

“CAP” – Course Approval Process

Instructions for Department Chairs initiating 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 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 initiate a course proposal, follow these steps:

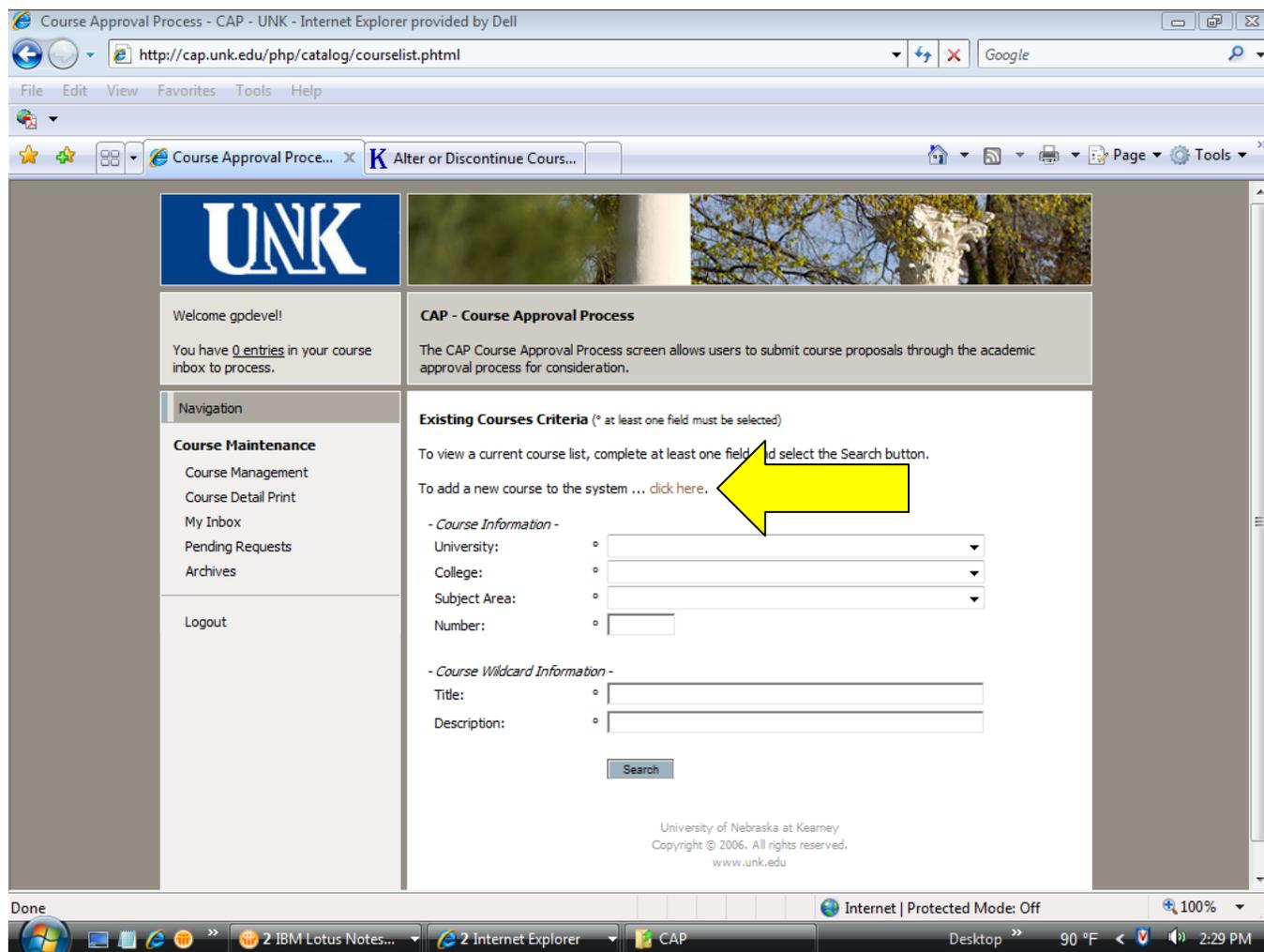
1. Log in to CAP at <http://cap.unk.edu>.
2. **To change an existing course**, click on the “Course Management” link in the menu on the left, as shown below:

The screenshot shows the CAP - My Inbox interface. A yellow arrow points to the 'Course Management' link in the left-hand navigation menu. The main content area includes a 'Pending Course Change Requests' section with instructions and a table with columns: Submitted, University, College, Curriculum, Number, Remove, and Print. The table currently shows 'No pending course change forms exist.'

