Step-by-Step through the online Course & Curriculum Proposal System

for information or technical help:

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The **Course & Curriculum Proposal System** is the online portal for:

- proposals to the SAS Curriculum Committee to Add, Drop, &/or Change Courses, Majors &/or Minors
- proposals to the Core Requirements Committee (CRC) for Certification of Courses for one or more of the Core Curriculum Learning Goals

**LOGIN** - [https://secure.sas.rutgers.edu/apps/sascc](https://secure.sas.rutgers.edu/apps/sascc)
• Proposals to certify a course in the Core, or to add, drop, &/or change SAS courses, need the endorsement of your department/program (and sometimes other depts., too). So…

• …only authorized users can submit proposals: chairs, directors, and undergraduate chairs/directors (as well as School deans).

• Login to the system is with your Net ID and password.

If you should have access, but can’t log in, contact us to be sure you’re correctly identified in the system:

Karen Dennis
kdennis@sas.rutgers.edu
or (848) 932-2278

https://secure.sas.rutgers.edu/apps/sascc
You can get to the **course & curriculum proposal system** several ways:

- directly at [https://secure.sas.rutgers.edu/apps/sascc](https://secure.sas.rutgers.edu/apps/sascc)
- through the **SAS Office of Undergraduate Education** webpage ([sasoue.rutgers.edu](http://sasoue.rutgers.edu))
- through links in the Resources folders of the Sakai sites **SAS Undergrad Chairs** & **SAS Affiliate UPDs**

*Please note: some people have reported login problems when using Internet Explorer as the browser – you may have better luck with FireFox, Chrome, or Safari.*
Once you login with your Net ID and password, you’ll see this screen – the default view of Your Items: Drafts, and Submitted Forms.

Some authorized users will see My Department’s Submitted Forms as well – all proposals that have been submitted by current and previous agents of your program.

Clicking on a folder will open it, and in each folder you can sort by various features – and search for particular items (upper right of each folder).
This guide focuses on the **Courses Form**, which is the most commonly used feature in the proposal system. *(The same basic steps apply to all the forms.)*

So to begin, click the “**Courses Form**” tab. This will allow you to submit a proposal to certify a course in the Core, or to add, drop, &/or change SAS courses.
Getting started ... selecting options

The first step is to select the option that will send this proposal to the right committee(s) – the SAS Curriculum Committee, the CRC, or both.

The key questions:

• Is this course already in the Master Course List?

• If this is an existing SAS course, do you want to modify the course title, number, description, pre-and/or co-requisite(s), equivalencies (e.g., cross-listings) – or to drop the course?

• Do you want to propose this course for certification in any Core Curriculum learning goal(s)?
The proposal flow chart outlines a sequence of Yes/No choices that will help clarify how to proceed...

...and which committee(s) will review your proposal(s).
Although both committees use the online proposal system, they operate independently.

For more information, see the sasoue.rutgers.edu website, & these links:

- SAS Curriculum Committee Meetings: Dates and Members
- Core Requirements Committee (CRC) Meetings: Dates and Members

Proposal flow chart
An SAS course may go to both committees at once – for example, if you want to propose certification in the Core at the same time that you plan to modify the course title, number, pre- and/or co-req(s), etc…

…or if it’s a **new** course that you *also* want to propose for certification in the Core.

In these cases, you’ll need to take an additional step further along to gain access to the Core Goals list, in the **Core Requirements** section of the form.

*Please also note: there are special policies that apply to online courses – refer to [SAS policy on Online/Hybrid Course Proposals](#), & page 6 of the [Faculty Guide](#)*
Core Goal(s) certification - a checklist

If you plan to propose a course for certification in any Core learning goals...

• review the Faculty Guide to Core Certification, and take note of the special requirements in certain categories – e.g., Natural Science [NS]; Writing & Communication goals [WCD & WCR].

• see the Checklist for Core Certification Proposals, for basic guidelines and required documents.

Please note: special policies apply to online courses – refer to page 6 of the Faculty Guide, & SAS policy on Online/Hybrid Course Proposals.
The course look-up function will populate fields for Course Title, Credits, and Catalog Description – for SAS courses.

Note: it may not populate the Pre-requisite(s), Co-requisite(s), or Special Notations fields, which can be copied from the catalog description.

- The look-up function does not link to the current University catalog, so you may need to enter or correct some of the information that appears.

- In addition, because this system was designed for the SAS Curriculum Committee before the creation of the Core Curriculum, only SAS courses were in the initial database. The look-up won’t find most courses for other Schools unless/until they’ve been entered ‘by hand’.
For any proposal, you’ll need to be prepared to answer these questions:

- Will the course require additional resources?

