Course Approval (CARMIn) System
Initiating a Course Request

Contents

Overview

The Course Approval, Remonstrance, Maintenance, and Integration (CARMIn) system is used to request a new course or request a course change. This system is based on approval route nodes; these nodes which are linked to your document and the document is routed through a workflow process.

Steps

Locating the Course Forms

The CARMIn course forms are available in One.IU via the 'Initiate New Course/Course Change Request (CARMIn)' task.

1. Log into: one.iu.edu.

2. In the **Search** bar, search for "*CARMIn.*"

3. Click on the **Initiate New Course/Course Change Request** (CARMIn) task.

4. Refer to the instructions below for help.

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Browser Type

The recommended browsers are Firefox, Chrome, or Safari.

How does the system know where to route your form?

By the Campus, School, and the Academic Subject Area you select.

This system is based on route nodes that are linked to your document. The nodes are in a particular order. When a document is submitted by the initiator, it routes to the first node. That node then looks at your document to see which campus, school, and academic subject area you have selected to determine which workgroup the document should be routed to for approval. A workgroup is comprised of an approver and in most cases a back-up for that approver. Once one of the workgroup members has approved the document, it will route to the next node. If your school or department does not have a workgroup at a particular node, the document will skip the node and move to the next one.

Be sure to select the correct school and academic subject area to ensure your form is routed correctly. If, after submitting the form, you discover you have selected the incorrect school and/or academic subject area, check the Route Log to see to whom the document has routed and contact those people to ask them to return the form to you so you can correct it. You can also contact UES Course Catalog (catalog@iu.edu).

Entering Data into the Course Request Forms

When you click on the **Initiate New Course/Course Change Request (CARMIn)** tile in One.IU, it will take you to the Course Approval, Remonstrance, Maintenance and Integration System welcome page.

1. Select the **Requesting Campus**. This is the campus submitting the request and where the course will be offered.

2. Select the **School**. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.

3. Select the **Subject**.

4. Enter the **Course Number** (example format: W 131, or 22000 for a Purdue course). When you tab out of this field, a message will display, for example "Will initiate a New Course Document for IN ENG-X 205."

   NOTE: Depending on the values previously selected, you may instead see a 'course change' or 'matching course' message here. See the *Course Change Document* section or the *Matching Course* section of this document for more information.

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5. Click **Continue**.

6. The *New Course Document* page will be displayed.

    NOTE: You must enter data in all the required fields, which are marked with an asterisk, before submitting the document.

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New Course Document

1. The Document Number (**Doc Nbr**), **Initiator**, **Created** date and **Status** will display at the top of the page. You will also see the information you added on the previous page (Requesting Campus, School, Subject and Course Number).

2. In the **Course Request Key Fields** section, complete the fields that are not already populated. See the information below for each field.

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Course Request Key Fields		
*1a	**Requesting Campus**	Indicate the campus submitting the request. Select the Campus at which the course will be offered.
1b	**Other Campuses (if System-Wide School)**	System-wide schools should check all appropriate campuses. This field is only available for a small set of schools that have system-wide approval.
2	**Matching Course**	A "matching" course indicates that another campus currently has approval to offer the same course. You are requesting that your campus be given approval to offer the course, using the existing course information. The information can be found in the IUIE Course Catalog report.
3	**School**	Select the School/Academic Group in which the course will be offered. Examples: COLL, LIBA, MUS, etc.
4	**Subject**	Academic Subject is the same as department code. Examples: PHYS, MUS, etc.
5a	**Course Number**	The proposed course number may include a course letter designation as a preface to the course number (for example W-131 for English composition). Course letter designation must be a single letter. Letter not required if Purdue. The course number must be 3 digits for IU courses or 5 digits for Purdue courses.
5b	**Reserved course number with UES Course Catalog (catalog@iu.edu)?**	UES Course Catalog must give clearance for the proposed course number before the course number is included on this form. Email catalog@iu.edu to receive the appropriate clearance.
6	**Credit Type**	Indicate type of credit. Graduate credits require University Graduate School approval. You can look at which degree this particular course will fulfill to help determine if a course number above 500 is Graduate credit or Professional credit. There are some courses that are both Graduate and Professional credit, such as some IUB LAW courses. Professional credit is given for a graduate-level course that does not require University Graduate School approval and that is generally offered by a Professional School, such as Law or Dentistry. Undergraduate credit for Lower Division courses are generally numbered 100 through 499.
7a	**Long Course Title**	Supply a Long Course Title as it should appear in the Bulletin and Course Catalog. Up to 100 characters are allowed. Verify the proposed course title for clarity and correct spelling.
7b	**Short Course Title**	Supply a Short Course Title of no more than 30 characters. If the Long Course Title is 30 characters or less, you should re-enter the same title in this field. This title will appear on the students' records,

