

The background of the page is a light, textured surface, possibly paper or parchment, with subtle variations in tone and some faint, organic patterns. On the left side, there is a vertical strip of wood grain. Two dried, pressed leaves are visible: one on the left side, partially overlapping the wood, and another on the right side, pointing towards the center. The leaves are dark brown and appear to be from a tree or shrub.

# **CourseLeaf Catalogue**

**Editing Guide**

**Updated 3/10/2023**



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# General Information



Training videos are located on the Office of the Provost website under “CourseLeaf”

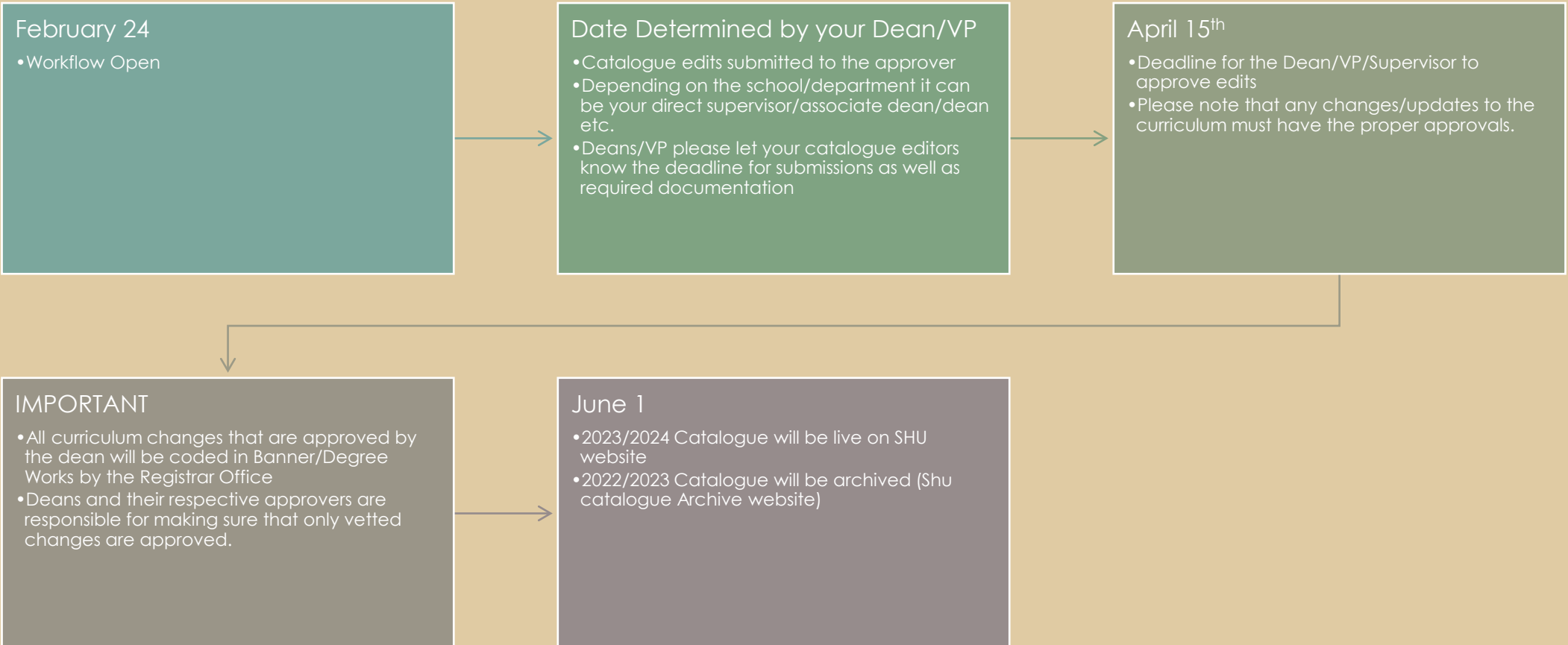


Only changes to existing programs will be submitted through CourseLeaf. Any new programs must be submitted using “New Program Form Part 2”



All the changes submitted via CourseLeaf have to be approved by all the appropriate governing bodies. Dean of each school needs to sign off on these changes.