- Has this proposal been discussed with and consented to by any departments offering courses that might overlap, or that offer pre-requisites?

- Is this course formally cross-listed with any other dept.'s course? Certification in Core goals applies to ALL - and ONLY – formally cross-listed courses.

Please note that once a course is Core-certified, it cannot be temporarily cross-listed with “topics” or other course numbers.
Once you click **Submit for Review**, a (read-only) version of the proposal appears in **Submitted Forms** on the **Your Items** tab, with its attachments (see below)...

...or, click **Save Form** at any time, and it will be saved in your **Drafts** folder (*it’s a good idea to do this frequently as you work.*)

If you get any error message(s) after clicking **Submit for Review**, and you can’t resolve the problem, contact Karen Dennis for help, at kdennis@sas.rutgers.edu
Step-by-Step through Proposals, continued

Please choose from the following options:
- Add a new SAS course
- Change an existing SAS course
- Drop an existing SAS course
- Submit an existing course for certification in the Core Curriculum (Select this option if the ONLY action you propose is certification in the Core)

Please note: these 3 options apply to SAS courses only

Follow the links for more Step-By-Step instructions:

- Proposal flow chart... a sequence of Yes/No choices that will help clarify the proposal and review process
- ADD A New Course to the SAS Catalog (with or without certification in Core learning goals)
- CHANGE an Existing Course in the Catalog (with or without certification in Core learning goals)
- DROP an Existing Course from the SAS Catalog
- Submit an Existing Course for CERTIFICATION IN THE CORE - without other changes
Help! *How do I...?*

For help with the [Course and Curriculum Proposal system](#), the Core certification process, and/or assessment, contact:

Karen E. Dennis
kdennis@sas.rutgers.edu
(848) 932-2278

For more information:

- [SAS Office of Undergraduate Education](#)  (*sasoue.rutgers.edu*)
- [SAS Curriculum Committee - Meetings and Members](#)
- [Core Requirements Committee (CRC) – Meetings and Members](#)
- [Core Learning Goals Certification - Frequently Asked Questions](#)
Step-by-Step through the Course and Curriculum Proposal system –

**ADD**

**A Course To The SAS Catalog**

for information or technical help:

Karen E. Dennis
kdennis@sas.rutgers.edu

sasoue.rutgers.edu
Is this course already in the Master Course List? - **NO**

- Do you want to propose a **new course** for the SAS Catalog (and the Master Course List)?
  
  If **YES**, the proposal goes to the SAS Curriculum Committee.

- Do you **also** want to propose this new course for certification in any **Core Curriculum learning goal(s)**?
  
  If **NO**, follow the steps below but **skip** the **Core Requirements** section.

  If **YES**, the proposal **also** goes to the Core Requirements Committee (CRC). See the steps below to **open the Core goals list**.
Select the **Courses Form** tab.

When this opens, select “Add a new SAS course” at the top of the form.
The following fields will display, and are **required**:

- **Course Number**: enter the Subject code and proposed course number, or the proposed course level (1xx, 2xx, 3xx, 4xx).

- **Course title**: the full, formal title proposed. Don’t abbreviate (e.g., “Introduction to XX,” not “Intro XX”)

- **Credits**: if variable, clarify this on the syllabus or attach a document in the section below for **Additional Information**.

- **Semester to Take Effect**: select the term and year from the drop-down lists.
You can save your work at any point after this, by clicking *Save Form* at the bottom… but you won’t be able to submit it without further information.

- **Course Format:** this field is new – and *required*. You must answer the question “*Is this course to be offered in an online or hybrid format?*”

  If it is not (for now, or the foreseeable future) choose “*Not online.*”

The SAS faculty adopted the following policy at its meeting on May 7, 2013:

*SAS policy resolution on Online/Hybrid Course Proposals*
Optional Presentation Title

Add a NEW course to the SAS catalog

You can save a draft at any point after this, by clicking **Save Form** at the bottom - but you won’t be able to submit it for review without further information.

The following fields should be completed if relevant:

- **Abbreviation**: this is *optional*. You can enter a short title of up to 20 characters (*including spaces*).

- **Pre-requisite(s) (if any)**: this should be the full course number(s), with subject code(s).

- **Co-requisite(s) (if any)**: this should be the full course number(s), with subject code(s).

