

Submitting a Course Modification Form

This form is for making changes to an **already existing** course. This form imports the current course information from the catalog for the author to then make updates to.

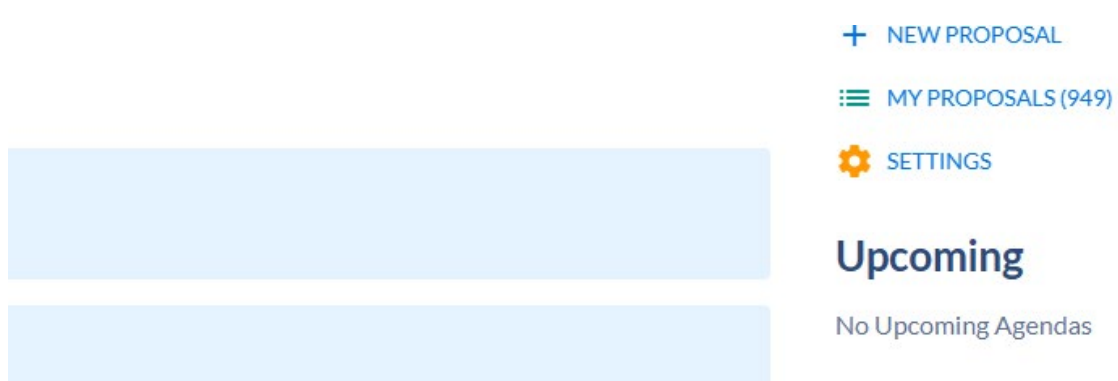
Submitters **cannot** request General Education or University Studies designation additions or changes on this form.

1. Sign in to Coursedog (app.coursedog.com) and select the Curriculum Management module.

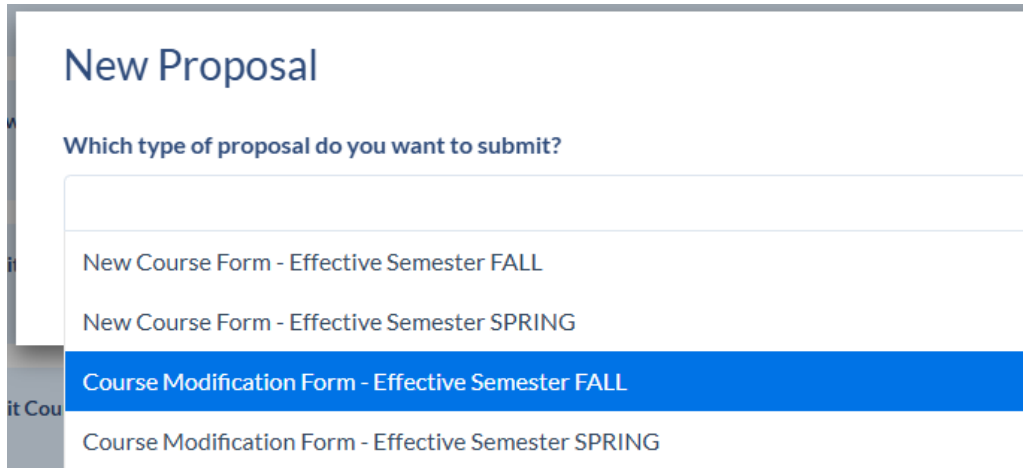


(If you do not have access to Curriculum Management and you have been designated as the Curriculum submitter for your department, contact your Department Head, who can request access on your behalf. If you are not a designated submitter, they can direct you to them.)

2. Select the '+ NEW PROPOSAL' option in the top right-hand corner of the Home screen.



3. A drop-down window will prompt you to select the type of proposal you are wanting to submit. Select the Course Modification Form for the appropriate effective term.

