Course Updates
Course Forms

A **New Course Form** should be used when creating a new course in the catalog.

- Pages 3-11

A **Revised Course Form** should be used when making any change to an existing course.

- Pages 12-21

A **Deactivate Course Form** should be used to remove a course from the catalog.

- Pages 22-26
NEW COURSE FORM

Workflow State: Unsubmitted
Print this form

Workflow:

There are 0 versions of this proposal

Workflow:

Save

Workflow:

GETTING STARTED

NEW COURSE FORM

New Course Form

Select Change Type (major or minor)

Select Catalog (Undergraduate/Graduate)

Select College

Select Department

Your name or faculty name (if submitting on behalf of faculty)

Today’s date

Active year

Active term

Catalog title (full title)

Banner title (short title)

(limit is 30 characters/spaces for Banner "abbreviated" Course Title)
COURSE INFORMATION

Is this a new course prefix?
- Yes
- No

Subject Name ("Africana Studies," etc.)

Course Number

Has this # been used in the past 10 years?
- Yes/No ("Yes" should only be for reactivating old course, never for a new topic)

Minimum Credit Hours
- Min credits (such as 3 for most standard courses)

Maximum Credit Hours
- Max credits (only used for variable credit courses, such as 1-3)

New/Existing Course Prefix

If “Yes” is selected, you will be able to type in your prefix. If “No” is selected, you will get a drop-down list of existing course prefixes.
COURSE DESCRIPTION/RATIONALE

Course Description
Type your course description here (~30 words recommended). You do not need to include course title, credit hours, prerequisites, etc., as those will populate automatically based on this form.

Rationale is always required and should indicate why the course is being created.

Rationale for Change
Rationale is always required and should indicate why the course is being created.
COURSE INFORMATION

Equivalent to Another Course?
If “Yes” is selected, you will get the option to select the equivalent course.

Mutually Exclusive?
If “Yes” is selected, you will get the option to select the mutually exclusive course.

Repeateable for Credit
If “Yes” is selected, you will get the option to identify the repeatability rules for the course.

Professional Education Council (PEC) Course?
Visit the Professional Education Council website for information about curriculum review by PEC.

Yes
No

Selecting “Yes” here will route proposal to PEC/CEBS for review.

New or Changing Course Fees?
If yes, the New/Change Fee Request Forms must be included

Yes
No

If “Yes” is selected, Course Fee Type selection will appear and you will be able to attach the Course Fee Request Form.

Grading Type Description
Grading Type Description (standard letter, pass/fail, etc.)

Grading Type Code
Grading Type Code (view definitions by clicking the “?”)

CIP Code
CIP, Department, Division, and Taxonomy Codes can be found in Insight.

Division Code

Taxonomy Code

To view program code information (e.g., department, org, division, taxonomy, etc.), access Insight Production > CRS057 CIP/Department/Taxonomy Codes for Curriculum Review.
### COURSE REQUISITES

**Prerequisite**

**Prerequisite Narrative**

Narrative is where to provide additional information (such as a minimum grade) and other notes beyond the course or test score.

**Course List**

**Add a Course**

To add courses as prerequisites, (also applies to co-requisite and concurrent prerequisites), select “Add a Course” (a drop-down to select course will appear).

**Test Scores**

If applicable, indicate test and the score required to take course.

**Co-Requisite**

**Co-requisite Narrative**

**Course List**

**Add a Course**

**Concurrent Prerequisite**

**Concurrent Prerequisite Narrative**

**Course List**

**Add a Course**  **Add Proposed New Course**
New Course Form

COURSE INFORMATION

Type impact of new course, or attach document below.

Note: If a new course will be listed in any program(s), make note of that in this section. A program form for each will need to be submitted.

IMPORTANT: The new course should be submitted and fully approved FIRST so that it will populate in the course options when adding it to a program. The Registrar’s Office will help ensure timely processing of new courses when they are needed for programs.

Type area(s) of catalog. You do not need to indicate page numbers from the print catalog – these are not used by Registrar’s Office. List online catalog page/section heading.
COURSE INFORMATION

If you have any additional backup documentation please provide in space below, or in an attached document.

Provide additional supporting information here.

Attach supporting documents not already included here (LAC documentation, etc.).
**ADDITIONAL FIELDS**

**Course Identification**

Course Identification (Prefix and number no spaces – (ex: “AFS100”)

**Program Restriction**

Programs

This is the code for the programs that are either included or excluded (i.e. BA-XXXXXX)

**Program Description**

Restriction

Name of program (i.e. Name0000 BA)

**Major Restriction**

**Type of Restrictions**

**Major Description**

**Degree Restriction**

**Degrees**

**Student Level Restriction**

Student Level

e.g. Undergraduate (UG), Graduate (GR)

**Campus Restriction**

**Student Class Restriction**

**Student Class**

e.g. Freshman, Sophomore, Junior, Senior, etc.