- **Special Notation (if any)** – e.g., “for non-majors only”; “by permission of dept.”; “Credit not given for both this course and…”

Has this proposal been discussed with and consented to by any departments offering courses that might overlap, that offer possible pre-requisites, and/or that consider creating a cross-listing?
The following fields are required - you won’t be able to submit the form for review without this information, though you can save your Draft form(s).

- **Catalog Description**
- **Syllabus**
- **Learning Outcome Goals for the Course**
- **Method of Assessment**

More information on each of these fields is below.
**Catalog Description**: in this box, enter your proposed course description for the Catalog. *Please note the 500 character limit – including spaces: exceeding the limit will prevent you from saving the form or submitting it for review.*

The Curriculum Committee will review your text and edit it, if necessary, to conform to Catalog guidelines/styles.

**Syllabus**: directly below the Catalog Description field is the Syllabus Upload field.

This is *required*: you won’t be able to submit the form for review without it, though you can save your draft form.

- Use the **Browse** function to find your syllabus file, in any one of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
- Click **Upload File**. You will see a confirmation message.

*Note the special requirements associated with catalog descriptions & syllabi for [Online/Hybrid Course Proposals](#).*
Add a NEW course to the SAS catalog

- **Learning Outcome Goals for the Course**

  The Curriculum Committee requires that proposals to add or modify courses include a learning goals statement with the syllabus. You won’t be able to submit the form for review without entering information in this box.

  This field is for **course-specific learning goals** for the new course. If you choose, you may also note any relevant department learning goals.

  *(This is not the field for Core learning goals, if relevant.)*

  You may enter “**refer to syllabus**” in the box, or briefly outline the course learning goals here.

  Please note the **500 character limit** – including spaces: exceeding this limit will prevent you from saving the form or submitting it for review.
Optional Presentation Title

- **Method of Assessment:**

Next is an associated **drop-down menu**, from which you should select the option that best describes how the **course-specific learning goals** will be assessed. You won’t be able to submit the form for review without selecting something here.

*If you select Other, a Method of Assessment box will open. In that box, you may enter “refer to syllabus,” “refer to Course-specific Assessment Plan”* or briefly describe your alternative method of assessment.

Please note the 500 character limit – including spaces: exceeding the limit will prevent you from saving the form or submitting it for review.

* further down the form there is an attachment field for this option.
Do you "also" want to propose this new course for certification in any Core Curriculum learning goal(s)?

- If NO, skip the Core Requirements section.

- If YES, the proposal also goes to the Core Requirements Committee (CRC). See the steps below to open the Core goals list, and note the Checklist for Core Certification Proposals.
Core Goal(s) certification—
a checklist

If you plan to propose a course for certification in any Core learning goals...

- review the [Faculty Guide to Core Certification](#), and take note of the special requirements in certain categories – e.g., Natural Science [NS]; Writing & Communication goals [WCD & WCR].

- see the [Checklist for Core Certification Proposals](#), for basic guidelines and required documents.

Please note: special policies apply to online courses – refer to page 6 of the [Faculty Guide](#) & [SAS policy on Online/Hybrid Course Proposals](#)
In the Core Requirements section...

- check the box for the **Permanent Core Curriculum (ratified 5/08)**.

This will open a complete list of the Core learning goals.

- Check the Core goals proposed for certification. Please take note, in doing so, of the special requirements in certain categories – e.g., **Natural Science [NS]**; **Historical and Social Analysis goals [HST & SCL]**.
Method of Assessment for Permanent Core Curriculum: in this drop-down menu, select the option that best describes how the proposed Core learning goal(s) will be assessed.

If you select Other, a new box will open. There you may enter “refer to Core Assessment Plan,” or briefly describe your alternative method of assessment. Please note the 500 character limit – including spaces: exceeding the limit will prevent you from saving the form or submitting it.

Core Assessment Plan: this is required; you won’t be able to submit the form for review without an attachment in this field.

- Use the Browse function to find your assessment plan file, which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
- Click Upload File. You will see a confirmation message.
Below the Core Requirements section are two optional upload fields:

- **Additional Information** can be attached, if you want to amplify on anything in the course proposal. This field allows multiple attachments.

- you can attach an optional Assessment Plan for the course-specific learning goals identified above.
  - Use the Browse function to find your file(s), which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
  - Click Upload File. You will see a confirmation message.
Add a NEW course to the SAS catalog

- At the bottom of the form, indicate whether the new course will require additional resources, and...

- Confirm that the proposal has been discussed with and consented to by departments which offer courses with which it might overlap, or which offer pre-requisite courses. (Select “No” if these are not relevant considerations.)

