

## Guide to Graduate Course Creation and Modification

Under the PeopleSoft Student Information System, the maintenance of the graduate course inventory and catalog rests with the Graduate School. This document is intended to guide you in the process of registering a new graduate course (with 300- and 400-level course numbers), as well as reporting revisions and inactivations of such courses. The following paragraphs are keyed to the superscript numbers at the beginning of many of the form's lines. Fill out one form for each new or modified course. As always, if you have questions contact the Graduate School by phone at 486-3615 or by e-mail at [gradschool@uconn.edu](mailto:gradschool@uconn.edu).

1. Select the **action** you wish to take. When registering a new course, all of the applicable information must be included or the form will be returned for completion. When registering a course revision, include only the new information, along with the contact (line 2), the effective term (line 3), and the Subject Area and assigned Catalog Number (line 10) to identify the course. When inactivating a course, fill in only lines 1, 2, 3, and 10.
2. Enter **contact** information, in case further information or correspondence is needed regarding this course.
3. Enter the **term and year** you are planning to offer the course. In the case of a change or inactivation, enter the term and year when the action will take effect.
4. Enter the **short course title** (30 characters or fewer), to be used mostly on computer screens where space is limited.
5. Enter the **long course title** (up to 100 characters) that will be printed in the course catalog.
6. Select one of the three required consent choices, **Instructor Consent**, **Department Consent**, or **None** (the default value).
7. Select the **Grading Basis**. A Graded course (the default) carries a traditional letter grade ranging from A+ to F in the Graduate School. Offering a course on a Satisfactory/Unsatisfactory (S/U) basis requires Graduate School Executive Committee approval. You must submit a letter justifying the S/U grading basis along with this form. There are other grading options available. If you think you need a grading basis other than Graded or S/U, contact the Graduate School.
8. Enter the **number of course units** (semester credits) associated with the course. If the value is fixed, enter it into the first space on the line. If the course carries variable credits, enter the minimum and the maximum number of units for the course in the spaces provided.
9. If the course is **repeatable for credit** (e.g., a seminar, research, or special topics course), enter **both** the number of times it can be taken **and** the total number of credits the student is permitted to earn in the course. For fixed credit classes, the total number of units permitted is the maximum number of completions multiplied by the course's unit value. For variable unit courses however, you need to make a decision about the numbers to be entered — one or the other will be the limiting factor.

**Allow multiple enrollments in one term** indicates that students may enroll in more than one offering of the same course in the same term with a change in topic. Select "Yes" or "No."

10. Enter the **Subject Area** abbreviation (usually the departmental abbreviation). Enter the requested Catalog Number (the 3XY or 4XY course number) in **the Suggested Catalog Number** area. Very rarely, a fourth character representing an undergraduate skill code may be assigned. If you choose to assign one, obtain permission from the University Senate Curriculum and Courses Committee and attach it to this form.
11. If the proposed course is a continuation of another course, enter the previous course's Subject and Catalog Number on line 11. If the proposal is for a brand new course with no antecedent, leave this line blank. When deciding whether a course is a successor course or a completely new one, the question to ask is whether you would permit a student to take this new course for credit even though he or she has already taken the prior course. If the answer is Yes, then the new course is probably unique and should not be labeled as a successor to an existing course. If the answer is No, then the proposed course most likely is a successor to the prior course.
12. Every course must have at least one **Component**. The most common components used in the PeopleSoft system are listed in the table associated with line 12. A course may have more than one component, depending on its contents.

There are several characteristics associated with each component. Use the following comments to guide you in filling in each column of the table:

- A. Check the components that will be active *and scheduled separately*. Most graduate courses will have a lecture or seminar component. Discussion sections are most often used in undergraduate courses in conjunction with a lecture component.
  - B. Choose one (and only one) component as the *Primary Component*. The primary component will carry a grade by default.
  - C. Label each active component as graded (Yes) or non-graded (No). Other components besides the primary component may or may not be graded, as desired. Graded components will have separate instructor grade sheets produced for them.
  - D. Enter a maximum enrollment for each proposed component. This number governs the room assignment process when the class is scheduled.
  - E. Enter the number of weekly contact hours for each component.
  - F. For each active component, decide whether or not there will be a final exam. If yes, choose either the "Yes" button if the exam will be during the final exam period or the "Last Class" button if it will occur during the semester (and therefore not need a scheduled final exam time). If there will be no final exam, choose "No."
13. Check the appropriate course *attribute* button if (a) the course is to be conducted off campus (i.e., not on one of the UConn campuses but rather at a regional industrial or business site); and/or (b) the course is a full academic year duration rather than the usual single semester.
  14. Enter a concise and tightly written *course description* in narrative form.
  15. Enter any courses with which the proposed course is to be *cross-listed*. The first set of spaces is for the other course's Subject Area, while the second set is for the other course's Catalog Number. Graduate courses cannot be cross-listed with undergraduate courses without inclusion of additional components.
  16. If the course has either one or more *pre-requisite courses* or what is often called an anti-requisite course (e.g., not open to students who have passed course XYZ), enter those courses here. *Note*: do not include undergraduate courses in the pre-requisite profile for the following reason. Most graduate students attend UConn after completing undergraduate degrees at other institutions. Those undergraduate courses completed elsewhere will not be available to the system when students register at UConn and thus they would not count as meeting pre-requisites requirements. Do include anti-requisite courses.
  17. Enter up to 6 *topics* if the course will have separate topics associated with it. The topics of many graduate courses (especially Special Topics courses) vary from term to term. The PeopleSoft system permits students to repeat a course with a change in topic. Place the assigned topic (section) number in the first column, its title in the second column, and a notation (Yes or No) about whether the particular topic is repeatable for credit in the third column.
  18. Enter the *approval record* for the course, including the date the course was approved by the academic unit and the unit head's name. For those units where a school or college curriculum committee or faculty body must also approve the course, enter this step's approval date and the name of the committee's chair in the second block.

Save the completed form with a Subject and Course Number and an extension of ".doc" (e.g., GRAD395.doc), then attach it to an e-mail and submit it to Tom Peters at [thomas.b.peters@uconn.edu](mailto:thomas.b.peters@uconn.edu). He will enter the course into the system and notify you by return e-mail when the course is registered and active.