

Course Revisions

When making almost any update to an existing course, a Revised Course Form is required.

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1) Information needed for Revised Course Form

- a) **Required for Revised Courses** (*Must be filled out on each form; **Will be filled in with current course information) (see Appendix A – Course Form Definitions for more information on individual fields):
- | | |
|---|---|
| i) *Change Type (Major or Minor) | ix) *Areas/programs of the catalog course will reside |
| ii) *Catalog (Undergraduate or Graduate) | x) *External Impact Statement (Yes/No) |
| iii) *College | xi) **Course Title |
| iv) *Department/School/Program | xii) **Course Prefix |
| v) *"Submitted By" (Faculty member proposing course – may be different than person creating/submitting form) | xiii) **Course Number |
| vi) *Term and Year (Usually Fall of the upcoming year, New Courses may be added for Spring/Summer but should be approved by Spring Supplemental Deadline) | xiv) **Credit Hours |
| vii) *Changes Requested and Rationale | xv) **Workload |
| viii) *Internal Impact Statement | xvi) **Course Description |
| | xvii) *Course Syllabus |
| | xviii) **Course Codes (Division, Department, CIP, Taxonomy) |
| | xix) **Course Fee (Yes/No) |
| | xx) **Grading Type |
| | xxi) **Schedule Type and Contact Hours Ratio |
- b) **Optional for Revised Courses, if applicable** (see Appendix A – Course Form Definitions for more information on individual fields):
- | | |
|--|--|
| i) **Equivalent to another course | iv) **Prerequisites and Concurrent Prerequisites |
| ii) **Mutually Exclusive with another course | v) **Special Notes |
| iii) **Repeatable | vi) **Corequisites |

- vii) **Course Attributes
- viii) **Registration Restrictions (degree program, major, student level, student class, degree type, campus)

- ix) *Professional Education Council Review (Yes/No)
- x) *Liberal Arts Council Review (Yes/No)

2) Revising a Course in Workflow

a) Open Revised Course Form

- i) Login to the Curriculum Workflow from Ursa > Employee > Employee Tools

The screenshot shows the Ursa system interface. At the top, there are navigation tabs: My Account, Student, Financial, and Employee. Below this is a header for 'Faculty & Advisor Tools'. Underneath, there are three main sections: 'Grades', 'Classes', and 'GPA Predict Advisor'. The 'Classes' section contains a list of links, with 'Curriculum Workflow' highlighted in yellow. Below this is another header for 'Employee Tools'. Underneath, there are three sections: 'Employee Important Links', 'General Information', and 'Employee Information'. The 'General Information' section contains a list of links, with 'Curriculum Workflow' highlighted in yellow.

- ii) Open “Curriculum Management” and then open the Revised Course Form

The screenshot shows the SmartCatalog by Watermark interface. On the left, there are two main navigation options: 'HOME' and 'CURRICULUM MANAGEMENT'. The 'CURRICULUM MANAGEMENT' option is selected. On the right, there is a list of options, with 'Revised Course Form' highlighted in yellow. Other options include 'New Course Form', 'Deactivate Course Form', 'New Program Form', 'Deactivate Program Form', 'New Narrative Form', 'Modify Narrative Form', 'Delete Narrative Form', and 'Faculty Form'. On the far right, there are three more options: 'Revised Course Form', 'Variable Title Course Form', and 'Revised Program Form'.

b) Select Course to Revise

- i) Choose catalog (Undergraduate or Graduate)
- ii) Select “Course Descriptions”
- iii) Select Prefix/Subject
- iv) Select level (100, 200, 500, etc.)

- v) Select course and click button with course title

c) Fill Out Revised Course Form

- i) Fill out all required fields (marked with a red “Required” tag). See above for field information, as many fields will already be filled in with current information. You will only need to fill out remaining required fields and edit the information you are updating on the course. *Note: You will be able to save the form as a draft anytime and come back later. Required fields will need to be complete prior to submission.*
- ii) Click “Save” in the upper left corner.

REVISED COURSE FORM

Helpful Links


- Curriculum Policy - University Regulations - Section 3-3-50
- Curriculum Help - Office of the Registrar

- iii) Once form is saved it now be marked as a Draft. You will now have options to Send for Review (i.e., submit for approval) or Remove Proposal (i.e., delete). *Note: Required fields are needed for either of these options (if deleting, it is recommended to fill in required fields with placeholder text as needed as a workaround).*

d) Saving the Form and Returning to Complete Later

- i) You will notice that “Save” is no longer an option after the initial Save selection. In order to continue making revisions and to Save additional times, please Lock the form by clicking the “Lock” link in the gray box at the top of the form.