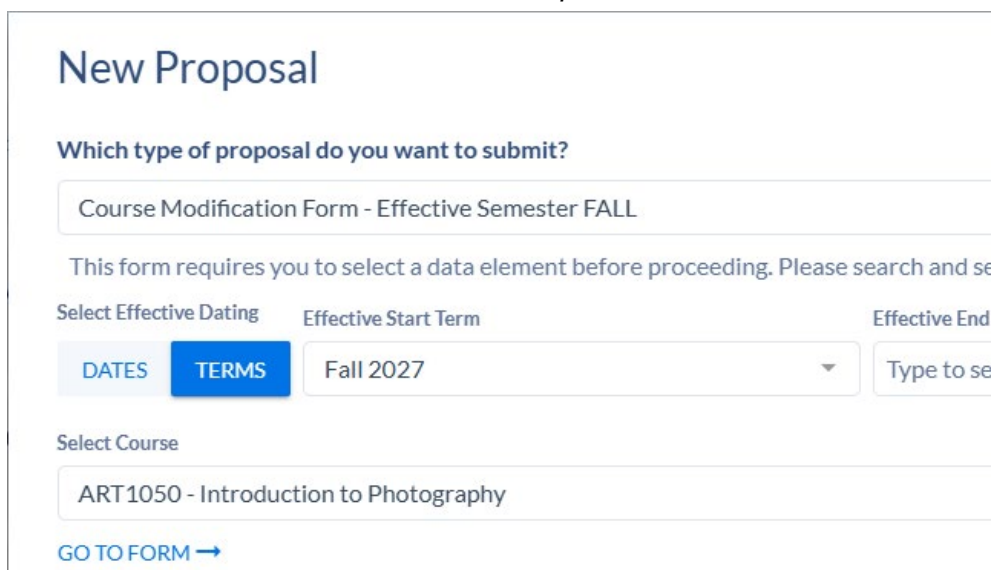


The screenshot shows a web form titled "New Proposal". Below the title is a question: "Which type of proposal do you want to submit?". A dropdown menu is open, displaying four options: "New Course Form - Effective Semester FALL", "New Course Form - Effective Semester SPRING", "Course Modification Form - Effective Semester FALL" (which is highlighted in blue), and "Course Modification Form - Effective Semester SPRING".

(Please refer to the course approval timeline for deadlines and approved changes for each semester. Note that there are limited changes available for Spring semester, and the 'Effective Semester SPRING' form will be turned off after the October EPC agenda deadline)

A window will load prompting you to select the Effective Start Term and the course you are intending to modify. **Ensure the effective start term matches the type of form submitted.** Leave the Effective End Term field blank. Once you select your course and term, click 'GO TO FORM'

ART 1050 is the course used in this example.



The screenshot shows the "New Proposal" form with the "Course Modification Form - Effective Semester FALL" selected. Below this, a message states: "This form requires you to select a data element before proceeding. Please search and select". There are two main sections: "Select Effective Dating" and "Select Course". Under "Select Effective Dating", there are two tabs: "DATES" and "TERMS" (which is active). The "Effective Start Term" dropdown is set to "Fall 2027". The "Effective End" field is empty. Under "Select Course", the dropdown is set to "ART1050 - Introduction to Photography". At the bottom, there is a "GO TO FORM" button with a right arrow.

- Once the proposal loads, begin by indicating the type of change you are submitting by selecting an option in the Proposed Actions drop-down menu. Multiple options can be selected at once.

Course Overview

Proposed Actions (select all that apply to this proposal request - you may require select multiple items)

Prefix change

Course number change

Title change

Course description change

Add/Remove Cross-listed Course(s)

Add/Remove Dual-listed Course (across levels within a department)

- Select or enter the desired modifications. Some of these fields are freeform where text is entered and course and programs can be embedded; others will require making selections from a dropdown menu, and others will require you to build requirements as Simple Requirements. Each type of change and their respective requirements are listed below

Types of changes:

- If you are changing a **course prefix or course number**, ensure the new course is available for use. The Catalog Team can help you with this if needed

Course Prefix 	Course Number 
ART	1050
New Course Prefix 	New Course Number 

- College** and **Department** fields should auto-populate. Note that these fields pull from Banner and have character limits, so college names may not reflect the full approved title of the college.

College required 	Department 
College of Arts & Sciences 	Art and Design
General Education Attribute 	

- The **Course Long Title** is the full course title that shows in the catalog and on the course syllabus. Abbreviations must be spelled out, and standard grammar and capitalization rules apply.

Course Long Title ?

Full name of course, no abbreviations

Introduction to Photography

If the content of the course is changing significantly, please request a new course rather than modify an existing one. Doing so will help support articulation, student record, degree audit, and advising processes across the University.

- The **Transcript Title** is the course that will display on the student's transcript and in Banner. This field has a **30-character limit** and must be truncated and in all caps.

Transcript Title required

INTRO TO PHOTOGRAPHY

20 characters (30 allowed)

- The **course description** must be **40 words or less**, written in complete sentences, with all abbreviations and acronyms spelled out. It must also be gender-neutral, objective, and written in the 3rd person, present tense.

Course Description ?

40 words or less

An overview of photography. Operation of basic camera (and related) equipment, employment of the photographic medium for creative purposes with a strong emphasis on composition, photographic aesthetics and vernacular photography.

