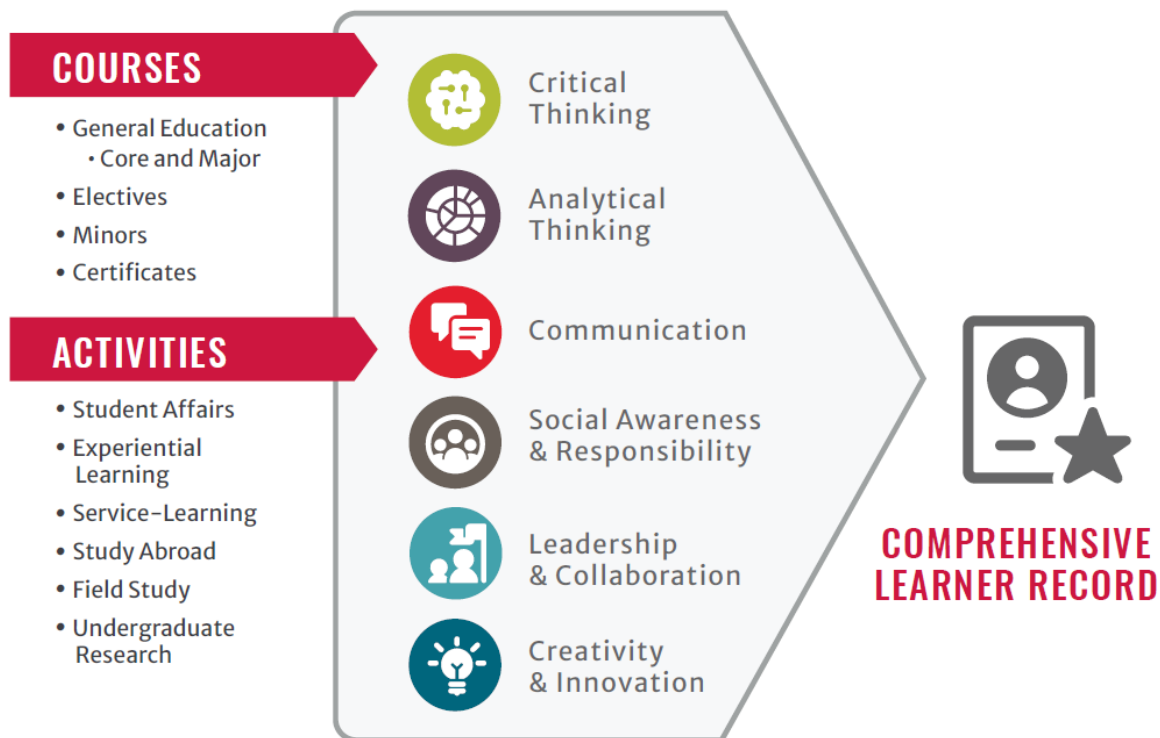




This reference guide will explain the process for submitting courses for Institutional Competencies using the online course approval system, CAPA.

This process will support the Comprehensive Learner Record, or CLR, at the University of Georgia.

The CLR is designed to highlight students' validated competencies and achievements that they have acquired through their UGA coursework and activities. Courses and activities that are approved for Experiential Learning and that meet the Institutional Competencies will be displayed in the CLR. For the CLR to be as robust as possible for our students, we encourage as many courses as possible to be submitted through these new CAPA processes.



To navigate to the Institutional Competency Tab when creating a New Course Proposal:

**STEP 1: Login to CAPA:**

- Go to [capa.uga.edu](http://capa.uga.edu)
- Select the "Create or Change a Course" link



## Submit a Course

Ready to create a new course or need to change an existing course?  
Click below to get started.

**CREATE OR CHANGE A COURSE**



- Log into CAPA with your UGA MyID and Password

### STEP 2: Open a New Course Proposal

- Select your Unit and your Role within the Unit

#### UNIT

Biological Sciences

#### ROLE

Select a Role

Select a Role

Department Course Initiator

Department Staff

Department Head

#### TASK

**STEP 3: Adding Course Objectives and Expected Learning Outcomes to the Syllabus tab that are required for use in the IC tab when working on a New Course Proposal**

- Select “Begin a New Course Proposal” from the “Task” dropdown:

## TASK

Select a Task

Select a Task

**Begin a New Course Proposal**

Begin a Course Change/Deletion Proposal

Work on an Unfinished Course Proposal

Proposals Returned for Initiator Action

- Enter the relevant new course information as needed (Course Prefix, Number, Cross-Listed Prefix, etc.), and select "Validate New Course ID"

**ENTER NEW COURSE PROPOSAL INFORMATION**

**OWNING COURSE PREFIX:**

BIOL - Biology

**NUMBER:** e.g., 2000, 4000/6000

1009

**CROSS-LISTED PREFIX:** e.g., (MATH)(STAT)

[Course ID Guidelines](#)

