**OneForm Instructions**

**Fill in the following areas:** *Name of person completing form*; *Date* (of completion)

Section A – COURSE INFORMATION:

First Column:

**Check the action requested:** *Course Addition* (New Course); *Course Change* (any change to the way the course appears or is treated in the Wiser system); *Reactivate Course* (for courses that have been approved but have not been taught in the preceding five years)

Second Column:

If the proposal seeks Gen Ed status for a new course or for an existing course, check the appropriate area from the choices in the second column: *Distribution; Diversity/Int’l Mgmt; Seminar (FYS/IS); Quantitative Reasoning; Capstone*

Third Column:

**Fill in** number of *Course Credits*; check yes/no for *Variable Course Credit*; enter *Minimum Credits* and *Maximum Credits*

**Fill in** *Department Name*; *Course Number*; *Term in which this will take effect* (N.B. this MUST be later than the term in which the proposal is submitted); *Short Course Title*; *Long Course* *Title*; *Course Description*. (N.B. If the course title and/or description are being changed, both the old and new titles/descriptions MUST be provided.) *Course Description* MUST be written in full sentences using only the third person.

*Requisites*: **Check** the appropriate boxes and provide the course numbers for any prerequisites or corequisites for the new course. **Select** *and/or* as appropriate between requisites. If the proposal seeks changes to the requisites for an existing course, be sure to explain precisely what is being changed in the space provided, so that it is clear to the Registrar what should appear in the Wiser system.

*Rationale for the Proposal*: **Explain** why a new course is being proposed – i.e. why it is needed; how it serves students; how it addresses disciplinary needs, etc. For course changes, explain why the proposed change is needed. This section should NOT describe the course.

*Other Information*: This section may be left blank, if all of the information needed for the Registrar to correctly enter the course is provided in the requisites section. **If necessary,** **provide** further information for the Registrar as to how the proposed course or course change should be handled with regard to program or degree requirements. This section should not include course description or rationale.

*Course Offering Details*: **fill in** *Course College* and *Course Department*; **check** appropriate level in *Academic Career*; **check** yes/no for *Is Course Cross Listed?* **If the course is to be cross-listed, fill in** the cross-listing information (please note: department chairs from each department in which a course is cross-listed MUST sign the OneForm)

SECTION B – COURSE REQUIREMENTS

**Fill out** *Course Requirements* for EITHER *Undergraduate* OR *Graduate Courses*, even if the course will be dual listed, in which case separate OneForms must be filled out, one for each level.

*Undergraduate Courses* (Required):

**Check** yes/no for *Does this course fulfill a General Education Requirement?* – **If the proposal seeks approval for GenEd, check** yes and fill in the appropriate area. A single OneForm can be used to apply for only one GenEd status. If the proposer wishes the course to fulfill more than one GenEd requirement, a separate OneForm must be completed for each one sought.

**Check** yes/no for *Is this course College of Management International Mgmt course?*

**Check** yes/no for *Does this course fulfill a Major Requirement?* (NB: checking Yes does not mean that students MUST take this course for their major; it merely indicates that the course can be counted toward some requirement of the major). **If the course does fulfill some requirement of a major, indicate** *in what Major?*

*Other Course Information:*

**Check** yes/no for *Is this course intended to be offered on-line?* If the course is to be offered on-line, please see page 4 of the OneForm, item 3, which recommends appropriate additions to the course syllabus.

**Check** yes/no for *Has this course been offered as a Special Topics course?* **If yes, provide** semester in which it was offered.

SECTION C – OTHER COURSE INFORMATION

This section is set up to provide every possible option available on Wiser for submission of course grades. For the vast majority of courses, a single final grade is entered into Wiser at the conclusion of the course. Unless the course generates more than one grade for the enrolled student (for example separate grades for the lecture and discussion portions of a course), **check** only ONE box in the first column (generally ‘Lecture’ even if the course is a seminar or practicum or heavily dependent on discussion), and **check** the yes box next to it under *Primary?* Following along the same line as the checked component, **check** the yes box of the middle column. Finally **check** ONE of the *Default Grading Basis* options in the last column, generally *Graded*.

Course Repeat Details: **check** yes/no for *Is Course Repeatable for Credit?* and *Is a student allowed to enroll multiple times in a single term?* If the course is repeatable, **fill in** *Total Units Allowed* (= total number of credit hours) and *Total Completions* (= number of times the student may take the course for credit).

SECTION D – SIGNATURES

At the top of the page **fill in** Department; Number; and Course Title

**Print** Signature Page; Have Department Chair sign in the designated space; **Scan** signature page and **submit** electronically to [cla.senate@umb.edu](mailto:cla.senate@umb.edu) with completed OneForm and Course Syllabus.