		including the transcript, so it is important that the title is clear and decipherable. UES Course Catalog reserves the right to adjust the Short Course Title as needed.

NOTE: Click **Hide** to hide one or multiple sections of the form. Click **Show** to display a section of the form that has been hidden.

Course Catalog Attributes

In the **Course Catalog Attributes** section, complete the following fields:

Course Catalog Attributes Fields		
8	**Academic Career**	Select the Academic Career (UGRD, GRAD, MED, OPT, etc.) A small number of schools have been approved for GRD1, which allow a separate Winter term.
9	**Effective Term (anticipated)**	Indicate the semester that the new course is to become effective. New Course requests should be

		submitted at least 6 months prior to that term's Schedule of Classes deadline. UES Course Catalog may need to adjust the Effective Term before final approval is given.
10	**Credit Hours**	Ensure that the proposed hours of credit meet the standard number of instructional minutes required. If they do not, other rationale should be noted in the Notes section at the bottom of the form.
11	**Contact Hours**	Indicate the contact hours that meet each week, in a regular semester format. This field is not maintained in the Course Catalog and is only collected for review purposes.
12	**Is S/F grading approval being requested?**	According to the Academic Guide: Permission must be sought from the School Dean and the Dean of the Faculties to offer a course on a Satisfactory/Fail basis. The grade of "S" may be awarded only for such approved special courses, "S" and "F" are the only grades which may be awarded to enrollees in such a course. If a course is approved for S/F grading, you may elect to use either S/F grading or letter grading by each section. If S/F grading is not elected, "S" grades are not permitted.
13	**Is variable title approval being requested?**	Variable title approval will normally be given only for courses whose official title is "Research in...", "Independent Study in...", "Topics in...", etc., with variability being used to specify special topics. Variable titles are used at the class section level and are not variable by student. Variable titles need not be used even if the course has been approved for them.
14	**Enrollment Requirements (prerequisites, co-requisites, program restrictions, etc.)**	List all enrollment requirements, such as prerequisites/co-requisites and program/plan restrictions, that apply using this format: "P: ENG-X 999 or LIT-X 999", using AND/OR connectors and parentheses to group courses where appropriate. Once final approval is given, the CARMIn form will route to your campus Office of the Registrar to create an ERG (Enrollment Requirement Group), if appropriate. UES will then attach the ERG to your campus' offering in the Course Catalog.
15	**Course Description**	The Course Description should provide a clear and concise description of the course and should not exceed 50 words. Do not include enrollment requirements (i.e. prerequisites, etc.) in this field. Verify the proposed course description for clarity, brevity, and correct spelling.

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Course Attributes for Scheduling

In the **Course Attributes for Scheduling** section, complete the following fields:

Course Attributes for Scheduling Fields		
16	**Equivalent Course(s)**	Please list all equivalent courses. A student will only receive credit for one of the courses taken.
17a-d	**Repeatable for Credit?**	If the course may be taken more than once for credit, please indicate Yes. If yes, please also note the total number of credit hours that a student may receive for the course (Total Career Credit Hours Allowed), the total number of times a student may take the course (Total Career Completions Allowed), and whether a student will be allowed to take the course more than once per semester.

