

Course Revisions

When making almost any update to an existing course, a Revised Course Form is required. Revisions to existing courses may be major or minor changes.

Course revision can only be added in the Fall term and must meet [curriculum submission deadlines](#) to make it into the Review Catalog. Proposals that don't make it through the workflow by the posted deadline will be added to the following year's catalog.

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

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1) Recommendations

Here are recommendations aligned with the Basic Steps for all curriculum proposals.

1. Pre-workflow decision-making
 - Prepare a course syllabus and collect any other documents you may need to attach to the form.
 - Reach out to any other units who use the course (as a requirement or elective) in their own programs to discuss your plans and address any concerns they may have.

3. Completing the Revised Course form

- Information required for the rationale, internal and external impact statements is the same as for new course proposals, though for minor revisions, much less is needed.
- If the course is included in programs delivered by any other unit on campus, be sure to identify those units in the External Impacts area. If they reply with negative impacts, you may want to email a response to later approvers in the queue to help them weigh the pros and cons of proceeding. Course and Program dependencies are listed on the form under Impact of Change.

IMPACT OF CHANGE

Course Dependencies

1. AFS 490 Seminar in Africana Studies (in Prerequisites)

Use this information to select the impacted units (see External Impact section below).

Program Dependencies

9. Africana Studies B.A., Fall Semester (in Course List)

10. U.S. Multicultural Studies, History (in Course List)

11. Music B.M. – Jazz Studies Concentration, Fall Semester (in Course List)

- If the course falls under the purview of the LAC, PEC, or graduate school, it will need to be routed through those steps in the queue.

2) Information needed for Revised Course Form

Required for Revised Courses (see Appendix A – Course Form Definitions for more information on individual fields):

Required	Pre-Filled on Form	Optional-If Applicable
Change Type (Major or Minor)	Course/Program Dependencies	Equivalent to another course
Catalog (Undergraduate or Graduate)	Course Title	Mutually Exclusive with another course
College	Course Prefix	Repeatable
Academic Unit	Course Number	Special Notes
“Submitted By” (Faculty member proposing course – may be different than person creating/submitting form)	Credit Hours	Prerequisites and Concurrent Prerequisites
Term and Year (Usually Fall of the upcoming year, New Courses may be added for Spring but should be approved by Spring Supplemental Deadline)	Course Description	Registration Restrictions (degree program, major, student level, student class, degree type, campus)
Changes Requested and Rationale	Course Codes (Division, Department, CIP, Taxonomy)	Course Attributes
Internal Impact Statement	Course Fee (Yes/No)	Corequisites
Areas/programs of the catalog course will reside	Grading Type	Professional Education Council Review (Yes/No)
External Impact Statement (Yes/No)	Schedule Type and Contact Hours Ratio	Liberal Arts Council Review (Yes/No)
Course Syllabus		

4) Revising a Course in Workflow

a) Open Revised Course Form

i) Login to the Curriculum Strategy from Ursa > Employee > Employee Tools

The screenshot shows the Ursa system interface. The top section is 'Faculty & Advisor Tools' with three sub-sections: 'Grades' (listing Final Grades, Incomplete Grade Summary, etc.), 'Classes' (listing Order Textbooks, Look Up Classes, etc.), and 'GPA Predict Advisor' (with a Student POD field and a Retrieve button). The bottom section is 'Employee Tools' with three sub-sections: 'Employee Important Links' (listing Production Banner Admin Pages, etc.), 'General Information' (listing Self Service Banner (SSB), Curriculum Strategy (highlighted), Human Resources, etc.), and 'Employee Information' (listing Employee Dashboard, Pay Stub, etc.).

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

The screenshot shows the Curriculum Strategy website. The top navigation bar includes 'watermark Curriculum Strategy' and 'University of Northern Colorado'. The left sidebar has 'HOME' and 'CURRICULUM MANAGEMENT'. The main content area has a list of links: 'New Course Form', 'Deactivate Course Form', 'Revised Program Form', 'New Narrative Form', 'Delete Narrative Form', 'Unit Reorganization Form', 'Revised Course Form' (highlighted), 'Variable Title Course Form', 'Deactivate Program Form', 'Modify Narrative Form', 'Faculty Form', and 'Pause Admissions Request Form'.

b) Select Course to Revise

- Choose catalog (Undergraduate or Graduate)
- Select “Course Descriptions”
- Select Prefix/Subject
- Select level (100, 200, 500, etc.)
- Select course and click button with course title

The screenshot shows a 'Select Course to Revise' dialog box. It contains five dropdown menus: 'Undergraduate Catalog', 'Course Descriptions', 'AFS - Africana Studies', '100', and 'AFS-100 Introduction to Africana Studies'. At the bottom, there is a yellow button with the text 'AFS-100 Introduction to Africana Studies' and a grey 'Cancel' button.

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 the 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 completed prior to submission.*

d) Saving the Form and Returning to Complete Later

- i) Click “Save” in the upper left corner.

The screenshot shows the 'REVISED COURSE FORM' interface. On the left, a sidebar indicates the 'Workflow State: Unsubmitted' and provides a 'Print this form' link. Below this are 'Save' and 'Preview' buttons. A message states 'There are 0 versions of this proposal'. The main content area is titled 'REVISED COURSE FORM' and includes 'Helpful Links' (Course Revision Help Sheet, Curriculum Policy - University Regulations - Section 3-3-501, Curriculum Help - Office of the Registrar) and an 'Add collaborators' section with a 'Select Collaborator(s)' button.

