Course Leaf: New Course Request or Existing Course Revision

Enter https://courseleaf.unmc.edu/courseadmin
Log in with your LDAP username and password

- If you are **revising a current course**: Enter the course ID or partial name in the search box and click search. You can even search a partial title using ** i.e. *bio*
    - Click "Edit Course"

- **To propose a new Course**: Click on Propose New Course.

Rationale for this request: Enter the reason for the requested change or proposal.

Effective Term: Choose the 1st semester this course should be available.

Course Department: Choose the appropriate DEPT acronym (email Lisa if you are unsure which acronym of department to choose).

Course # : LEAVE AS TBD. This number will be established by Student Affairs.

Academic Dept / Organization: This should auto-fill (make sure it matches what you were expecting)

College: This should auto-fill (Make sure this points to College of Medicine)

Campus: UNMC should be checked

Course Level: MD courses are ALL **Professional** level

Course Title: This is a "clipped" version of the full title (Student Affairs may adjust this if needed)
Ex. GURD

Long Title: Please fill in the full title of the course
Ex. GU, Reproductive, and Developmental

If cross-listed, please list equivalent courses: MD Courses are not cross listed

Credit Hours: College of Medicine MD program has established 1 credit hour per week of class. M4 courses are 4 weeks/4 credit hours.

Student Contact Hours: Student contact hours are based on a 40-hour week. Using the descriptors provided in the help bubble determine the approximate hours per week students will have contact in the different forums. (For help on this you may contact Lisa Paquette)

>   EX : Activity-Hours/Week. Rounds-5. Didactic conferences-3. Independent learning-10. Research project-3 OR case supervision-40
>   CONVERTS TO: 4 Cr Hours; Synchronous 3, Research 3, Clinical 5, Other 29
>
>   EX. 2: During the rotation, the student will be actively engaged in seeing patients in clinic and forming his or her own assessment and treatment plan. In addition, he or she will participate in allergy division lectures and present a short lecture to allergy faculty at the end of the rotation.
>   CONVERTS TO: 4 Cr Hours; Synchronous 4, Clinical 32, Asynchronous 4

Repeatable for Credit: MOST MD courses are not repeatable.

Do you need a Canvas shell? COM MD course do NOT create CANVAS shells

College of Medicine: Do not mark this section

Targeted Audience: List who this is intended for (i.e. Phase 3 MD Students)

Method of Instruction: Although you may use multiple methods, only one primary method can be chosen. Most courses fall under the clinical title for Phase 3 MD Students

Grading Scheme: COM MD Grading falls under **Medicine**

Initial Course Format: Please select **In Person**

Semester Typically Offered: Please select **Fall/Spring**

Course Description: Please enter your course description, which will be "printed" in the catalog. Student Affairs will adjust this to reflect contact information for students when scheduling the course.