UNC

SOUTHERN COLORADO   UNIVERSITY OF NORTHERN COLORADO

Office of the Registrar

Curriculum Strategy Form Submission Quick Reference Guide

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Curriculum Strategy
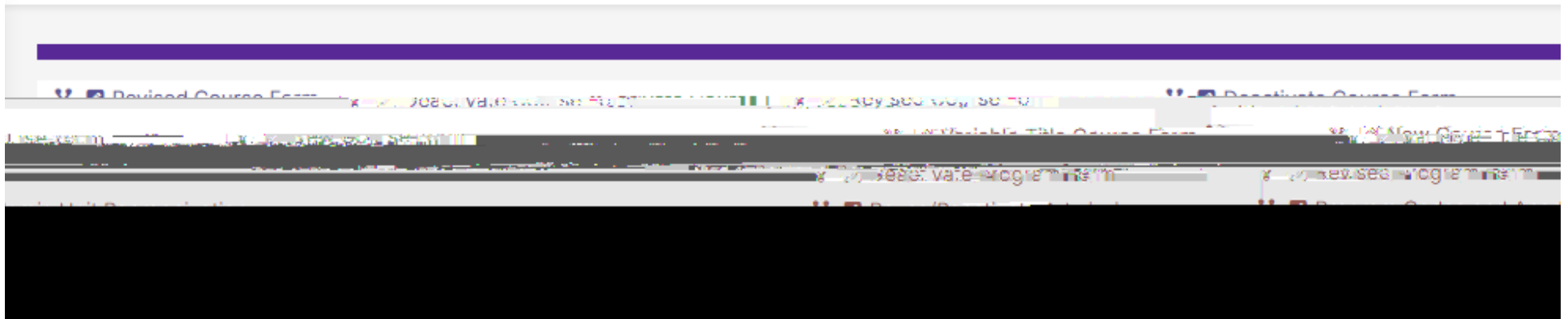
This guide is intended to provide quick reminders of the technical steps involved in completing various types of curriculum/catalog changes.

For detailed information about the approval process and academic content considerations, please see the Curriculum page of the Provost's Website or reach out to the Provost's Curriculum Delegate for guidance.

For detailed help sheets for completing the fields on each form, or other technical guidance, please see the Reference & Training Materials posted on the Registrar's website or contact the OTR Catalog/Curriculum team at catalog.help@unco.edu.

For changes not included on this guide, email both offices to ensure you get both substantive and technical guidance!

COURSES

I want to….	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR Tasks
Create a new course	Course should be included in at least one program/fulfill at least one PLO.	x Submit New Course Form. x Submit Revised Program Form for each program to which course will be added.		A course number t Banner and catalog for all impacted programs and courses.
Update course title, description or other basic elements/attributes of course (eg pre-reqs)		Submit Revised Course Form.	N/A	x Ensure all Impacted Units/LAC/PEC are notified. x Update course information throughout Banner and Catalog.
Change the credit hours for an existing course	Credit hours may need to be rebalanced in programs that require the course to ensure they still add to correct totals (e.g., 120 credit hours for bachelor's degree).	Submit Revised Course Form x Include a note in the rationale portion of the form authorizing OTR to add/subtract credits from the university wide electives category of affected unit programs, x OR submit Revised Program Form(s) to rebalance credits in other ways.	x Acknowledge that OTR will add/subtract credits from the university wide electives category if course is required in impacted program, x OR submit Revised Program Form(s) to rebalance credits in other ways.	x Ensure all impacted units are notified; route form to LAC/PEC as needed. x Update Banner and catalog with new credit hours for course. x Update credit counts across all impacted programs. x Coordinate with Deans/Provost Office to ensure impacted units respond if needed.

I want to….	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR Tasks
Change the course number and/or prefix of an existing course. Note: to create a new prefix and/or make a global change to the prefix of multiple courses, see the guidance in the last section of this matrix (Pauses, Reorgs & other Coding)	A change between lower division (100/200 or 500) and upper division (300/400 or 600/700) may cause programs that use the course to fall short of upper division credit hour requirements. LAC courses must be lower division.	Submit Revised Course Form Revised Program Form if needed to change role of course in unit curriculum (e.g., if necessary to meet upper division credit hour requirements). *Otherwise, OTR will update number across unit course pre-requisites and programs!*	x Acknowledge that OTR will change the course number across impacted courses and programs, x OR submit Revised Course Form and/or Revised Program Form if want to change role of course in unit curriculum (e.g., change course pre-requisites, rebalance course credits or delete the course from your program).	x Ensure all impacted units are notified; route form to LAC/PEC as needed. x Create new course/prefix number in Banner and replace new course/prefix in catalog for impacted programs and courses x Deactivate old course number/prefix in Banner and remove from catalog
Update the model syllabus for a course	Model syllabi must indicate fixed elements that must appear on every teaching syllabus and flexible areas where individual instructors may alter content.	Submit Revised Course Form with updated model syllabus attached.	n/a	Route form to LAC/PEC if required.
Add a subtitle to a variable title course	Variable title course number must already exist	Submit Variable Title form		Add subtitle to variable title course in Banner.
Add or remove LAC status to/from an existing course	Be sure to follow LAC Course Approval Process guidelines.	Submit Revised Course Form with required LAC attachments.	n/a	x Notify LAC (removals) or route form to LAC for consideration. x If approved, add/remove LAC indicators everywhere course is listed in catalog.

I want to…	Reminders!	

I want to…	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR

Admissions **PAUSES**, Unit **REORGS**, **NARRATIVE** and other **CODING** Changes (CIP, Division, Department/Taxonomy, Site, Academic Unit)

I want to	(Pre) approval requirements	Originating Unit Action	RO Action
Move a course or program from one academic unit to another (may or may not include a change to a different college).	Dean(s) should work with provost office to develop and finalize a plan for both faculty affairs and curricular impacts.	x Review form generated by registrar (after it receives Provost approval) and monitor progress through workflow. x Submit additional curriculum forms as described above if needed.	x Generate Program Codes and Academic Unit Reorganization form at Provost request. x Update coding in Banner x Update unit/college as needed in catalog. x Notify Admissions and Marcomm x Notify Budget
Create, merge and/or eliminate academic units	Dean(s) should work with provost office to develop plans for where all continuing faculty lines will be housed and impacts on faculty evaluation criteria/timeline changes. where all new/continuing courses and programs will be housed.	x Review form generated by registrar (after it receives Provost approval) and monitor progress through workflow. x Submit additional curriculum forms as described above if needed.	x Generate Program Codes and Academic Unit Reorganization form at Provost request. x Update coding in Banner x Update unit/college as needed in catalog. x Notify Admissions and Marcomm

Update a CIP ck170.5 BDC 44.76 425.

I want to	(Pre) approval requirements	Originating Unit Action