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18a	**Primary Component for Scheduling (instructional experience)**	Indicate the primary approach that will generally be used for instruction in the course. The primary component is usually the graded component. If more than one component type will be used for instruction, select those in the additional components. For a list of definitions for each Component type, please visit the UES Student Records > Course Catalog website: https://usss.iu.edu/student-records/services/index.html
18b	**Additional Component(s) for Scheduling**	Indicate only those additional component(s), aside from the primary component, that may be scheduled for this course.
19	**Instruction Mode (select all that apply)**	Indicate the media / technology that will generally be used to deliver instruction in the course. If more than one of these modes will be used for instruction, check all that apply. This is for informational purposes only; Instruction Mode is not updated in the Course Catalog. **Distance Synchronous Video** **Hybrid-Distance Video & Online** **Hybrid (HY)** – Combines classroom instruction with online instruction. In a hybrid class, 25 percent to 75 percent of the instruction is expressly designed to be delivered in an online format. **Internship/Practicum (IN)** **Independent/Directed Study (IS)** **Online All (OA)** – Designed to be delivered entirely through an online course management system. It allows the student to complete course requirements at any time and from any location. **Online Interactive (OI)** – Classes have a few on-campus class meetings (often for labs and exams), but 76 percent or more of the instructional content is expressly designed to be delivered online. **Face-to-Face (P)** - Most instructor-student communication for the course is completed through live, face-to-face class meeting and office hours.
20	**Instructor Name**	If available, indicate the instructor of this course.
21	**Estimated Enrollment**	Please enter the estimated enrollment.
22	**Estimated Enrollment Percent Expected to be Graduate Students**	Please enter the estimated enrollment percent expected to be Graduate Students.
23	**Frequency of Schedule**	Indicate the frequency of schedule.
24	**Course Typically Offered**	The purpose of the **Course Typically Offered** field is to provide information for the students' Planner. This allows students to add courses to their course

		planner and then assign them to a particular term, allowing the students to plan ahead. Please do not answer this question if you do not know the answer because the students will be counting on its accuracy.
25	**Will this course be required for majors?**	Indicate **Yes** if required for majors. Otherwise, indicate **No**.

Additional Course Information

Course Request Key Fields   Show ⌄

Course Catalog Attributes   Show ⌄

Course Attributes for Scheduling   Show ⌄

Additional Course Information ⟵   Hide ⌃

26. Justification for New Course * ⑦

[   ]

27a. Does this course overlap with existing courses? * ⑦
○ Yes ○ No

28. Are the necessary reading materials currently available in the appropriate library? ⑦
○ Yes ○ No

29. Do you anticipate this course will require a special fee? (Information Only) ⑦
○ Yes ○ No

In the **Additional Course Information** section, complete the following fields:

Additional Course Information Fields		
26	**Justification for New Course**	Provide a justification for creating this new course.
27a	**Does this course overlap with existing courses?**	Indicate **Yes** or **No**. If yes, explain the course overlap in 28b.
27b	**Please explain**	
27c	**Have you contacted the appropriate department, school, etc. affected by the overlap?**	
28	**Are the necessary reading materials currently available in the appropriate library?**	Indicate **Yes** if the reading materials are available.

29	Do you anticipate this course will require a special fee? (Information Only)	This question may be helpful to you if you are the contact for the registrar when they are determining which courses require a fee. Any answers to this question will NOT be used by the registrar or bursar.

Essential Syllabus Information

In the **Essential Syllabus Information** section, complete the following fields:

Essential Syllabus Information		
* ESI 1	**Course Content**	Describe the Course Content.
* ESI 2	**Representative Bibliography or Resources**	Indicate the Representative Bibliography or Resources, including any required or recommended texts or readings.
* ESI 3	**Teaching and Learning Methods**	Indicate the Teaching and Learning Methods.
* ESI 4	**Learning Outcome/Objectives**	Indicate the Learning Outcome/Objectives.
* ESI 5	**Learning Assessment**	Indicate the Learning Assessment, including grading rubric (example: exams 50%, paper 30%, attendance 20%).

Campus Specific Questions – IU Indianapolis campus fields

IN 1
PROFILES OF LEARNING for Undergraduate Success: IU Indianapolis

These Profiles equip undergraduate students with skills needed to succeed in the workplace and become successful contributors to their community. Aligning Profile(s) with course learning outcomes helps students understand how their work in the course relates to the broader learning outcomes.
- **Communicator - Evaluates information. Listens actively. Builds relationships. Conveys ideas effectively.**
- **Problem Solver - Thinks critically. Collaborates. Analyzes, Synthesizes, and Evaluates. Perseveres.**
- **Innovator - Investigates. Creates/Designs. Confronts challenges. Makes decisions.**
- **Community Contributor - Builds community. Respectfully engages own and other cultures. Behaves ethically. Anticipates Consequences.**

General Education Questions - This is for non-Bloomington, undergraduate requests. Each campus has a campus-specific approval process.