REVISED COURSE FORM

 The proposal is unlocked. You must lock the proposal to edit it or approve it. This will ensure that your changes are not overwritten by another user. You can still view the proposal while it is unlocked.
Lock

Helpful Links


- Curriculum Policy - University Regulations - Section 3-3-50
- Curriculum Help - Office of the Registrar


- ii) Once Locked (i.e., checked out to you), the gray box turns yellow and the Save button reappears as an option on the left. Other users will not be able to make updates to the form while it is locked by you unless you click “Unlock.”

Workflow State: Draft
Print this form


Save

Compare Versions
There are 2 versions of this proposal

 Send for Review

 Remove Proposal

REVISED COURSE FORM

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

Helpful Links

- Curriculum Policy - University Regulations - Section 3-3-50
- Curriculum Help - Office of the Registrar

Add collaborators

iii) Finding your Draft in the Workflow

- (1) In the Curriculum Management system, you will see teal tabs: Archived Proposals, My Items, and Curriculum Dashboard.
 - (a) Archived: Completed proposals from current and previous curriculum cycles
 - (b) Dashboard: ALL in-progress proposals on campus
 - (c) My Items (must be logged in): Items you currently have access to
- (2) Open the My Items tab. Make sure “Draft” is selected as the Workbox in the upper left of the page under the teal tabs.

ARCHIVED PROPOSALS DRAFT DASHBOARD MY ITEMS CURRICULUM DASHBOARD

Workbox: **Draft**

- (a) Under the search/filter options will be the list of proposal(s) in your Drafts. (Note: will be titled by the course name, but new items may have “Unnamed Item” until you fill in the course title on the form.) Click the hyperlinked “Name” and you will be taken to the Draft form to complete.

| Type | Name | Modified Date | Modified By |
|----------------------|---|---------------|--------------|
| Revised Course Saved | AFS 100 Introduction to Africana Studies | 7/1/2021 | Meagan Crews |

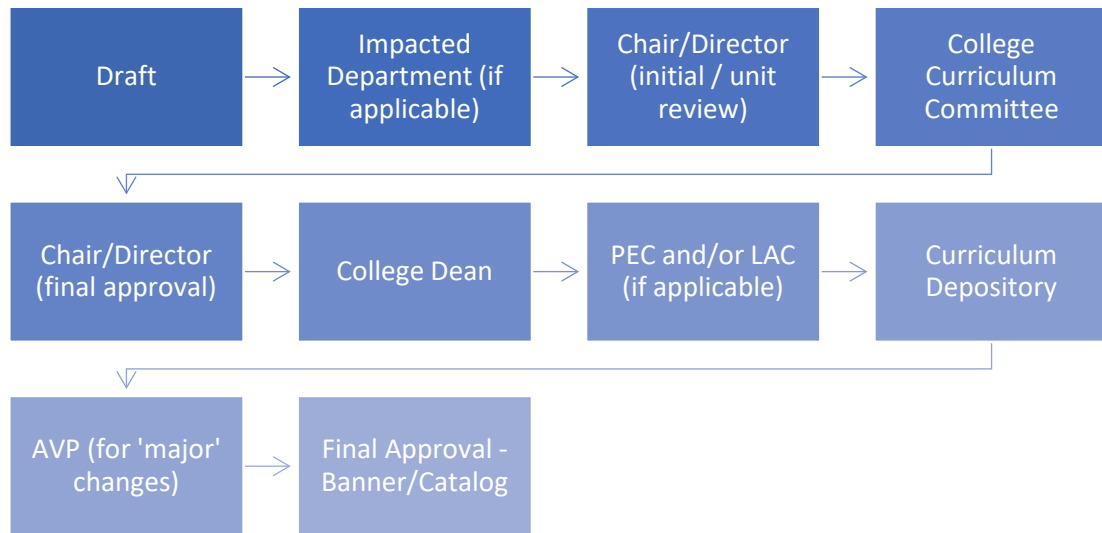
e) Add a Collaborator

- i) If you have additional UNC faculty or staff that will assist or would like to review prior to submission, you may add others as a Collaborator to give them access to your form while it is in Draft.

- (1) Click Select Collaborator(s) at the top of the form. Choose individuals from the list. Please note the faculty/staff member needs to already have an active account in the Curriculum Workflow (signing in via Ursa the first time will automatically create an account).
- (2) View [Curriculum Workflow Basics Help Sheet](#) for more information on collaborating in workflow.