- If you’re not yet ready to send this proposal to the committee(s), click Save Form, and it will be saved in your Drafts folder...

- When ready, click Submit for Review.

Please note, if relevant to the new course proposal, that certification in Core learning goals applies to ALL formally cross-listed courses.
Once you click **Submit for Review**, a (read-only) version of the proposal appears in **Submitted Forms** on the **Your Items** tab, with its attachments...

...or, click **Save Form** at any time, and it will be saved in your **Drafts** folder (it's a good idea to do this frequently as you work.)

If you get any error message(s) after clicking **Submit for Review**, and you can't resolve the problem, contact Karen Dennis for help, at **kdennis@sas.rutgers.edu**
Step-by-Step through Proposals, continued

Please choose from the following options:
- Add a new course
- Change an existing course
- Drop an existing course
- Submit an existing course for certification in the Permanent Core Curriculum

Please note: these 3 options apply to SAS courses only

Follow the links for more Step-By-Step instructions:

Proposal flow chart... a sequence of Yes/No choices that will help clarify the proposal and review process

CHANGE an Existing Course in the Catalog (with or without certification in Core learning goals)

DROP an Existing Course from the SAS Catalog

Submit an Existing Course for CERTIFICATION IN THE CORE - without other changes
Help! How do I…?

For help with the Course and Curriculum Proposal system, the Core certification process, and/or assessment, contact:

Karen E. Dennis  
kdennis@sas.rutgers.edu  
(848) 932-2278

For more information:

- SAS Office of Undergraduate Education (sasoue.rutgers.edu)
- SAS Curriculum Committee - Meetings and Members
- Core Requirements Committee (CRC) – Meetings and Members
- Core Learning Goals Certification - Frequently Asked Questions
Step-by-Step through the Course and Curriculum Proposal system –

DROP A Course From The SAS Catalog

for information or technical help:

Karen E. Dennis
kdennis@sas.rutgers.edu
sasoue.rutgers.edu
Removing an existing course from the SAS catalog is the simplest process in the proposal system.

Whether or not the course has been certified in any Core Curriculum learning goal(s), you need only send this request to the Curriculum Committee.

Select the **Courses Form** tab, then “Drop an existing SAS course.”
• Use the *course look-up* function to find the course.

• Click the box next to **Drop from Master Course List**.

• Briefly note the reason(s) for dropping the course.

Has this been discussed with any departments that may list this course as a pre-requisite, and/or offer any cross-listed course(s)?
• At the bottom of the form, confirm that this has been discussed with other directly affected department(s) - those with formally cross-listed courses or a pre-requisite relationship, for example. (Select “No” if these are not relevant considerations.)

• Finally, click Submit for Review… or, if you’re not ready to send this to the committee yet, click Save Form, and it will be saved in your Drafts folder.
Once you click **Submit for Review**, a (read-only) version of the proposal appears in **Submitted Forms** on the **Your Items** tab, with its attachments...

...or, click **Save Form** at any time, and it will be saved in your **Drafts** folder (it’s a good idea to do this frequently as you work.)

If you get any error message(s) after clicking **Submit for Review**, and you can’t resolve the problem, contact Karen Dennis for help, at kdennis@sas.rutgers.edu

As your proposal moves through the review process, it will be noted in the **Status** column in **Submitted Forms**.
Follow the links for more Step-By-Step instructions:

- **Proposal flow chart**… a sequence of Yes/No choices that will help clarify the proposal and review process

- **ADD A New Course to the SAS Catalog** (with or without certification in Core learning goals)

- **CHANGE an Existing Course in the Catalog** (with or without certification in Core learning goals)

- Submit an Existing Course for CERTIFICATION IN THE CORE - without other changes
Help! *How do I...?*

For help with the **Course and Curriculum Proposal system**, the Core certification process, and/or assessment, contact:

Karen E. Dennis

kdennis@sas.rutgers.edu

(848) 932-2278

For more information:

- [SAS Office of Undergraduate Education](sasoue.rutgers.edu)
- [SAS Curriculum Committee - Meetings and Members](#)
- [Core Requirements Committee (CRC) – Meetings and Members](#)
- [Core Learning Goals Certification - Frequently Asked Questions](#)
Step-by-Step through the Course and Curriculum Proposal system –

CHANGE
An Existing SAS Course In The Catalog

for information or technical help:

Karen E. Dennis
kdennis@sas.rutgers.edu
sasoue.rutgers.edu
Is this course already in the Master Course List? - **YES**

Do you want to modify the course title, course number, number of credits, catalog description, pre- and/or co-requisite(s), special notation(s), &/or equivalencies (e.g., cross-listings) of an existing SAS course?