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**Course Registration Restrictions**

If a restriction applies, select the type of restriction and then choose “Include” or “Exclude.” For example, use “Include” if only certain majors should take the course, or “Exclude” if anyone but certain majors should take the course.
## ADDITIONAL FIELDS

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Council (LAC) Course?</td>
<td>Selecting “Yes” here will ensure proposal is routed to LAC.</td>
</tr>
</tbody>
</table>

- **gtP Designation**
  - Select gtP area (if applicable)

- **1st Schedule Type**
  - Select Schedule Type – if more than one, use additional fields below.

- **1st Contact Hours Ratio**
  - Select Contact Hours Ratio – if more than one, use additional fields below.

- **2nd Schedule Type**

- **2nd Contact Hours Ratio**

- **3rd Schedule Type**

- **3rd Contact Hours Ratio**

- **4th Schedule Type**

- **4th Contact Hours Ratio**

- **5th Schedule Type**

- **5th Contact Hours Ratio**
A Revised Course Form will first bring up a dialog box to allow you to select the course you plan to edit.

Click the button that populated with the course name to get started on the form.
If you need to select a different course, you can do so with this button.

Titles will be pre-filled from current catalog/Banner. You do not need to do anything if information is correct and remaining the same.
COURSE INFORMATION

Subject Prefix: AFS

Subject Name: Africana Studies

Course Number: 100

Minimum Credit Hours: 3

Maximum Credit Hours: 

Course Description:
Reviews the emergence of Africana Studies as an interdisciplinary field and also presents a rudimentary panorama of African American history. Methodological questions and intellectual debates within the field are introduced.
COURSE INFORMATION

Rationale for Change

Rationale is always required and should indicate why the change is being made.

Equivalent to Another Course?

If “Yes” is selected, you will get the option to select the equivalent course.

Mutually Exclusive?

If “Yes” is selected, you will get the option to select the mutually exclusive course.

Repeatable for Credit?

If “Yes” is selected, you will get the option to identify the repeatability rules for the course.

Professional Education Council (PEC) Course?

Visit the Professional Education Council website for information about curriculum review by PEC.

Yes

Selecting “Yes” here will ensure proposal is routed to PEC/CEBS.

No

New or Changing Course Fees?

If yes, the New/Change Fee Request Forms must be included.

Yes

If “Yes” is selected, Course Fee Type selection will appear and you will be able to attach the Course Fee form.

No
## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Type Description</td>
<td>Standard Letter (A-F, I, UW)</td>
</tr>
<tr>
<td>Grading Type</td>
<td>S</td>
</tr>
<tr>
<td>CIP Code</td>
<td>50201</td>
</tr>
<tr>
<td>Department Code</td>
<td>MLC1</td>
</tr>
<tr>
<td>Division Code</td>
<td>P201</td>
</tr>
<tr>
<td>Taxonomy Code</td>
<td>HAFS</td>
</tr>
</tbody>
</table>

CIP, Department, Division, and Taxonomy Codes can be found in Insight.

To view program code information (e.g. department, org, division, taxonomy, etc.), access Insight Production > CRS057 CIP/Department/Taxonomy Codes for Curriculum Review.
### COURSE REQUISITES

#### Prerequisite
- **Prerequisite Narrative**: Narrative is where to provide additional information (such as a minimum grade) and other information beyond a course or test score.

#### Course List
- **Add a Course**: To add courses as prerequisites, (also applies to co-requisite and concurrent prerequisites), select “Add a Course” (a drop-down to select course will appear).

#### Test Scores
- **Add a Course**: If applicable, indicate test and the score required to take course.

#### Co-Requisite
- **Co-requisite Narrative**

#### Course List
- **Add a Course**

#### Concurrent Prerequisite
- **Concurrent Prerequisite Narrative**

#### Course List
- **Add a Course**  **Add Proposed New Course**

**Existing information will be filled out if applicable.**
COURSE INFORMATION

Attach Course Syllabus

Impact of Change:
Include concerns from both within and outside of the originating unit (academic, resources, equipment, supplies, etc.). If this course is used in any programs (majors, minors, electives, etc.), an impact statement from each department must be included.

If this curriculum change will affect other courses or programs in the catalog, you must provide separate curriculum forms for those changes.

Note: If a course change will affect any program(s), make note of that in this section. A program form for each will need to be submitted.

Type area(s) of catalog. You do not need to indicate page numbers from the print catalog – these are not used by Registrar’s Office. List online catalog page/section heading.
### ADDITIONAL FIELDS

#### Course Identification
- **AFS100**

#### Program Restriction
- **Programs**
  - This is the code for the programs that are either included or excluded (e.g., BA-XXXXX)

#### Program Description
- **Restriction**
  - Name of program (e.g., Namexxxx-BS)

#### Major Restriction

#### Type of Restrictions

#### Major Description

#### Degree Restriction

#### Degrees

#### Student Level Restriction

#### Student Level
- e.g. Undergraduate (UG), Graduate (GR)

#### Campus Restriction

#### Student Class
- e.g. Freshman, Sophomore, Junior, Senior, etc.

---

**Course Registration Restrictions**

If a restriction exists, it will appear in these blocks. To add new ones, select the type of restriction and then choose “Include” or “Exclude.” For example, use “Include” if only certain majors should take the course, or “Exclude” if anyone *but* certain majors should take the course.
# Revised Course Form

