

ADMINISTRATIVE: EXPEDITED COURSE REVISION



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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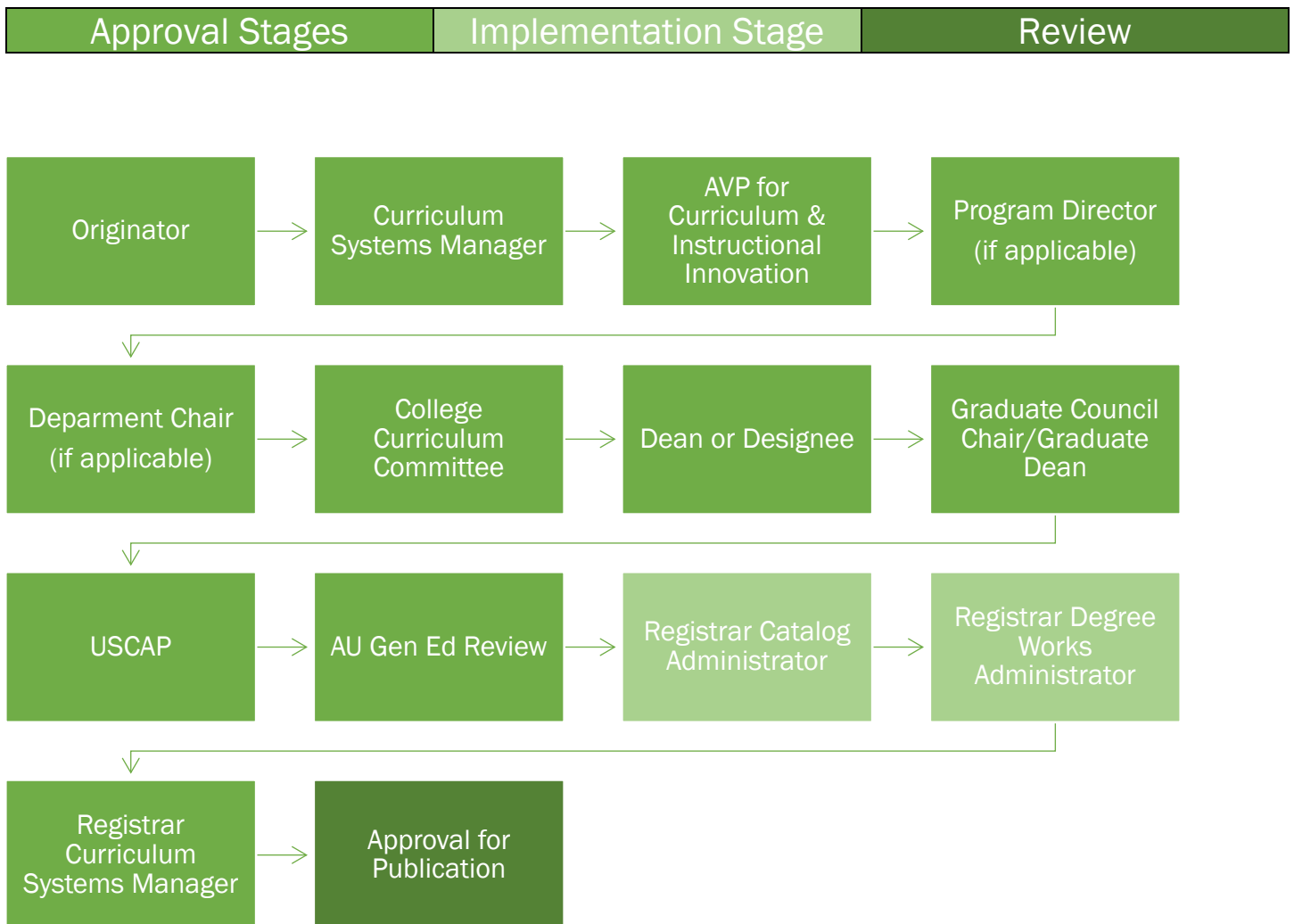
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PROCESS

The Expedited Course Revision proposal is used to request updates to an existing course listed in Banner after the Curriculog deadline has passed. This proposal is limited to users who have obtained approval from the Associate Vice President for Curriculum & Instructional Innovation prior to submitting.