If **YES**, the proposal goes to the SAS Curriculum Committee.

If the **only** change you propose would be certification in the Core, select instead “Submit an existing course for certification in the Core Curriculum.”
• In addition to these changes above, do you also want to propose the modified course for certification in any - or additional – Core Curriculum learning goal(s)?

If **NO**, follow the steps below but skip the Core Requirements section.

If **YES**, the proposal also goes to the Core Requirements Committee (CRC). See the additional steps below to open the Core goals list.
Select the **Courses Form** tab.

When this opens, select “**Change an existing SAS course**” at the top of the form.
• Enter the course number, and click “Look up Existing Course Information.”

The course look-up will populate fields for Course Title, Credits, and Catalog Description.

Note: this lookup *does not link to the current University catalog*, and it also may not populate the Pre-requisite(s), Co-requisite(s), or Special Notations fields *(see further information below)*.
You can save your work at any point after this, by clicking Save Form at the bottom… but you won’t be able to submit it for review without further information.

**Course Format:** this field is new – and *required*. You must answer the question “*Is this course to be offered in an online or hybrid format?*”

If it is not (for now, or the foreseeable future) choose “Not online.”

The SAS faculty adopted the following policy at its meeting on May 7, 2013:

*SAS policy resolution on Online/Hybrid Course Proposals*
The following fields should be updated, if relevant:

- **Abbreviation**: this is optional. You can enter a short title of up to 20 characters (including spaces).

- **Pre-requisite(s) (if any)**

- **Co-requisite(s) (if any)**

- **Special Notation (if any)** – e.g., “for non-majors only”; “by permission of dept.”; “Credit not given for both this course and…”

Has this proposal been discussed with and consented to by any departments offering courses that might overlap, that offer pre-requisites, and/or cross-listed course(s)?
**Catalog Description**: in this box, enter any proposed changes to the course description for the Catalog. *Please note the 500 character limit – including spaces*: exceeding the limit will prevent you from saving the form or submitting it for review.

The Curriculum Committee will review your text and edit it, if necessary, to conform to Catalog guidelines/styles.

**Syllabus**: directly below the Catalog Description field is the Syllabus Upload field.

This is *required*: you won’t be able to submit the form for review without it, though you can save your Draft Form.

- **Use the Browse function** to find your syllabus file, in any one of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
- **Click Upload File**. You will see a confirmation message.

*Note the special requirements associated with catalog descriptions & syllabi for Online/Hybrid Course Proposals*
Learning Outcome Goals for the Course

The Curriculum Committee requires that proposals to add or modify courses include a learning goals statement with the syllabus. You won’t be able to submit the form for review without entering information in this box.

This field is for course-specific learning goals. If you choose, you may also note any relevant department learning goals.

(This is not the field for Core learning goals, even if relevant.)

You may enter “refer to syllabus” in the box, or briefly outline the course learning goals here.

Please note the 500 character limit – including spaces: exceeding the limit will prevent you from saving the form or submitting it for review.
Method of Assessment:

Next is an associated drop-down menu, from which you should select the option that best describes how the course-specific learning goals will be assessed. You won’t be able to submit the form for review without selecting something here.

If you select Other, a Method of Assessment box will open. In that box, you may enter “refer to syllabus,” “refer to Course-specific Assessment Plan”* or briefly describe your alternative method of assessment.

Please note the 500 character limit – including spaces: exceeding the limit will prevent you from saving the form or submitting it for review.

* further down the form there is an attachment field for this option.
Do you *also* want to propose this modified course for certification in any Core Curriculum learning goal(s)?

- **If NO**, skip the **Core Requirements** section.

- **If YES**, the proposal also goes to the Core Requirements Committee (CRC). See the steps below to open the Core goals list, and note the [Checklist for Core Certification Proposals](#).
If you plan to propose a course for certification in any Core learning goals…

- review the [Faculty Guide to Core Certification](#), and take note of the special requirements in certain categories – e.g., Natural Science [NS]; Writing & Communication goals [WCD & WCR].

- see the [Checklist for Core Certification Proposals](#), for basic guidelines and required documents.

Please note: special policies apply to online courses – refer to page 6 of the Faculty Guide, & SAS policy on Online/Hybrid Course Proposals.
In the Core Requirements section...

- Check the box for the **Permanent Core Curriculum (ratified 5/08)**.

  - This will open a list of the Core learning goals.

