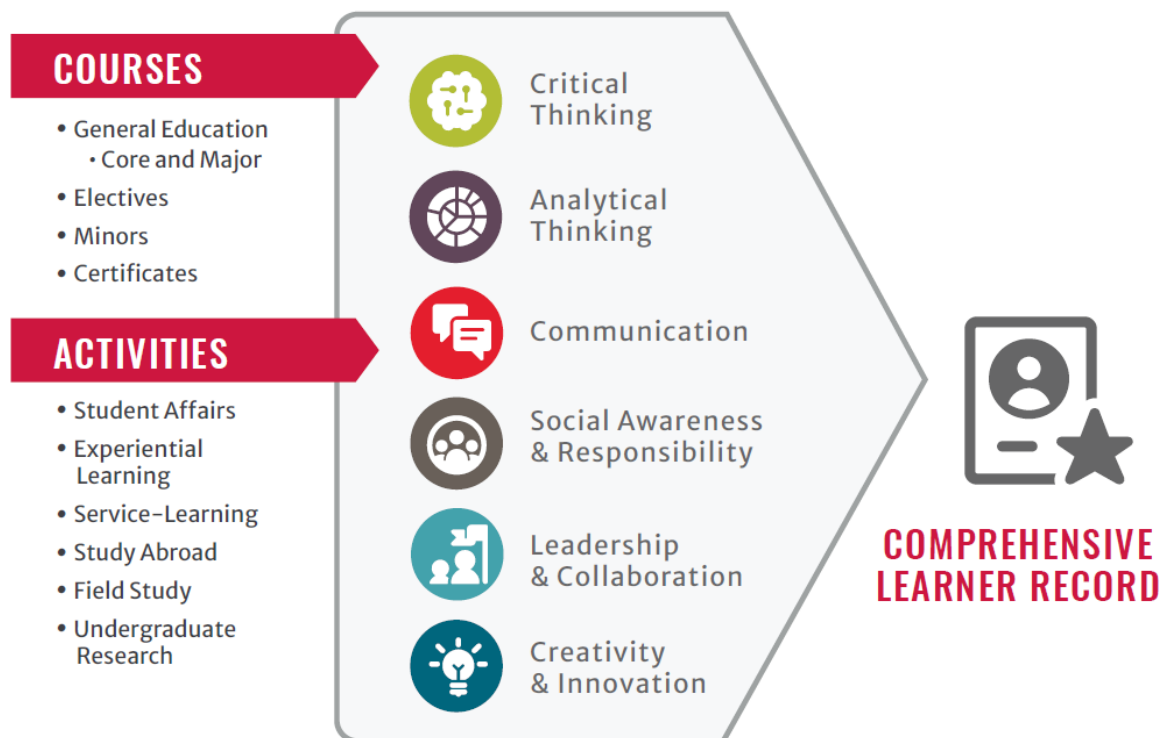




This reference guide will explain the process for submitting courses for Institutional Competencies using the online course approval system, CAPA.

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 creating a New Course 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 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: Add Course Objectives/Student 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)

**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 ID Guidelines](#)

[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” tab 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/Student Learning Outcomes for the course in the relevant 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:

## 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 Student 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

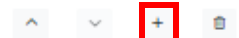
Each Student Learning Outcome should be entered in a separate text box. If a course has more than one Student Learning Outcome, click the "+" button below to add additional text boxes.

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](#).

Course Objective/Student Learning Outcome 1

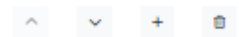


Course Objective/Student Learning Outcome 2

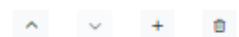


## TOPICAL OUTLINE

Topical Outline 1



Topical Outline 2



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

[View Proposal in New Window](#)

NEW COURSE PROPOSAL **BIOL 1109**

#### 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.

1. Course Info

2. Equivalent Courses

3. Pre/Coreq

4. Primary Delivery

5. Syllabus

6. EL

7. IC

#### 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 student 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

###### PROPOSED STUDENT LEARNING OUTCOMES:

Course Objective/Student Learning Outcome 1

Course Objective/Student Learning Outcome 2

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

###### PROPOSED STUDENT LEARNING OUTCOMES:

Course Objective/Student Learning Outcome 1

Course Objective/Student Learning Outcome 2

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

###### PROPOSED STUDENT LEARNING OUTCOMES:

Course Objective/Student Learning Outcome 1

Course Objective/Student Learning Outcome 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 / Work on an Unfinished Course Proposal  
BACK BUTTON HAS BEEN DISABLED

AUTO SAVED AT 9:59:01 AM

[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 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](#)