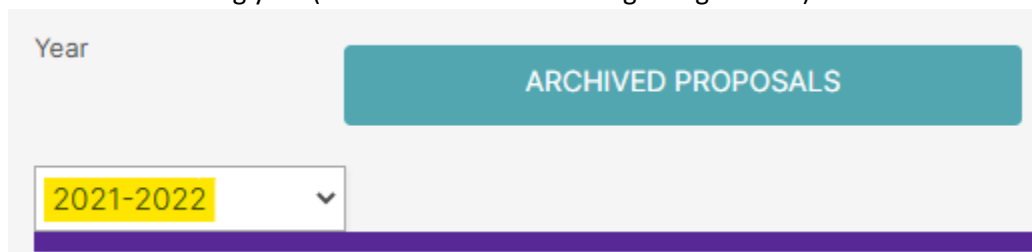
f) Send for Review

- i) After all necessary fields have been filled out, you can submit the form to the next stage by selecting “Send for Review” option in the upper left corner. Below is the process the form will need to complete before being created in Banner and added to the catalog:



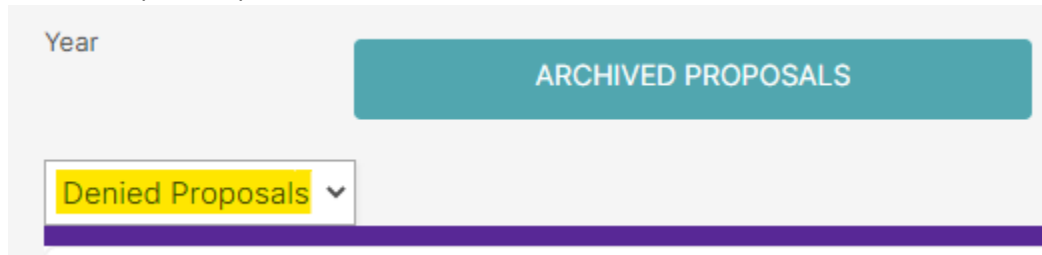
g) Track Proposal

- i) Updates via Email (original submitters and collaborators)
 - (1) In Progress – Update Emails
 - (a) Submitters and Collaborator(s) will receive emails letting them know what stage a proposal is in (see chart above).
- ii) Viewing in Curriculum Workflow (all users)
 - (1) In Progress – Curriculum Dashboard
 - (a) Search within the Curriculum Dashboard (will NOT appear in “My Items” or in “Archived Proposals” because it is not complete nor is it in your workbox anymore).
 - (2) Approved – Archived Proposals (Catalog Year)
 - (a) If proposal was approved, it will be listed as Approved in Archived Proposals under the relevant catalog year (defaults to current catalog being revised).



(3) Denied – Archived Proposals (Denied Proposals)

- (a) If proposal was denied, it will be listed as Denied in Archived Proposals under the Denied Proposals option.



iii) Review Catalog (all users)

- (1) After the New Course is approved, you will be able to view it in the Review Catalog. Review Catalog links are available on the [Registrar's office website](#).

Curriculum



2021-22 Catalogs Available

The completed 2021-2022 catalogs are now available online (for PDF and printed copies, select "Print Version" in each catalog).

2021-22 UNDERGRADUATE CATALOG

2021-22 GRADUATE CATALOG

2022-23 Review Catalogs Available

The draft 2022-2023 catalogs are now available online. Approved curriculum changes are updated on an ongoing basis in the review catalogs.

2022-23 UNDERGRADUATE REVIEW CATALOG

2022-23 GRADUATE REVIEW CATALOG

3) Common Scenarios:

a) Revising a course listed in a program

- i) When a course is revised in the online catalog, certain changes will not require program changes, but others might.

(1) Course Title Change:

- (a) Titles in program tables are linked to the course and will update automatically in program(s). Don't forget to update course title in other areas like four year plans or advising documents.
- (b) If the course is listed in *another program's* area it is important to gather an impact statement to notify the program of the revision. They may not need to submit curriculum paperwork, but the course title could need updated in other documentation.

(2) Course Credit Hour Change

- (a) Credits listed in program tables are linked to the course and will update automatically in program(s). However, if the course is required in the program, it is likely a Revised Program Form will need to be submitted in order to update the overall/section credit hours. Don't forget to update course credits in other areas like four year plans or advising documents.

- (b) If the course is listed in *another program's* area it is important to gather an impact statement to notify the program of the revision. They may not need to submit curriculum paperwork (see above), but the course credits could need updated in other documentation.
- (3) Other Course Revisions
- (a) Likely, any other course revision (prerequisites, registration restrictions, description, etc.) will not require any updates to the program, however it is important to **fully review any area(s) the course is listed** to confirm.

Related help sheets: [Workflow Basics](#); [Course Form Definitions](#); [Program Revisions](#) (required when course revision impacts program); [Impact Statements](#).