  - Check the Core goals proposed for certification. Please take note, in doing so, of the special requirements in certain categories – e.g., **Natural Science [NS]**; **Historical and Social Analysis goals [HST & SCL]**.
Next is the drop-down menu for the **Method of Assessment for Permanent Core Curriculum**: select the option that best describes how these **Core learning goals** will be assessed.

*If the Core goals list is open, you won’t be able to submit the form without this information.*

If you select **Other**, rather than one of the menu choices, a new box will open. Here, you can enter “*refer to Core Assessment Plan,*” or briefly outline the alternative method. *(Please note the 500 character limit – *including spaces*: exceeding the limit will prevent you from saving the form or submitting it for review.)*

- **Core Assessment Plan**: This is **required**. In this upload field...
  - Use the **Browse** function to find your assessment plan file, which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
  - Click **Upload File**. You will see a confirmation message.
Below the Core Requirements section are two optional fields:

- **Additional Information** can be attached, if you want to amplify on anything in the course proposal. This upload field allows multiple attachments.

- You can attach an optional Assessment Plan for the course-specific learning goals identified above.
  
  • Use the **Browse** function to find your file(s), which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
  
  • Click **Upload File**. You will see a confirmation message.
At the bottom of the form, indicate whether the modified course will require additional resources, and...

Confirm that the proposal has been consented to by those departments offering courses with which it might overlap; that have a pre-requisite relationship with this course; and/or that offer formally cross-listed course(s).

Please note, if relevant: certification in Core learning goals applies to ALL - and ONLY – formally cross-listed courses.

Once a course is Core-certified, it cannot be temporarily cross-listed with “topics” or other course numbers.
Once you click **Submit for Review**, a (read-only) version of the proposal appears in **Submitted Forms** on the **Your Items** tab, with its attachments...

...or, click **Save Form** at any time, and it will be saved in your **Drafts** folder (it’s a good idea to do this frequently as you work.)

As your proposal moves through the review process, it will be noted in the **Status** column in **Submitted Forms**.

If you get any error message(s) after clicking **Submit for Review**, and you can’t resolve the problem, contact Karen Dennis for help, at kdennis@sas.rutgers.edu.
Follow the links for more Step-By-Step instructions:

- **Proposal flow chart**... a sequence of Yes/No choices that will help clarify the proposal and review process
- **ADD A New Course to the SAS Catalog** (with or without certification in Core learning goals)
- **DROP an Existing Course from the SAS Catalog**
- **Submit an Existing Course for CERTIFICATION IN THE CORE** - without other changes

Please note: these 3 options apply to SAS courses only.
Help! *How do I...?*

For help with the **Course and Curriculum Proposal system**, the Core certification process, and/or assessment, contact:

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kddenis@sas.rutgers.edu  
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For more information:

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- [Core Requirements Committee (CRC) – Meetings and Members](#)
- [Core Learning Goals Certification - Frequently Asked Questions](#)
Step-by-Step through the Course and Curriculum Proposal system –

Submit An Existing Course For Certification In The Core Curriculum

Do you want to propose this course for certification in Core Curriculum learning goal(s)?

YES

Core Requirements Committee (CRC)

Select option:
Submit an existing course for certification in the Permanent Core Curriculum

for information or technical help:

Karen E. Dennis
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sasoue.rutgers.edu
The **Course & Curriculum Proposal System** is the online portal for:

- proposals to the **SAS Curriculum Committee** to Add, Drop, &/or Change Courses, Majors &/or Minors
- proposals to the **Core Requirements Committee (CRC)** for Certification of Courses for one or more of the **Core Curriculum Learning Goals**

**LOGIN** - [https://secure.sas.rutgers.edu/apps/sascc](https://secure.sas.rutgers.edu/apps/sascc)
• Proposals to certify a course in the Core, or to add, drop, &/or change SAS courses, need the endorsement of your department/program (and sometimes other depts., too). So…

• …only authorized users can submit proposals: chairs, directors, and undergraduate chairs/directors (as well as School deans).

• Login to the system is with your Net ID and password.

If you should have access, but can’t log in, contact us to be sure you’re correctly identified in the system:

Karen Dennis
kdennis@sas.rutgers.edu
or (848) 932-2278

https://secure.sas.rutgers.edu/apps/sascc
You can get to the course & curriculum proposal system several ways:

- directly at [https://secure.sas.rutgers.edu/apps/sascc](https://secure.sas.rutgers.edu/apps/sascc)

- through the SAS Office of Undergraduate Education webpage ([sasoue.rutgers.edu](http://sasoue.rutgers.edu))

- through links in the Resources folders of the Sakai sites [SAS Undergrad Chairs](https://sasoue.rutgers.edu/sakaiapps/sascc) & [SAS Affiliate UPDs](https://sasoue.rutgers.edu/sakaiapps/sascc)

Please note: some people have reported login problems when using Internet Explorer as the browser – you may have better luck with FireFox, Chrome, or Safari.
Core Goal(s) certification — a checklist

If you plan to propose a course for certification in any Core learning goals...

