



How to revise an existing course to be CSL designated

1. New course and revisions to existing courses are handled through the Curriculum Inventory Management (CIM) system. Navigate to the CIM system:
<https://nextbulletin.sfsu.edu/courseadmin/>
2. Use your SF State credentials to log in to the system.
3. Enter the course number and title to revise in the “search” box, then press “search”. *Tip: Enter the course as it appears in the Bulletin (including spaces in the course subject, number, and title).*
4. Then you will see the course you had entered appear, then press the “Revise Course” button.

5. The form will auto populate the contact information from your user account. Additional proposers can be added using the green “+” button in the upper right corner of the contact(s) box.
6. Select the intended effective date for the proposal.

7. Note: If this course is cross-listed, it will automatically populate. CSL designation will be also placed on this course (*image to right is an example*)

Special Course Types:

- Cross-list
- Pair Graduate/Undergraduate
- Generic/Variable Topics
- Graduation Writing Assessment (GWAR)

Cross-listed with:

Subject/ Course Number	Title		
COMM 557	Performance and Pedagogy of the Oppressed for Educators		

8. Then scroll down and click “Yes” to Community Service Learning

How will this course advance student time to the degree?

Community Service Yes No
 Learning:

9. You will then be directed to answer the following CSL specific questions:

1. Description of the probable service assignment(s), including specifics on work products expected and an explanation of how students will be prepared for their service placement.
2. An explanation of how you will integrate learning from this particular community service learning experience into course discussion and assignments, including a statement of how learning from a service will be evaluated. Reflection techniques used in the course.
3. # of CSL hours/semester
4. Request to attach course syllabus (include CSL component, if available).
 - *Note:* Uploading files requires Adobe Flash 10 – you will not be able to submit your request without this.
 - *Note:* If you received a Call to Service grant, you will still be required to complete the above questions. Tip: Cut & paste items from your grant proposal and insert to align with the appropriate questions in this form.

10. Then scroll down and in the *Rationale for Revision* box, and write “CSL designation”

Rationale for Revision:

11. Then you can save and submit which saves the course revision request and notifies your department chair and College Dean/designee that a proposal is ready for their review and approval. Following this, your course revision request, will go to ICCE for CSL review and approval. *Note:* You will again be asked to submit your syllabus. You will not be able to “Save & Submit”, unless you do so.

Examples of supporting documents include sample syllabi or consultations completed prior to submission.

Upload Supporting Documentation:

 Uploading files requires [Adobe Flash 10](#). If you are required to attach files to this request, you will not be able to submit the request.

- In Workflow**
1. **GEOG Chair**
 2. SCI&ENGR ADean
 3. Academic Planning Curriculum Coordinator
 5. DUEAP ADean
 6. ICCE Director
 7. Peoplesoft