# Timeline



# Existing Programs Edits

- Overview
  - Information about your program.
  - Please make sure they are accurate, correct, and reflecting the current curriculum that is in place

## Biology Major (B.A.)

Overview

Requirements

Planner

The B.A. in Biology (major code BIOA) is a program that provides a solid foundation in laboratory-based life sciences for students who are interested in integrating their study of biology with other disciplines including law, ethics, psychology, history, computer science, science writing or journalism, and education. The program is also of interest to students for expanding their understanding of this area of study that is increasingly important for informed citizenship, intelligent parenting, and life-long learning.

In addition to meeting the standards and requirements of the College of Arts and Sciences, degree candidates for B.A. in Biology must complete a minimum of 31 credits in biology, chemistry, and mathematics as well as 15 credits from the major elective courses listed below for a total of 46 credits. At least two major elective courses must be in Biology (BIOL), and no more than 4 credits of Biology electives may be in research, independent study, or Co-op courses.

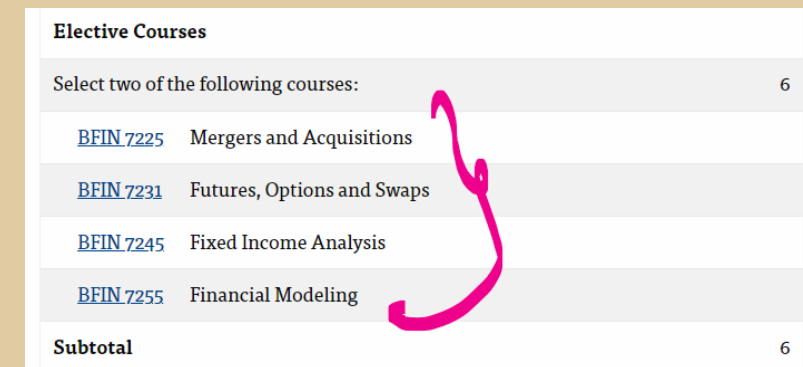
Students pursuing the B.A. in Biology will follow the College of Arts and Sciences Core Curriculum requirements for B.A. students.

# Existing Programs Edits cont.

- Requirements
  - Degree Requirements
  - Include GPA requirement if applicable
  - Please make sure they are accurate, correct, and reflecting the current curriculum that is in place
  - When listing elective courses please make sure to list all the courses that they can choose from.



Biology Major (B.A.)		
Overview	Requirements	Planner
<a href="#">Link to College Core requirement.</a>		
B.A. Degree Requirements		
<a href="#">BIOL 1211</a> & <a href="#">BIOL 1212</a>	General Biology- Organisms and General Biology-Organisms Lab	4
<a href="#">BIOL 1222</a> & <a href="#">BIOL 1223</a>	General Biology-Cell and General Biology-Cell Lab	4
<a href="#">BIOL 2221</a> & <a href="#">BIOL 2222</a>	Genetics and Genetics Lab	4



Elective Courses		
Select two of the following courses:		6
<a href="#">BFIN 7225</a>	Mergers and Acquisitions	
<a href="#">BFIN 7231</a>	Futures, Options and Swaps	
<a href="#">BFIN 7245</a>	Fixed Income Analysis	
<a href="#">BFIN 7255</a>	Financial Modeling	
<b>Subtotal</b>		<b>6</b>



# Existing Program Edits Cont.

- Planner
  - A model plan for your program
  - Please make sure they are up to date and correct #of credits