- review the [Faculty Guide to Core Certification](#), and take note of the special requirements in certain categories — e.g., Natural Science [NS]; Writing & Communication goals [WCD & WCR].

- see the [Checklist for Core Certification Proposals](#), for basic guidelines and required documents.

Please note: special policies apply to online courses — refer to page 6 of the [Faculty Guide](#) & [SAS policy on Online/Hybrid Course Proposals](#).
Before You Start: Important Preliminary Questions

For any proposal for Core certification, you’ll need to answer these questions:

• Has the proposal been discussed with and consented to by officers of those departments which offer courses with which it overlaps, or which offer pre-requisite courses?

• Has the proposal been discussed with and consented to by any department(s) with courses that are formally cross-listed with this course?

Certification in any Core learning goal(s) applies to ALL – and ONLY - formally cross-listed courses, and these should be identified in your proposal.

Please also note that once a course has been certified in Core learning goals, it may not be temporarily “cross-listed” with ‘Topics’ or other course numbers/sections in your own or any other department.
Once you login with your Net ID and password, you’ll see this screen – the default view of Your Items: Drafts, and Submitted Forms.

Some authorized users will see My Department’s Submitted Forms as well – all proposals that have been submitted by current and previous agents of your program.

Clicking on a folder will open it, and in each folder you can sort by various features – and search for particular items (upper right of each folder).
This guide focuses on the **Courses Form**, which is the most commonly used feature in the proposal system. *(The same basic steps apply to all the forms.)*

So to begin, click the “**Courses Form**” tab. This will allow you to submit a proposal to certify a course in the Core, or to add, drop, &/or change SAS courses.
Although both the CRC and the SAS Curriculum Committee use the same online proposal system, they operate independently.

For more information, see the sasoue.rutgers.edu website, & these links:

- **SAS Curriculum Committee Meetings and Members**
- **Core Requirements Committee (CRC) Meetings and Members**

The flow chart outlines a sequence of Yes/No choices that clarify how to proceed... and which committee(s) will review your proposal.
An SAS course may go to both committees at once – for example, if you want to propose certification in the Core while also changing the course title, no., pre- and/or co-req(s), etc… or it’s a new course that you also want to propose for the Core.

The key questions:

- Is this course already in the Master Course List?

- If this is an existing SAS course, do you also want to modify the course title, number, credits, description, pre-and/or co-requisite(s), and/or equivalencies (e.g., cross-listings)?
Is this course already in the Master Course List? - **YES**

If **NO**, select “Add a new SAS course” and follow the additional steps for Core certification (*the proposal goes to the SAS Curriculum Committee as well as the CRC*).

**Do you want to modify the course title, number, credits, description, pre- &/or co-req(s), special notation(s), &/or equivalencies (e.g., cross-listings)?** - **NO**

If **YES**, select “Change an Existing SAS course” and follow the additional steps for Core certification (*the proposal goes to the SAS Curriculum Committee as well as the CRC*).
Submit an Existing Course for Core Goal certification

If the *only* change you propose would be certification in the Core, the proposal goes *only* to the Core Requirements Committee (CRC).

Select the option **Submit an existing course for certification in the Permanent Core Curriculum.**

Next, you’ll enter the course number, and retrieve the existing information about it in the system.
The course look-up function does not link to the current University catalog, so you may need to enter some of the information.

In addition, because this system was designed for the SAS Curriculum Committee before the creation of the Core Curriculum, only SAS courses were in the initial database. The look-up won’t find most courses for other Schools unless/until they’ve been entered ‘by hand’.
You can save your work at any point after this, by clicking *Save Form* at the bottom… but you won’t be able to submit it for review without further information.

- **Course Format**: this field is new – and *required*. You must answer the question “*Is this course to be offered in an online or hybrid format?*”

If it is not (for now, or the foreseeable future) choose “Not online.”

The SAS faculty adopted the following policy at its meeting on May 7, 2013:

*SAS policy resolution on Online/Hybrid Course Proposals*
Submit an Existing Course for Core Goal certification

**Syllabus:** directly below the Catalog Description field is the Syllabus Upload field.

This is required: you won’t be able to submit the form for review without it, though you can save your Draft Form.