**SELECT ONE:** (see examples below)

No Suffix: CSCI 2000

Non-Credit Lab: CSCI 2000-2000L ⓘ

Credit Lab: CHEM 2111L ⓘ

Non-Credit Discussion Group: CSCI 2000-2000D ⓘ

Online Learning Course: CSCI 2000E ⓘ

Service-Learning Course: CSCI 2000S ⓘ

Writing Intensive Course: CSCI 2000W ⓘ

Integrated Language Course: CSCI 2000I ⓘ

Undergraduate Research Course: CSCI 4960R ⓘ

HONORS: CSCI 2000H ⓘ

[Course Suffix Guidelines](#)

**Validate New Course ID**

- Input required information in the "Course Info", "Equivalent Courses", "Pre/Coreq", and "Primary Delivery" tabs as needed for the course.
- Navigate to the "Syllabus" at the top of the page:

[View Proposal in New Window](#)

NEW COURSE PROPOSAL **BIOL 1109**

1. Course Info   2. Equivalent Courses   3. Pre/Coreq   4. Primary Delivery   **5. Syllabus**   6. EL   7. IC

- Enter Course Objectives and Expected Learning Outcomes for the course in the relevant "Proposed" section of the "Syllabus" page.
- Use the "+" button below each text box to make a new text box for additional Objective/Outcomes. Without these Objectives/Outcomes listed, the IC tab will not populate correctly:

## ADDITIONAL INFORMATION REQUIRED FOR THE SYLLABUS

Per University Curriculum Committee request, new course and course change initiators should consult the Center for Teaching and Learning's resources on Student Learning Outcomes (SLOs) before developing and revising course objectives/expected learning outcomes.

**Course Objectives:** The course objectives should be revised to reflect Student Learning Outcomes for the course. [Center for Teaching and Learning Course Learning Outcomes Guide](#)

**Topical Outline:** For improved assessment, please revise the topical outline into the new format with individual fields provided.

### COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

Test Course objective 1

Test Course objective 2

### TOPICAL OUTLINE

Topical Outline 1

Topical Outline 2

- Navigate to the top of the New Course Proposal Page, and select the "IC":

[View Proposal in New Window](#)

## NEW COURSE PROPOSAL BIOL 1109

1. Course Info

2. Equivalent Courses

3. Pre/Coreq

4. Primary Delivery

5. Syllabus

6. EL

7. IC

### STEP 4: Adding Institutional Competency Information for the Course:

- Select the checkboxes of the relevant Course Objectives and Expected Learning Outcomes from the "Syllabus" tab within all six listed Institutional Competencies, expanding the sections as needed. The Institutional Competencies are:
  - Critical Thinking
  - Analytical Thinking
  - Communication
  - Social Awareness & Responsibility
  - Creativity & Innovation

- Leadership & Collaboration

## INSTITUTIONAL COMPETENCY (IC)

### INSTITUTIONAL COMPETENCY INSTRUCTIONS

[University of Georgia Institutional Competencies](#) 

[Examples of Courses and Co-Curricular Experiences that Meet an Institutional Competency](#) 

**IC Form Guidelines:** In order to map your course to individual Institutional Competency learning outcomes, please select the appropriate course learning outcomes check boxes listed below (check all that apply).

### Critical Thinking

#### CRITICAL THINKING

*The ability to pursue and comprehensively evaluate information before accepting or establishing a conclusion, decision, or action.*

#### IC Learning Outcome: Consider, engage, and analyze opposing viewpoints or arguments

Course Learning Outcomes:

- Course objective 1
- Course objective 2

#### IC Learning Outcome: Evaluate the credibility of information

Course Learning Outcomes:

- Course objective 1
- Course objective 2

#### IC Learning Outcome: Support one's own conclusion, decision, or action with sound reasoning and judgment

Course Learning Outcomes:

- Course objective 1
- Course objective 2

#### IC Learning Outcome: Interpret inferences and develop subtleties of symbolic and indirect discourse

Course Learning Outcomes:

- Course objective 1
- Course objective 2

**STEP 5: At the bottom of this page, provide a description of how the course/experience content and activities address the selected competency or competencies in the provided text box.**

Please provide a description of how the course/experience content and activities address the selected competency(ies):

Enter description of course experience and how it matches the competencies here.

To display a preview of the course in a new window that does not have text boxes and will allow you to print a copy of the proposal, click the “View Proposal in New Window” option at the top of the proposal page.

[View Proposal in New Window](#)

To copy a link to the proposal, click the icon in the top right corner of the page.

- This will allow you to share the course proposal that is in progress at the Initiator level. Once the course is submitted forward, the proposal will be viewable in CAPA Browse.

NEW COURSE PROPOSAL



**STEP 6: Save the New Course Proposal for later editing, or submit the New Course Proposal along in the normal approval workflow for further review:**

### SAVE OR SUBMIT

One of the following must be selected:

- Temporary Save
- Submit to Department Staff
- Submit to Department Head

[Proceed](#)