If the content of the course is changing significantly, please request a new course rather than modify an existing one. Doing so will help support articulation, student record, degree audit, and advising processes across the University.

- **Dual- and Cross-listing changes** require that that proposals for **all** courses associated with this change be submitted with the same change. Singular proposals **cannot** move forward for approval and will be held in the queue until all necessary proposals are submitted

Responsible department for cross-listed courses [?]

Type in the name of the responsible department in this field if this is a cross-listed course.

Cross-Listed Courses [?]

Type to search for courses

- Cross-listed courses are offered by more than one discipline or department but have the same content in which students should expect to have the same or similar experience (e.g., HIST/RELS 3010). Cross-listed courses will have the same course content.
- A proposal must be submitted for EACH course associated with this course modification.

Dual-Listed Courses [?]

Type to search for courses

- Dual-listed Course: Is a course listed across levels within a department (e.g., ELED 5600/6600). Dual-listed courses share the same department prefix but have an undergraduate/upper-division course and a graduate course. If possible, dual-listed courses should have the same final three digits.
- A proposal must be submitted for BOTH the undergraduate course and graduate course.

Requested Cross-Listed or Dual-Listed Course is a NEW course [?]

If the requested Cross-Listed or Dual-Listed course is a NEW course and not approved yet, please list the course prefix and number here.

A proposal MUST be submitted in CourseDog for the corresponding new course. The Curriculum team will verify the corresponding course proposal.

There is a dedicated training for cross- and dual-listings that covers these fields in-depth. Please refer to that training for more information.

- **Grade mode** changes include either Standard Letter or Pass/Fail options. Temporary ‘T’ grades may be requested under certain circumstances—work with the Office of the Registrar prior to submission to ensure those circumstances are met.

Default Grade Mode **required** [?]

Only select Standard Letter Grade or Pass/Fail

Standard Letter

- Select changes for the **Course status** field if you are reactivating a course (change to ‘Active’), inactivating a course (change to ‘Inactive’), or Deleting a course (select the ‘D’ status)

Status **required** [?]

Active

- You have the option to add a **syllabus** to the proposal. This is not required.

- There are a couple different options for changing the **credits** of a course:
 - Enter **non-variable** credits in the 'Credit Hours Min' field only (shown in the example)
 - If students can choose between **only two** credit options, enter the lowest option in 'Credit Hours Min' and the highest option in the 'Credit Hours Max' field with a 'Credit Hours Connector' of 'OR'. (i.e. 4 OR 7 credits)
 - If the course will be offered with a **range** of credits, enter the lowest option in the 'Credit Hours Min' field, and the highest option in the 'Credit Hours Max' field with the 'Credit Hours Connector' of 'TO'. (i.e. 3 TO 9 credits)
 - Credits must be requested in increments of 1. Approval for fractional credits can only be given to .5 or 1.5-credit courses

Credits

Credit Hours

Credit Hours Min required ?

3

Credit Hours Max ?

Enter for variable credit courses only

Credit Hours Connector ?

Choose 'to'; if the credit amount can vary, 'or' if multiple credit options exist, or 'none' if the amount is always the same.

- **Course Repeatability** options indicate if students can get credit for all attempts of the course.
 - 'Not repeatable' will allow students to take the course only once for credit.
 - 'Repeatable' will allow students to take it more than once for credit. (Indicate in the '**Maximum Amount of Credit**' field if there is departmental limit to the number of credits the course can be repeated for)

Course Repeatability

Repeat Status Code required ?

Not Repeatable

Maximum Amount of Credit ?

Example is "up to 6 credits"

- **Prerequisites** can include courses, test scores, competency exam scores, and GPA thresholds, and will be built as Simple Requirements on the course. There is a separate training for this process.
- **Corequisites** are courses that the student will be required to take at the same time as the course in question. These will also be built as Simple Requirements.

Pre-Requisite or Co-Requisite

COURSE REQUIREMENTS

No Requirements

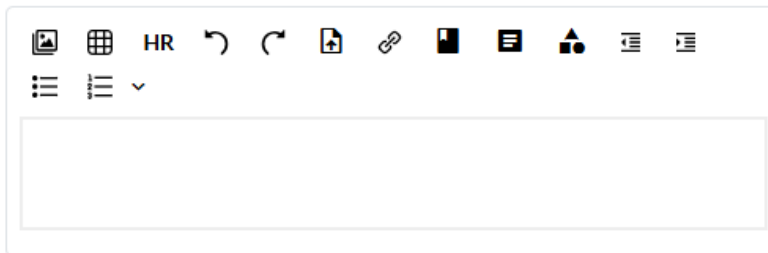
ADD +

- Banner cannot be programmed with an "or" between a preregistration restriction (college, major, class, level, degree, and/or graduate standing).
- Banner may be programmed with an "and" between prereq:

- See the end of this document for a general overview of building simple requirements
 - All prerequisites need to be fulfilled prior to registration. Items in this box can be programmed with an and/or indicator, but note that Banner **cannot** be programmed with an 'or' between [prerequisites](#) and [registration restrictions](#) or [prerequisites](#) and [special approvals](#).
 - Also note that Banner **cannot** program an 'or' between two different Corequisites. Students will either require both, or they will be built as prerequisites that can be taken concurrently. Contact the Catalog Team for more details
- The **Registration Recommendations or Additional Guidance** field is intended for any recommended preparation, prior coursework, skills, experience, or other registration considerations, but will not be coded to prevent a student from registering.

Registration Recommendations or Additional Guidance

Registration Recommendations or Additional Guidance ?

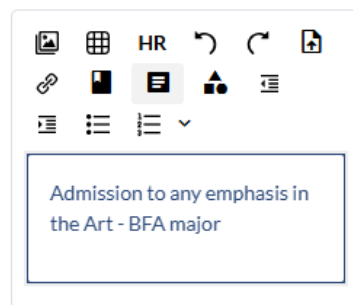


Provide recommendations or guidance such as recommended preparation considerations.

- The changes to **Registration Restrictions** must be specific and reflect something that can be coded in Banner. This includes restrictions based on department, class, level, student attribute, or program admission. Avoid vague and ambiguous language, and provide specific program codes if possible.

Registration Restrictions

Registration Restrictions ?

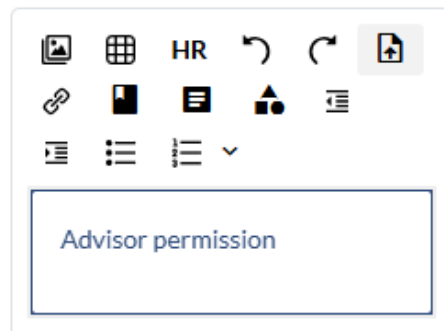


Admission to...

(Includes program admission, student attributes, department admission, class level, etc.)

- Note that Banner **cannot** be programmed with an 'or' between *prerequisites* and *registration restrictions* or *registration restrictions* and *special approvals*.
- Special Approvals include instructor, advisor, or department permission. This will be displayed in the catalog and programmed at the section level. Special approvals **cannot** be programmed by the scheduling team unless it is listed in the catalog, and this restriction **will apply to each student individually**.

Special Approval ?



The form contains a grid of icons including a calendar, a grid, 'HR', arrows, a document, a link, a person, a list, a triangle, and a dropdown menu. Below the grid is a text box with the text 'Advisor permission'.

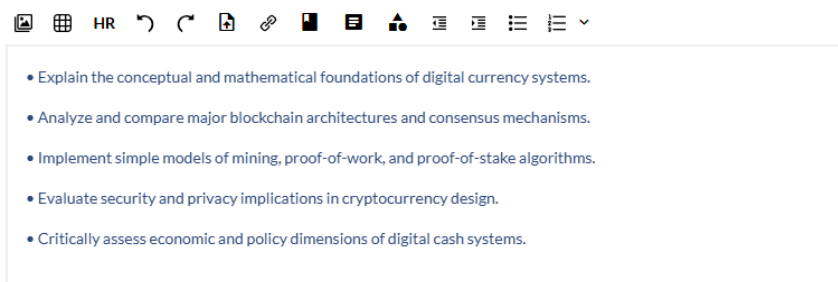
Any type of approval not included in the ones listed above is considered "special approval" and is assigned at the section level such as "Instructor permission", "Advisor Permission", or "Department permission."

- Note that Banner **cannot** be programmed with an 'or' between *special approvals* and *prerequisites* or *special approvals* and *registration restrictions*
- Also note that *Instructor permission* will not override *prerequisites*

6. Course learning outcomes can be updated on this proposal if needed. **If there is a significant change in the course content and learning outcomes, please submit the information as a New Course to support articulation, degree audit, and advising processes.**

Course Learning Outcomes

Course Learning Outcomes



The form contains a grid of icons including a calendar, a grid, 'HR', arrows, a document, a link, a person, a list, a triangle, and a dropdown menu. Below the grid is a list of five outcomes:

- Explain the conceptual and mathematical foundations of digital currency systems.
- Analyze and compare major blockchain architectures and consensus mechanisms.
- Implement simple models of mining, proof-of-work, and proof-of-stake algorithms.
- Evaluate security and privacy implications in cryptocurrency design.
- Critically assess economic and policy dimensions of digital cash systems.