GE1	Does this course satisfy General Education requirements?	Indicate **Yes** or **No**

Career Specific Questions - University Graduate School fields

UGS 1 a	Is this a cross-listed course?	Indicate **Yes** or **No**
b	Please list the cross-listed courses.	
c	Is this cross-listing being permanently removed?	Indicate **Yes** or **No**
d	Additional comments:	
UGS 2 a	Is this a joint-listed (combined section) course?	Indicate **Yes** or **No**
b	Please list the join-listed (combined section) courses?	
c	Is this joint-listing (combined section) being permanently removed?	Indicate **Yes** or **No**
d	Additional comments:	

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For UES Course Catalog Use Only

The **For UES Course Catalog Use Only** section containing the Course ID # and Remonstrance List # should only be completed by a UES staff member.

For UES Course Catalog Use Only		
UES 1	**Course ID:**	A new Course ID generated from the SIS Course Catalog will be assigned for new courses upon final approval. If "Matching" another campus' course, then the same Course ID will be used.
UES 2	**Remonstrance List:**	The number of the monthly remonstrance list will populate once the request is posted to the remonstrance list.
UES 4	**Interim Approval Granted**	Indicate **Yes** or **No**
UES 5	**Interim Approval Date**	Enter an approval date.

Notes and Attachments

1. Enter any necessary Notes and Attachments. See below.

Attaching a Note or Attachment (Syllabus or Other Documents)

You can attach any number of documents to the course request forms. Some schools require a syllabus.

1. To add a Note, enter a note in the **Document Note Text** box and click the **Add** button. *It is recommended that you click* **Save** *before the document is routed to make sure the note is saved.* You can share additional information to expand on the course information. If you are returning the form to a prior level for approval, the note can also be used to inform the person why you are returning the form.

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2. To add an Attachment, enter a label for the file in the **Description** box (example: Syllabus for ENG-X 999).

3. Click **Select File** to search for your file/attachment (for example, a syllabus).

4. Select the file you want to attach and click **Open**.

5. Now that you have selected your file to attach you will need to click **Upload** to attach it to the form. *It is recommended that you click* **Save** *before the document is routed to make sure the attachment is saved.*

6. When the attachment has been added, the file name will display under the **File** heading.

7. To add another attachment (if needed), click **Select File**. Click **Delete** to delete an attachment.

Routing Your Form

After you have entered all the necessary information on your form and attached the syllabus (if required), you will need to route the form for approvals.

You will notice the following buttons at the bottom of the form: **Submit**, **Save**, **Cancel Document**, **Copy** and **Print**.

- **Submit**: This will route your form to the next node. You must enter data in all the required fields before submitting. After you have submitted the form, write down the Document Id for your records. If you should forget

to record the Document Id, you will be able to perform a Document Search to locate your request.

- **Save**: If you are not yet ready to submit your form, you may choose to save it so you will not lose the data already entered. If you save your form, it will be in your Action List with a **Route Status** of *Saved* and an **Action Requested** of *Complete*. You can then go to your Action List from One.IU and open the document to submit it. Another option is to go to the **Document Search** and enter the **Document ID** number to retrieve the document.

- **Cancel Document**: This will cancel the form. As the initiator, if you previously saved the document and no longer want to submit the request, you can cancel the document. It will then no longer be saved or enroute.

- **Copy**: This will copy the values into a new eDoc.

- **Print:** The eDoc system archives your requests, so it is not necessary to print them. However, if you click **Print**, it will allow you to open the document in PDF format and print or email your request.

Troubleshooting Problems with the Form

The following resources are available if you are having trouble entering data into the form:

1. You can hover over the question label to receive the help text, which is also provided in this training guide.

2. If you have questions about completing the form, please contact UES Course Catalog by email at catalog@iu.edu or phone at 812-855-2092.

Course Change Document

1. Select the **Requesting Campus**. This is the campus submitting the request and where the course will be offered.

2. Select the **School**. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.

3. Select the **Subject**.

4. Enter the **Course Number** (example format: W 131). When you tab out of this field, a message will display, for example "Will initiate a Course Change Document for IN ENG-W 131."

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5. Click **Continue**.