- a. There are several ways to find the course you wish to alter. If you know the course prefix and number, make appropriate selections in the dropdown boxes of the “Course Information” area and click the “Search” button. You can enter a course number to call up a particular course, or leave the number field blank to call up all courses in a particular subject area. If you are unsure of the course number but know the title or description, you may use the “Course Wildcard Information” area to locate the appropriate course.
- b. After completing the search, select the course you wish to change.
- c. The “Course Detail” screen will appear. This section contains all attributes of the course on two tabs, “Course” and “Syllabus.” Begin by selecting either “Change existing course” or “Discontinue existing course” in the “Action” field at the top of the page. Move to the “Type of change and rationale” field, and enter YES or NO after the phrase that corresponds to the type of change you are making. A simple indication of yes or no is sufficient here; there is a field later in the form that will ask you to provide a more detailed explanation of the change you are making.

- d. Then review each of the fields on both the “Course” and “Syllabus” tabs. The fields are populated with the current attributes of the course. Be sure to make the changes in the appropriate fields to ensure that the course attributes will be correct the next time someone views the course.
- e. All fields that have an * are required to have a value but they do not necessarily have to be changed.
- f. We encourage all proposals for courses to also include a complete course syllabus which can be copied and pasted from another source.
- g. In order to promote your request to the next level, you must complete the “Justification for Change Request/Comments” (on the “Course” tab), “Effective term” (on the “Course” tab), and “Author” (on the “Syllabus” tab) fields.
 - i. The “**Justification for Change Request/Comments**” field replaces the “Reason for change in this course” field on the Academic Affairs forms. Be sure to be specific about the rationale. Write a short statement that makes sense without the supporting materials, for inclusion on the minutes distributed to the university community. If possible, include a description both of the current course attributes, as well as a description of the change. For instance, when changing the course prerequisite, it is helpful to state, "changing prerequisite from _____ to _____," in addition to the explanation of why this change is necessary.
 - ii. The “**Effective term**” field must be changed to the current or a future semester. However, please note that the Registrar’s office follows a set schedule, and changing this field will not guarantee the possibility of offering your course for the term selected. Contact the Registrar’s office with any questions.
 - iii. The “**Author**” field is the place to note who completed the form.
- h. Once all changes have been made on both pages and you are ready to submit the proposal, click the “Save & Promote” button at the bottom of the page. If you are not ready to submit the proposal and you want to save it for later, click the “Save & Exit” button. You can then log out of the system and come back at a later time to complete the form and submit the proposal.

3. **To create a new course**, click on the “click here” link after “To add a new course to the system” at the top of the page in either your inbox or on “Course Management,” as shown below:



- a. The “Course Detail” screen will appear with “Add a new course” in the Action field.
- b. Fill in the course attributes on both the “Course” and “Syllabus” tabs.
If the request is to create a new graduate course, it is necessary to select “Graduate College” in the College field. Then, a new box (entitled “Cognizant”) will appear allowing selection of one of the four colleges. Making appropriate selections will ensure proper routing of the request.
- c. All of the fields that have an * are required to have a value.
- d. We encourage all proposals for courses to also include a complete course syllabus which can be copied and pasted from another source.
- e. In order to promote your request to the next level, you must complete the “Justification for Change Request/Comments” (on the “Course” tab), “Effective term” (on the “Course” tab), and “Author” (on the “Syllabus” tab) fields.
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- f. Once all changes have been made on both pages and you are ready to submit the proposal, click the "Save & Promote" button at the bottom of the page. If you are not ready to submit the proposal and you want to save it for later, click the "Save & Exit" button. You can then log out of the system and come back at a later time to complete the form and submit the proposal.
4. 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 information detailing 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
 5. 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.