course” and “Syllabus.”
4. The “Action” field at the beginning of the “Course” section will indicate whether this is a change to or discontinuation of an existing course, or the creation of a new course. The “Type of change and rationale” field will indicate the type of change being requested. The subsequent fields will detail all of the attributes of the course.
5. The rationale for the change appears in the “Existing comments” field at the bottom of the “Course” page (this was previously the “Reason for change in this course” field on the Academic Affairs forms).
6. You may find it helpful to click on the “History” tab at the top of the page. This section will detail every field that has been altered by showing the old values (such as title or course description) as well as the new values being proposed. This is the only place you will find this information side-by-side.
7. As chair, you will need to inform your committee members of proposals that need to be reviewed. You may do this as they appear in your inbox or you may want to wait until closer to your meeting date and then give the members a list of those proposals you will consider and act upon at your next meeting. Committee members are assigned read-only access so that they can view the course proposals. They do not have any responsibility for promoting or returning the course.
8. After the members of the committee have voted on the proposals, log in to CAP. You will need to take action for each course in your inbox, to reflect the committee’s action.
  - a. If the course is approved, select the course, and click the “Save & Promote” button to move the course to the next stage in the process. In order to promote the course proposal to the next level, you must complete the “Justification for Change Request/Comments” (on the “Course” tab) field. If the course is approved, you may leave something as simple as “approved.” If the committee approved the course but had concerns about a proposal, you can indicate those in the “Justification for Change Request/Comments” field, as well.
  - b. If the course is not approved, select the course, indicate the reason in the “Justification for Change Request/Comments” field, and click on the “Save & Return” button at the bottom of the page to return the proposal to the preceding group/person. For example, if a College Ed Policy committee chair chooses the “Save & Return” button, the proposal will be returned to the department chair. If the Dean chooses “Save & Return,” the proposal will go back to the College Ed Policy committee chair, who will need to return it to the department chair.
9. Ultimately, all fully approved course proposals end up at the Registrar’s Office where they are applied to the archived master course list and to the catalog.
10. Once the course proposal has been submitted, you can track its progress through the approval process by logging in to your account and selecting the “Pending Requests” link in the menu on the left. By clicking on the “History” tab, you can see any changes made or actions taken.
11. You may print a copy of the proposal by choosing the print tab on either the course or syllabus page before you submit it or by clicking on the “print” link to the right of the course number on the “Pending Requests” link.