- Use the **Browse** function to find your syllabus file, in any one of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).

- Click **Upload File.** You will see a confirmation message.
Submit an Existing Course for Core Goal certification

Learning Outcome Goals for the Course

This field is for course-specific student learning goals, **not** the Core goals, and is meant for the SAS Curriculum Committee. **But something must be entered here, or you won’t be able to submit the form for the CRC, either.**

You may simply enter “**refer to syllabus**” in the box - or enter course-specific or relevant department learning goals.*

*Please note –there is a 500 character limit – including spaces. Exceeding the limit will prevent you from saving the form or submitting it for review.*

Method of Assessment

Again, this is for the course-specific, not Core, learning goals. In this **drop-down menu**, select a relevant method – or select “Other,” and repeat “**refer to syllabus**” in the new box that opens.

* Further down the form is an optional upload field where you can attach a course-specific assessment plan if you choose…*
Submit an Existing Course for Core Goal certification

Selecting the option Submit an existing course for certification… opened a complete list of the Core learning goals.

Check the Core goal(s) being proposed for certification.

Please take note, in doing so, of the special requirements for goals in certain categories – e.g., Social and Historical Analysis [HST & SCL]; Writing & Communication [WCD, WCR], etc….
Submit an Existing Course for Core Goal certification

The Core Requirements section

Next is the drop-down menu for the Method of Assessment for Core Curriculum. Select the option that best describes how the Core learning goal(s) will be assessed.

If you select Other, a new box will open. Enter “refer to Core Assessment Plan,” or outline the alternative method in the box.

(Please note the 500 character limit – including spaces: exceeding this will prevent you from saving the form or submitting it for review.)

- Core Assessment Plan: This is a required attachment. In this field…
  - Use the Browse function to find your assessment plan file, which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
  - Click Upload File. You will see a confirmation message.

If the Core goals list is open, you won’t be able to submit the form without this information.
Below the Core Requirements section are two optional fields.

- **Additional Information** can be attached, if you want to amplify on anything in the course proposal. This field allow multiple document attachments.
  - Use the **Browse** function to find your file(s), which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
  - Click **Upload File**. You will see a confirmation message.

- In the same way, you can attach an optional **Course-specific Assessment Plan** for any course &/or department learning goals identified above.
Submit an Existing Course for Core Goal certification

- At the bottom of the form, indicate whether the course would require additional resources because of Core certification, and...

- Confirm that the proposal has been discussed with and consented to by departments which offer cross-listed courses, or where there is a pre-requisite relationship. Certification in Core learning goals applies to ALL formally cross-listed courses.

- Click Submit for Review. You will now see a (read-only) version of the proposal in Submitted Forms on the Your Items tab....

- or, if you’re not ready to send this to the committee(s) yet, click Save Form, and it will be saved in your Drafts folder.
Once you click Submit for Review, a (read-only) version of the proposal appears in Submitted Forms on the Your Items tab, with its attachments (see below)...

...or, click Save Form at any time, and it will be saved in your Drafts folder (it’s a good idea to do this frequently as you work.)

As your proposal moves through the review process, it will be noted in the Status column in Submitted Forms.

If you get any error message(s) after clicking Submit for Review, and you can’t resolve the problem, contact Karen Dennis for help, at kdennis@sas.rutgers.edu
Please choose from the following options:

- Add a new course
- Change an existing course
- Drop an existing course
- Submit an existing course for certification in the Permanent Core Curriculum

Please note: these 3 options apply to SAS courses only

Follow the links for more Step-By-Step instructions:

- Proposal flow chart… a sequence of Yes/No choices that will help clarify the proposal and review process
- ADD A New Course to the SAS Catalog (with or without certification in Core learning goals)
- CHANGE an Existing Course in the Catalog (with or without certification in Core learning goals)
- DROP an Existing Course from the SAS Catalog
Help! *How do I…?*

For help with the [Course and Curriculum Proposal system](sascurriculum.rutgers.edu), the Core certification process, and/or assessment, contact:

Karen E. Dennis
kdennis@sas.rutgers.edu
(848) 932-2278

For more information:

- [SAS Office of Undergraduate Education](sasoue.rutgers.edu)
- [SAS Curriculum Committee - Meetings and Members](sascrccommunity.rutgers.edu)
- [Core Requirements Committee (CRC) – Meetings and Members](sascrc.rutgers.edu)
- [Core Learning Goals Certification - Frequently Asked Questions](sasclggoals.rutgers.edu)