



## **How to change or add to existing course learning outcomes in Lumen**

To *change or add additional* course learning outcomes for a course that already has course learning outcomes listed in Lumen, please follow these steps in the Lumen workflow:

1. Initiate a course change proposal and edit the existing course learning outcomes, as needed. Please explain in the rationale that the reason for the changes is to improve the course learning outcomes.
2. Add a syllabus that meets university syllabus requirements and submit it to the workflow. The proposal will follow the normal department (subject owner) and school/college workflow steps.
3. Course change proposals where the only change to the course is the learning outcomes will generally be put on the UCC consent agenda.