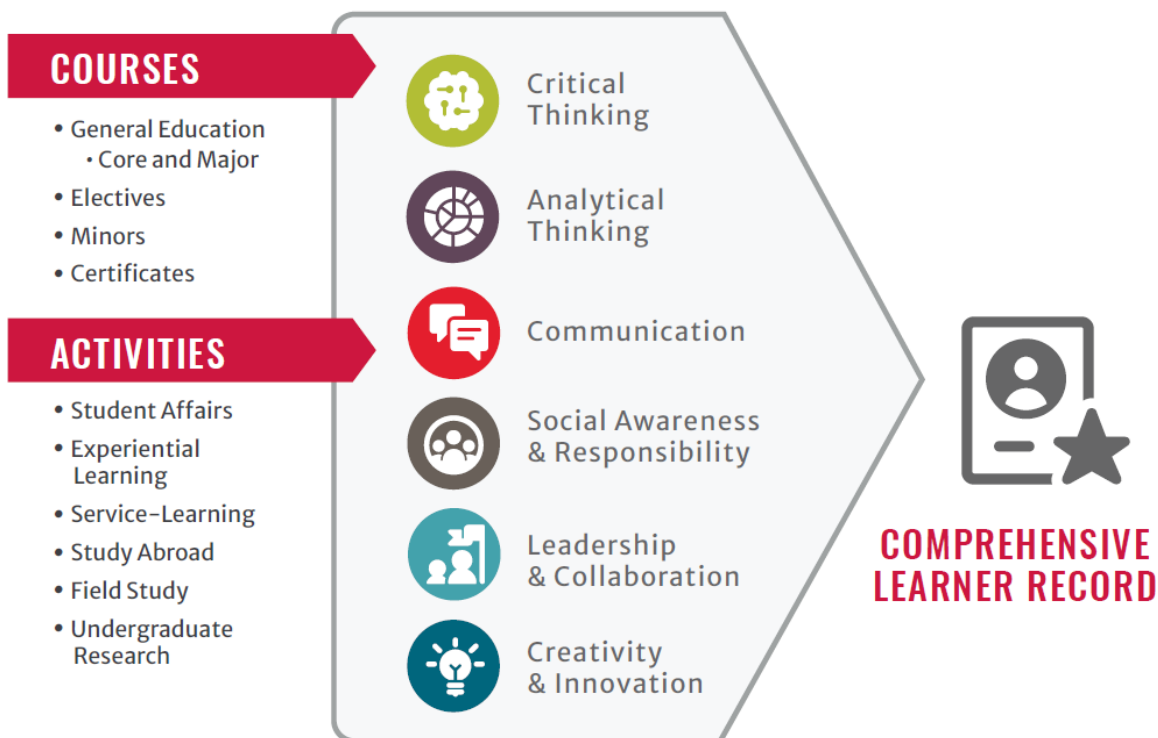




This reference guide will explain the process for submitting courses for Institutional Competencies using the online course approval system, CAPA.

This process will support the Comprehensive Learner Record (CLR) at the University of Georgia.

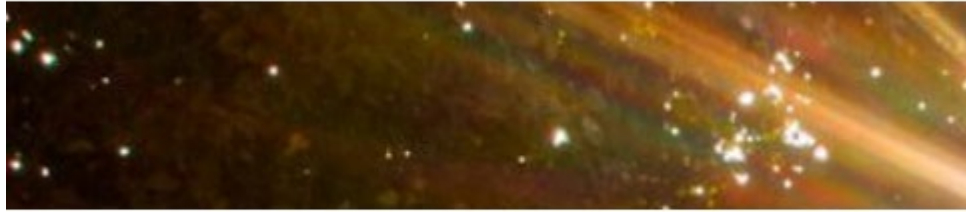
The CLR is designed to highlight students' validated competencies and achievements that they have acquired through their UGA coursework and activities. Courses and activities that meet the Institutional Competencies will be displayed in the CLR. For the CLR to be as robust as possible for our students,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



To add Institutional Competency information when submitting a Course Change Proposal:

**STEP 1: Log in 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 Course Change 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: Add Course Objectives/Student Learning Outcomes to the Syllabus tab that are required for use in the IC tab when working on a Course Change Proposal:**

- Select “Begin a Course Change/Deletion 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

- Choose the relevant course you wish to edit from the list beneath the selected prefix and select “Begin Proposal”:

**BEGIN A COURSE CHANGE PROPOSAL**

BIOL - Biology

**SELECT ONE COURSE TO CHANGE OR DELETE**

BIOL 1103  
Course change or deletion in progress

BIOL 1103L

BIOL 1103E

BIOL 1104

BIOL(FANR) 3460

BIOL(WILD) 3700W

BIOL 3710L

BIOL 3720L

BIOL 3900

BIOL 3900H

BIOL 3910

**Begin Proposal**

- If at least one of the Course Objectives/Student Learning Outcomes for the course will satisfy one or more of the Institutional Competency learning outcomes, select the “Institutional Competency” checkbox under “Select the Fields You Would Like to Change”. Then click “Proceed”:

**SELECT THE FIELDS YOU WOULD LIKE TO CHANGE (INSTRUCTIONS):**

- Course ID
- Course Titles
- Course Description
- Additional Requirements for Graduate Students
- Grading System
- Credit Hours and Lecture/Lab/Discussion Hours
- Non-Traditional Format
- Repeat Policy
- Equivalent Courses
- Required Prerequisites
- Prerequisite or Corequisite Courses
- Corequisite Courses
- Primary Delivery Mechanism
- Course Will Be Offered
- Course Objectives/Student Learning Outcomes

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 Student Learning Outcomes Guide](#)

- Topical Outline

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

- Honor Code Reference
- Experiential Learning
- Institutional Competency

**Institutional Competencies:** Only select this box if at least one of the course Student Learning Outcomes for this course will satisfy one or more of the following Institutional Competency learning outcomes:

- Critical Thinking
- Analytical Thinking
- Communication
- Social Awareness & Responsibility
- Creativity & Innovation
- Leadership & Collaboration

For more information visit: <https://reg.uga.edu/faculty-and-staff/competencies/>

To **DELETE** this course, click on the Delete Course button located under the Proceed and Cancel buttons below.

**Proceed**

Cancel

- Navigate to the top of the Course Change Proposal page and select the "Syllabus" tab:

[View Proposal in New Window](#)

COURSE CHANGE PROPOSAL **BIOL 1104**

Course Info

Equivalent Courses

Pre/Coreq

Primary Delivery

**Syllabus**

EL

IC

Course Change/Deletion

- Enter Course Objectives/Student Learning Outcomes for the course in the relevant “Proposed” section of the “Syllabus” page.
- Each Course Objective/Student Learning Outcome should be entered in a separate text box. If a course has more than one Objective/Outcome, click the “+” button to add additional text boxes. Without these Objectives/Outcomes, the IC tab will not populate correctly:

### COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

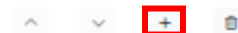
#### CURRENT:

Inquiry-based lab exercises and guided observations use a cooperative-learning format to study representatives of all major groups of organisms. Field trip observations of an aquatic ecosystem(Lake Herrick). Establish and study a microcosm aquatic ecosystem. Design and carry out an experiment to answer a question about aquatic ecosystems. Learn to observe carefully, ask questions, make measurements, collect data, and interpret results. Practice writing skills.

#### PROPOSED: (each line's limit is 4000 characters)

Each Student Learning Outcome should be entered in a separate text box. If a course has more than one Student Learning Outcome, click the “+” button below to add additional text boxes.

If this course is approved for an Institutional Competency, update the Institutional Competency outcomes on the "IC" tab as needed. For more information, click [here](#).



- Navigate to the top of the Course Change Proposal Page, and select the “IC” tab:

[View Proposal in New Window](#)

COURSE CHANGE PROPOSAL **BIOL 1104**

[Course Info](#)

[Equivalent Courses](#)

[Pre/Coreq](#)

[Primary Delivery](#)

[Syllabus](#)

[EL](#)

[IC](#)

[Course Change/Deletion](#)

#### STEP 4: Add Institutional Competency information for the Course:

- Within each Institutional Competency section, select the checkboxes of the relevant Course Objectives/Student Learning Outcomes that have populated from the “Syllabus” tab, expanding the sections as needed. The Institutional Competencies are:
  - Critical Thinking
  - Analytical Thinking
  - Communication
  - Social Awareness & Responsibility
  - Creativity & Innovation
  - Leadership & Collaboration
- **Remember...**
  - Institutional Competencies should *only* be selected for a course if they are evidenced by the Course Objectives/Student Learning Outcomes entered on the “Syllabus” tab.
  - Not all Course Objectives/Student Learning Outcomes or IC Learning Outcomes under an Institutional Competency need to be selected for the course to fulfill that Competency.

#### INSTITUTIONAL COMPETENCY (IC)

##### INSTITUTIONAL COMPETENCY INSTRUCTIONS

[University of Georgia Institutional Competencies](#) 

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

Institutional Competencies should only be selected for this course if they are evidenced by the course Student Learning Outcomes on the Syllabus tab.

**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: Within the text box beneath each selected Institutional Competency, briefly provide examples of how the course will support students in achieving the IC's outcomes. This may include in-class work, out-of-class work, assignments, and/or assessments:**

*Briefly provide examples of how the course (in-class and out-of-class work, assignments, or assessments) will support students in achieving the outcomes of this institutional competency.*

**To display a preview of the course in a new window that 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.**

Biological Sciences / Department Course Initiator / Begin a Course Change/Deletion Proposal

BACK BUTTON HAS BEEN DISABLED

AUTO SAVED AT 1:46:59 PM

[View Proposal in New Window](#)

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

- This copy function 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.

COURSE CHANGE PROPOSAL



**STEP 6: Save the Course Change Proposal for later editing, or submit the Course Change Proposal to proceed 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](#)