## ADDITIONAL FIELDS

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Attribute Indicated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Council (LAC) Course?</td>
<td></td>
<td>Selecting this checkbox will ensure proposal is routed to LAC.</td>
</tr>
<tr>
<td>gTP Designation</td>
<td>Select gTP area (if applicable)</td>
<td></td>
</tr>
<tr>
<td>1st Schedule Type</td>
<td>Select Schedule Type – if more than one, use additional fields below.</td>
<td></td>
</tr>
<tr>
<td>1st Contact Hours Ratio</td>
<td>Select Contact Hours Ratio – if more than one, use additional fields below.</td>
<td></td>
</tr>
<tr>
<td>2nd Schedule Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Contact Hours Ratio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Schedule Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Contact Hours Ratio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Schedule Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Contact Hours Ratio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th Schedule Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th Contact Hours Ratio</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Provide additional supporting information here.

Attach supporting documents not already included here (LAC documentation, etc.).

Note: This field not currently showing – has been requested.
Deactivate Course Form

GETTING STARTED

A Deactivate Course Form will first bring up a dialog box to allow you to select the course you plan to delete.

Click the button that populated with the course name to get started on the form.
GETTING STARTED

DEACTIVATE COURSE FORM

Curriculum Policy - University Regulations - Section 3-3-501.
* = Required

- Select Course to Deactivate

If you need to select a different course, you can do so with this button.

AFS 100 Introduction to Africana Studies

COURSE INFORMATION

- Change Type: Select Change Type (major or minor)
- Catalog Type: Select Catalog (Undergraduate/Graduate)
- College: Select College
- Department/School/Program: Select Department
- Submitted By: Your name or faculty name (if submitting on behalf of faculty)

- Date: Enter date
  - Today’s date

Course Title: Introduction to Africana Studies
Banner Course Title: H11-Intro Africana Studies

Catalog title (full title): Titles will be pre-filled from current catalog/Banner. It should not be edited in a deactivation form.
# Deactivate Course Form

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Subject Prefix</th>
<th>AFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Name</td>
<td>Africana Studies</td>
</tr>
<tr>
<td>Course Number</td>
<td>100</td>
</tr>
<tr>
<td>Minimum Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Scheduling Type</td>
<td>(*LEC/LAB/FLD/SEM for 308, 408, 508 and 513 courses)</td>
</tr>
<tr>
<td>Contact Hour Ratio</td>
<td></td>
</tr>
<tr>
<td>Requested Term</td>
<td>Deactivation term</td>
</tr>
<tr>
<td>Year</td>
<td>Deactivation year</td>
</tr>
</tbody>
</table>
COURSE INFORMATION

Selecting "Yes" here will ensure proposal is routed to PEC/CEBS.

Selecting this checkbox will ensure proposal is routed to LAC.

Rationale is always required and should indicate why the course is being deleted.
Deactivate Course Form

COURSE INFORMATION

What areas/programs of the catalog will this course reside?

Type area(s) of catalog. You do not need to indicate page numbers from the print catalog – these are not used by Registrar’s Office. List online catalog page/section heading.

Indicate areas/programs below

Impact of Change

Include concerns from both within and outside of the originating unit (academic, resources, equipment, supplies, etc.) if this course is used in any programs (majors, minors, electives, etc.). An impact statement from each department must be included.

If this curriculum change will affect other courses or programs in the catalog, you must provide separate curriculum forms for those changes.

Type impact of deleted course, or attach documents below.

Impact of Change File Upload

Attach Files

Course Syllabus

Attach Course Syllabus (optional for deletions)

Note: If a course deletion will affect any program(s), make note of that in this section. A program form for each will need to be submitted. A course deletion that affects other programs is a major change.
WORKFLOW QUESTIONS & ISSUES

Please let us know when you have questions or concerns throughout the process! Email Meagan.Crews@unco.edu and Brandi.Hopp@unco.edu for issues like:

Something isn’t working correctly

• We’ll work to get technical issues resolved as quickly as possible.

You can’t figure out how to make a curriculum change

• If something is missing in the forms or you aren’t sure how to make a particular change, please first check over training materials to make sure you’re in the correct form for the change you’re making. If so, please let us know what you’re attempting to do and we will assist you.

Something is annoying, tedious, or doesn’t make sense!

• Let us know. We might be able to get it resolved, but we are under constraints of the software – but we won’t be able to improve the system if we don’t at least ask! Some of these issues might be able to get corrected going forward. Remember, this is year one – year two will be better with the help of user feedback.
Resources

• **Contacts**
  • Meagan Crews, Curriculum Liaison Specialist ([Meagan.Crews@unco.edu](mailto:Meagan.Crews@unco.edu) / 1-3004)
  • Brandi Hopp, Curriculum Support Specialist ([Brandi.Hopp@unco.edu](mailto:Brandi.Hopp@unco.edu) / 1-4778)

• **Resources**
  • [Registrar's Office: Curriculum](#)
  • [SmartCatalog Curriculum Workflow Login](#)