6. The *Course Change Document* page will be displayed. Many of the questions are the same as the New Course Document page and will not need to be completed unless you would like to change the current values.

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7. After you have made changes to the appropriate fields, follow the steps in the *Routing Your Form* section of this document.

New "Matching" Course Document

1. Select the **Requesting Campus**. This is the campus submitting the request and where the course will be offered.

2. Select the **School**. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.

3. Select the **Subject**.

4. Enter the **Course Number** (example format: W 131, or 22000 for a Purdue course). When you tab out of this field, a message will display, for example "Will initiate a New Course Document for EA BUS-X 101, matching these courses: IU Bloomington – Kelley School of Business BUS-X 101", etc.

5. Click **Continue**.

6. The *New Course Document* page will be displayed. Many of the fields on the matching course form will not be editable because the data should always match the originating course.

7. After you have completed the appropriate fields, follow the steps in the *Routing Your Form* section of this document.

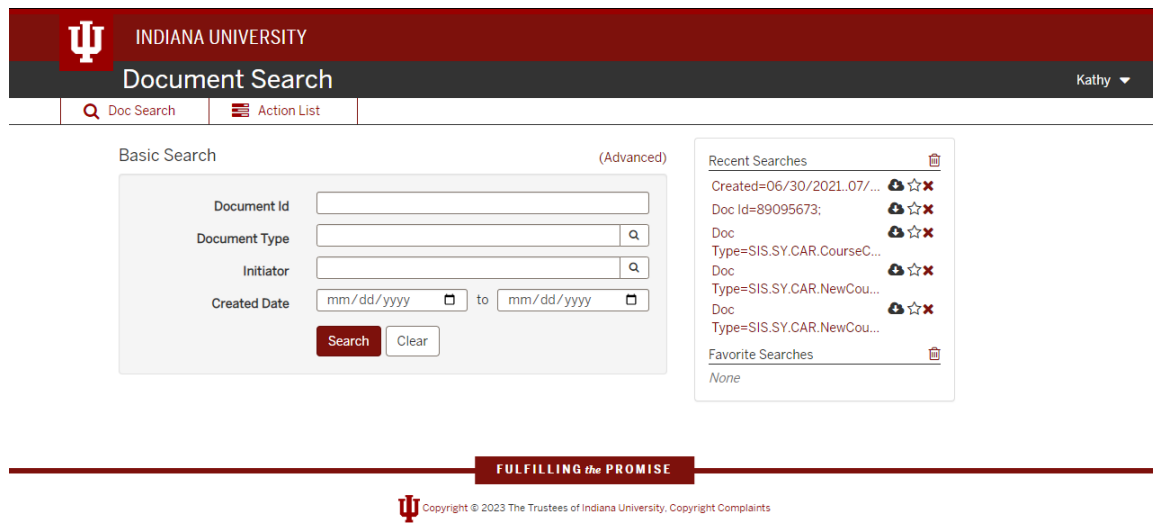## How to Determine Who Has Your Form in Their Action List

Use the Document Search tool to determine where the form is in the routing process.

1. Navigate to: one.iu.edu.

2. In the **Search** bar, search for "*Document Search*."

3. Click on the **Document Search (Kuali Rice)** tile/task.

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This will open the *Document Search* window.

1. Type in the criteria for your search (for example, **Document Id** or a combination of **Initiator** and **Date Created From**, etc.).

   NOTE: To search by Subject, you may enter the Document Type as *SIS.SY.CAR* and then select the appropriate Subject from the drop-down list. You may also enter a specific Catalog Number. Only documents for Subjects to which you have been granted access will display.

2. Click **Search**. Your search results will display.

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Actions	Log
45202301	SIS SY CAR New Course Document	New course - New Course IN SPEA-A 125	ENROUTE	APPROVE	Doe, John		08:15AM 01/07/2020	SIS SY.CAR.IN.SPEA.ALL. APPROVAL	NONE ▼	🔍

3. Click the icon in the **Route Log** column. The *Route Log* page will display useful information, including the name of the workgroup that is currently responsible for approving the form.

4. To see a list of people who are in the workgroup, click the workgroup name.

All levels of approval within the system have been set up with workgroups. More than one user may be in a workgroup, although only one needs to approve the request for it to move forward. This allows the schools, departments, etc. to have a back-up approver if someone should take time off or extended leave.