- ii) Once form is saved it will 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).*
- iii) You will notice that “Save” is no longer an option after the initial Save selection. To continue making revisions and to Save additional times, please Lock the form by clicking the “Lock” link at the top of the form.

The screenshot shows the 'REVISED COURSE FORM' interface in a 'Draft' state. The 'Workflow State' is now 'Draft'. The 'Save' button is replaced by 'Send for Review' and 'Remove Proposal' buttons. A message states 'There are 1 versions of this proposal'.

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



- iv) Once Locked (i.e., checked out to you), the Lock button turns Red 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” the form.

The screenshot shows the 'REVISED COURSE FORM' interface in a 'Locked' state. A red 'LOCK' button is visible. A message states 'The proposal is locked by you. Only you can edit this proposal until it is explicitly unlocked or submitted for review.' Below this, a 'Print this form' link and a 'SAVE' button are visible. A green 'UNLOCK' button is also present.

e) Finding your Draft in the Workflow

- i) In the Curriculum Management system, you will see three purple 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
- ii) Open the My Items tab. Make sure “Draft” is selected as the Workbox in the upper left of the page under the purple tabs.

The screenshot shows the top navigation bar with three tabs: "ARCHIVED PROPOSALS", "MY ITEMS", and "CURRICULUM DASHBOARD". Below the tabs is a "Workbox" dropdown menu with "Draft" selected.

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

f) 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.

REVISED COURSE FORM

Helpful Links

- [Course Revision Help Sheet](#)
- [Curriculum Policy - University Regulations - Section 3-3-501](#)
- [Curriculum Help - Office of the Registrar](#)

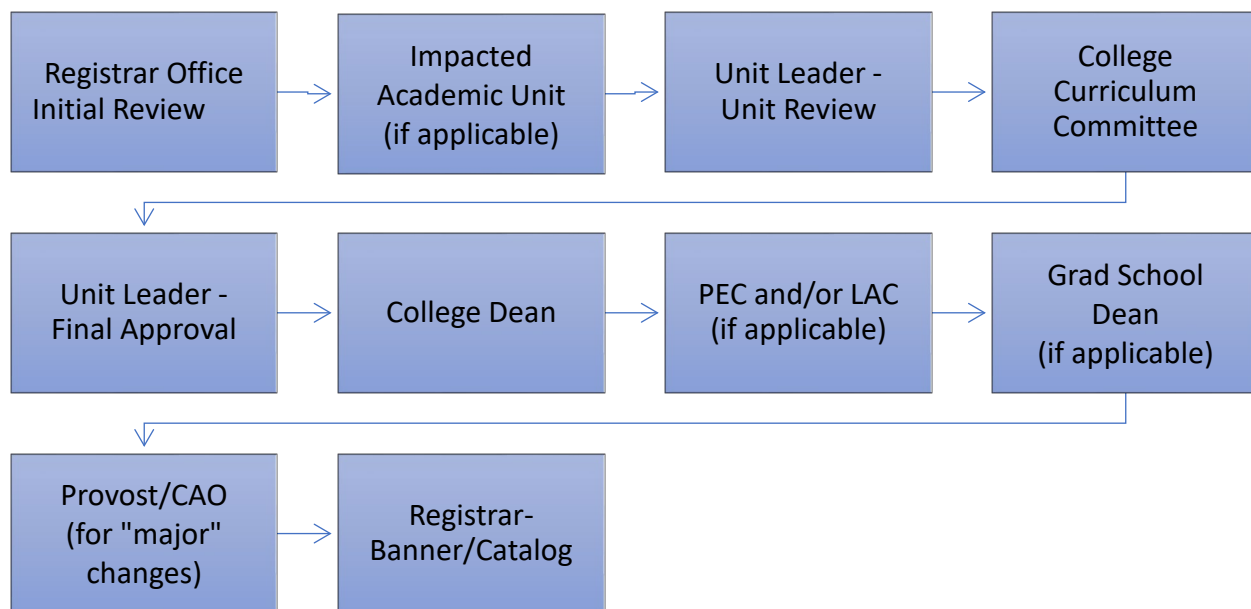
Add collaborators

Select Collaborator(s)

- (1) Click Select Collaborator(s) at the top of the form. Choose individuals from the list. Please note the faculty/staff members need 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.

g) 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:



h) 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).

Year ARCHIVED PROPOSALS MY ITEMS CURRICULUM DASHBOARD

- (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.

Year ARCHIVED PROPOSALS MY ITEMS CURRICULUM DASHBOARD

- iii) Review Catalog (all users)
 - (1) After the Proposal is approved, you will be able to view the changes in the Review Catalog. Review Catalog links are available under Faculty & Staff located on the [Registrar's office website](#).



2023-24 Catalogs Available

The 2023-2024 catalogs are now available online. Please select "Print Version" in each catalog if you wish to order a bound copy or download the PDF version.

2023-24 UNDERGRADUATE CATALOG

2023-24 GRADUATE CATALOG



2024-25 Review Catalogs Available

The draft 2024-2025 catalogs are now available online. Approved changes are updated on an ongoing basis in the review catalogs.

2024-25 UNDERGRADUATE REVIEW CATALOG

2024-25 GRADUATE REVIEW CATALOG

5) 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 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.