

Before you start your Course form, here are a few things to think about or gather before you begin:

1. Your course description will be appear exactly as written in the catalog. It is recommended that descriptions be short and succinct and start with a verb. Active voice is preferred. Here are a few examples from our current catalog:

**BIOS 260 | General Genetics | 4 cr**

Explains fundamental principles including transmission, molecular and population genetics. Introduces lab techniques for investigating organisms including microorganisms, plants, lower animals and humans.

**COMM 107 | Communication and the Human Condition | 3 cr**

Examines social aspects of human life, including a strong focus on how identify, culture and social relationships are managed in interaction. Includes an introduction to how language constructs a version of the world in interaction.

2. Course learning outcomes are required as part of the form. For guidance on learning outcomes, check out this resource. Here is a few great resources:  
[Writing student learning outcomes from UW Madison](#)  
[Course Map Guide](#)  
[Revised Bloom's Taxonomy from Iowa State University](#)
3. Have a copy of a syllabus for each modality being offered.
4. If you are requesting DV, CBL or GNED approval, review any information available about requirements on their individual website.
5. Review the sample form