## Biology Major (B.A.)

Overview

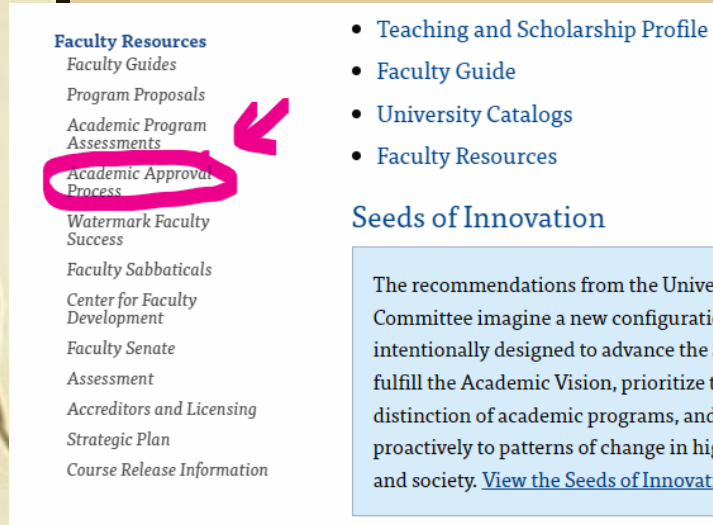
Requirements

Planner

### A Model 4-Year Plan for the B.A. in Biology

First Year		
FIRST SEMESTER		HOURS
<a href="#">CORE 1001</a>	University Life	1
<a href="#">CORE 1101</a>	Journey of Transformation	3
<a href="#">BIOL 1211</a>	General Biology- Organisms	3
<a href="#">BIOL 1212</a>	General Biology-Organisms Lab	1
<a href="#">ENGL 1201</a>	Core English I	3
<a href="#">MATH 1015</a> or <a href="#">MATH 1401</a>	Pre Calc Math Alg and Trig or Calculus I	4
	<b>Hours</b>	<b>15</b>

# Existing Program Edits Cont.



**Faculty Resources**

- Faculty Guides
- Program Proposals
- Academic Program Assessments
- Academic Approval Process**
- Watermark Faculty Success
- Faculty Sabbaticals
- Center for Faculty Development
- Faculty Senate
- Assessment
- Accreditors and Licensing
- Strategic Plan
- Course Release Information

- Teaching and Scholarship Profile
- Faculty Guide
- University Catalogs
- Faculty Resources

**Seeds of Innovation**

The recommendations from the Unive  
Committee imagine a new configurati  
intentionally designed to advance the  
fulfill the Academic Vision, prioritize t  
distinction of academic programs, and  
proactively to patterns of change in hi  
and society. [View the Seeds of Innovat](#)

- When making changes to the curriculum please follow the “Academic Approval Process” that can be found on [Office of the Provost Website](#)
- Report all changes to undergraduate programs to Jonathan Farina ([Jonathan.farina@shu.edu](mailto:Jonathan.farina@shu.edu)) and all changes to graduate programs to Chris Cuccia ([Christopher.cuccia@shu.edu](mailto:Christopher.cuccia@shu.edu)) to ensure that all other University offices are properly informed and relevant materials or records changed accordingly.”





# Extensive changes to programs

- If you will have extensive changes to your program page (large edits to curriculum tables) please e-mail:

- Kaerielle Larsen: [karielle.Larsen@shu.edu](mailto:karielle.Larsen@shu.edu)

- Ania Calka: [anna.calka@shu.edu](mailto:anna.calka@shu.edu)

We will help you edit or build new tables if applicable.



# New Programs

- If you have a **new and approved** program or a concentration that needs to be added to the catalogue please contact:
    - Kaerielle Larsen: [kaerielle.larsen@shu.edu](mailto:kaerielle.larsen@shu.edu)
    - Ania Calka: [anna.calka@shu.edu](mailto:anna.calka@shu.edu)
- We will build the new program for you.



# Course Edits

- While we implement DegreeWorks we are temporarily pausing changes to the following:
  - Course Number
  - Course Prefix
  - Course Description
  - Course Credit Number



# New Course Submission Form

- New and approved courses need to be submitted [via this form](#) in order to be loaded into Banner.

# Errors

- Course not found
  - Course does not exist (double check the # or prefix)
  - Course is not active (has not been offered for 5 or more years)

**Please ONLY include active courses that students can enroll in.**

<b>Third Year</b>		
<b>FIRST SEMESTER</b>		
BIOL 2341	Course BIOL 2341 Not Found	4
BIOA Elective		3
CORE 3XXX: Engaging the World		3
Arts & Sciences Core *		6



# Thank you!

- CourseLeaf Catalogue software Questions?  
Please e-mail:
  - Kaerielle Larsen: [kaerielle.larsen@shu.edu](mailto:kaerielle.larsen@shu.edu)
  - Ania Calka: [anna.calka@shu.edu](mailto:anna.calka@shu.edu)