7. Indicate if this is an Honors course, or if Educator Licensing Approval is required. This will ensure the proposal is routed correctly.

Additional Approval

Is this an Honors course? **required** ?

YES NO

Is Educator Licensing Approval Required? **required** ?

YES NO

8. Offer a short explanation of why this change is being made in the top field of the Rationale section, and how this change will affect your curriculum. The second field is where Dependencies will be addressed. (A separate, in-depth training on addressing Dependencies is available.)

Rationale

Briefly explain how these changes will affect your curriculum. required 

This will ensure the correct students are able to register for this course

Please review and address the impact this change may have on other courses and departments. What steps have been taken to mitigate the impact? Have the affected departments been notified of the course change? required 

Advisors have been informed of the change.

9. If all changes and fields are entered correctly, submit the proposal. **This is not the final step.**

SUBMIT PROPOSAL

Continue to step 10

10. A window will pop up, confirming the submission of your proposal. **Select the 'View Proposal' option.**

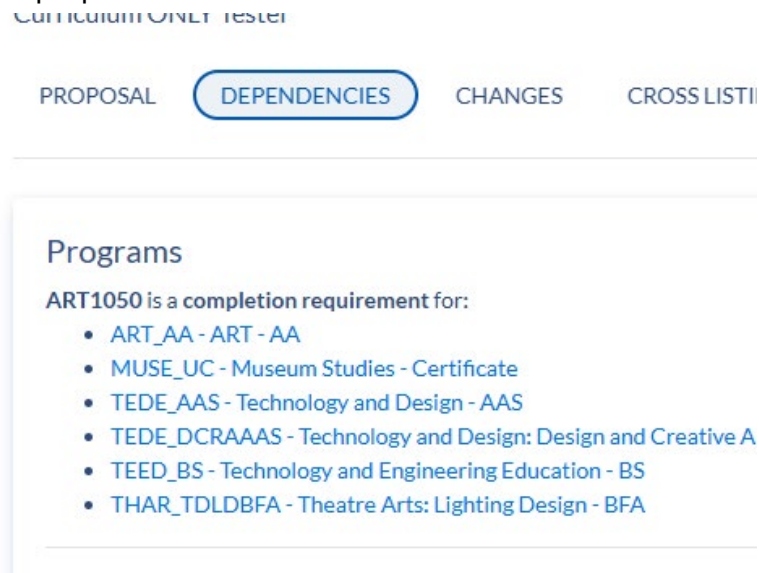


Your proposal has been submitted!

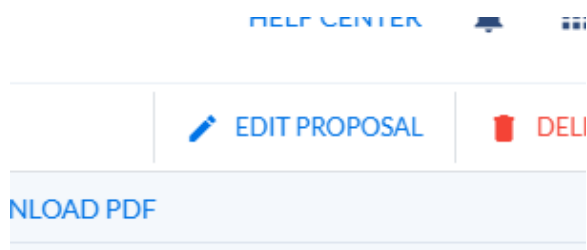
[RETURN TO HOME](#)

[VIEW PROPOSAL](#)

11. Once the proposal re-populates, toggle to the 'Dependencies' tab along the top of the proposal.



12. Prepare to address the Dependencies. A separate, more thorough training of this process is available. Please familiarize yourself with the impacts associated with each type of course modification. The Catalog Team is always happy to answer any questions.
13. Once you have successfully determined all applicable impacts, select 'Edit Proposal' in the top right-hand corner of the page.



14. Navigate back to the 'Proposal' tab.



15. Update the final field in the 'Rationale' box (at the very bottom of the proposal) with any additional steps that will be taken to address the Dependencies and impact to the items generated in the Dependencies list. **Your proposal will not be approved until Dependencies are correctly addressed.**

This will ensure the correct students are able to register for this course

Please review and address the impact this change may have on other courses and departments. What steps have been taken to mitigate the impact? Have the affected departments been notified of the course change? required ?

Advisors have been informed of the change.

Dependencies reviewed--outside departments have been informed of the change, and no additional action will need to be taken by the Art department.

- *Please contact the catalog team for additional guidance if needed*

16. Save your changes.

 SAVE CHANGES

 CANCEL EDIT

Contents

The Catalog Team will now be able to review and approve your request. Please don't hesitate to contact them with any questions or issues.

See below for an overview of building prerequisites as simple requirements.