

# Impact Statements

An External Impact Statement is required when other units are affected by a proposed curriculum change (per [University Regulations](#)): (V) Impact of the change both within and outside of the originating unit including resources, equipment, and supplies. (IV) Assurance that all affected parties have been notified of the proposed change along with a summary of any objectives from affected units.

## Jump to:

- 1) [Gathering Impact Statements in workflow](#)
- 2) [Gathering Impact Statements outside of workflow](#)
- 3) [Providing Impact Statements in workflow](#)

## 1) Getting an Impact Statement within the Curriculum Management System

- a. This option allows programs to gather impact statements directly in the workflow without needing to reach out to individual departments to request an email or memo.
- b. Steps:
  - i. Select “Yes” under External Impact
  - ii. Select the Department(s) impacted that need to provide feedback.

### External Impact

*Does this course impact units outside of the home program/department/school?*

- Yes
- No

### Departments Impacted

*Select any/all additional programs that should submit an impact statement.*

Accounting and Computer Information Systems	<input checked="" type="checkbox"/>
Aerospace Studies	<input type="checkbox"/>
Africana Studies	<input type="checkbox"/>
Anthropology	<input type="checkbox"/>
Applied Psychology and Counselor Education	<input checked="" type="checkbox"/>
Applied Statistics and Research Methods	<input type="checkbox"/>

- iii. The form will route to the unit leaders in those area(s) during the workflow stage “Impacted Department” – this stage appears only when an impacted department is selected and occurs immediately after curriculum submission.



- i. First, Lock the form. This will allow you to add your comments or a document, and will ensure no one else that may be selected (the form sends to all selected programs at once during this stage).

Workflow State: **Impacted Department**

[Print this form](#)

**Compare Versions**

There are 3 versions of this proposal

**Review Complete -**  
Accounting and Computer Information Systems

## DEACTIVATE COURSE FORM

 *The proposal is unlocked. You must lock the proposal to edit proposal while it is unlocked.*

**Lock**

### Helpful Links

- [Curriculum Policy - University Regulations - Section 3-3-50](#)
- [Curriculum Help - Office of the Registrar](#)

- ii. Second, review the proposal. You can click “Compare Versions” to see what changes were made, and/or review the submission.
- iii. Third, provide your comments to the program. You can do this in two ways:
  1. Type or upload your statement under the “Department Impact Statements” section (under the department list).

**Department Impact Statements**

*Impacted Unit Chair/Director: Please type/or upload your impact statement here.*

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Impact Statement Upload

**Attach Files**

2. Add comments to the form in the Audit Trail. Do so by clicking “Add a comment” or add a comment when prompted during your submission.

 **Add a comment**

**Audit Trail**

- iv. Next, submit your review. Click the “Review Complete – Department Name” button in the left-hand side bar. You will be prompted to add a comment – you can leave it blank and just click OK, or add your comment at this point.

Would you like to add a comment?

  
 

- v. Finally, check if the proposal moved to Director/Chair Workflow State or if it is still in “Impacted Department.” If it stayed in Impacted Department, this means other departments still need to review. If you still have the form locked (the bar will remain yellow instead of turning gray), please unlock it at this point so other unit leaders can review.

Workflow State: Impacted  
Department

[Print this form](#)

### DEACTIVATE COURSE FORM

 *The proposal is locked by you. Only you can edit this proposal until it is explicitly unlocked or submitted for review.*

Unlock