ORDER OF APPROVERS

Approval Process Key:



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REQUIRED DOCUMENTS:

- IMPACT REPORT
- APPROVAL MEMO (if applicable)

INSTRUCTIONS

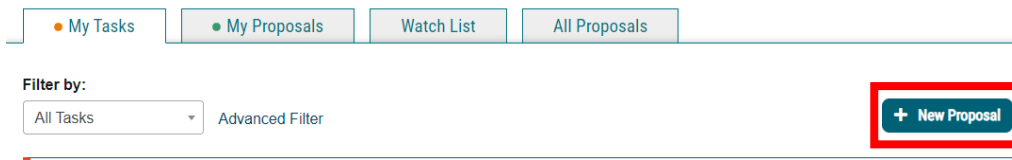
COMPLETING THE PROPOSAL

1. Gain permission from the Associate Vice President for Curriculum & Instructional Innovation to submit this proposal after the Curriculog deadline. Proposals that have not received prior approval will not be approved by the Curriculum Systems Manager.

2. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

3. Select “New Proposal” from the task menu.

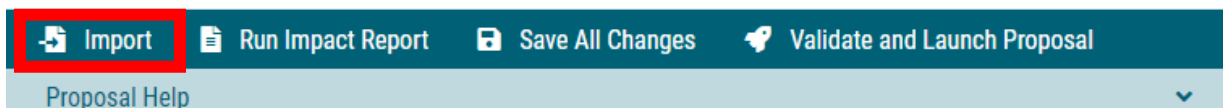


4. Hover over the proposal titled “Administrative: Expedited Course Revision” and click the blue check mark in order to begin.



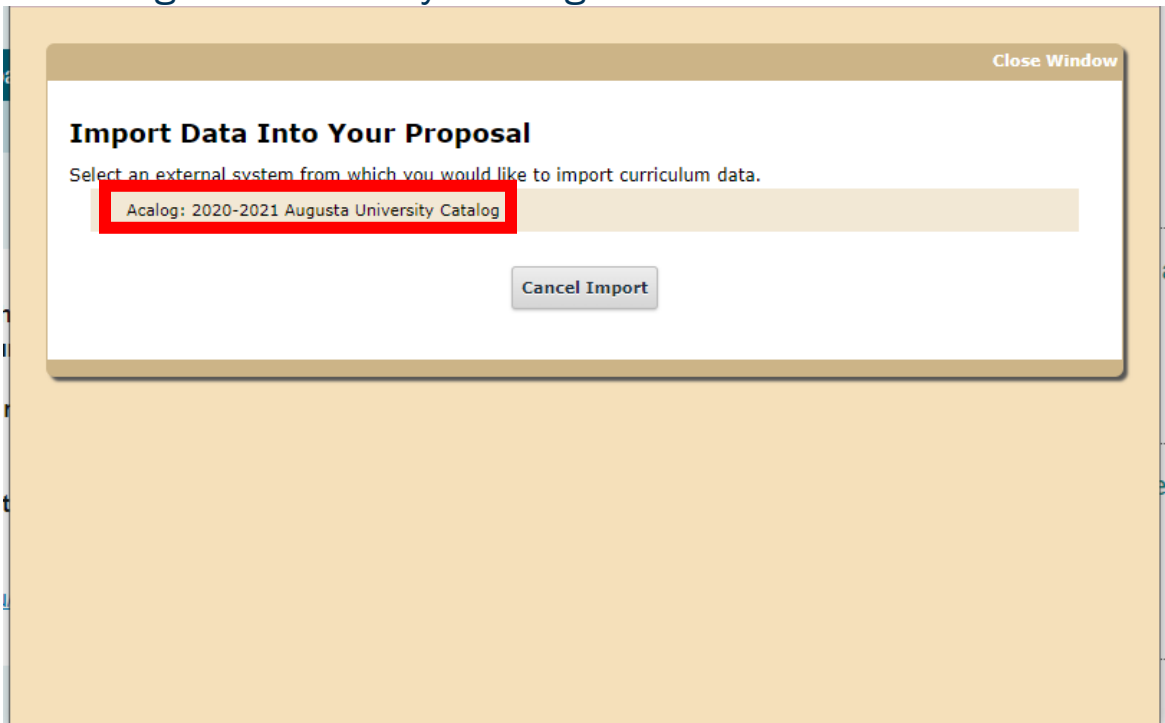
IMPORTING

5. Once the expedited course revision proposal is selected, navigate to the top of the proposal, and select Import. It is important to import the current course information from the catalog prior to editing the proposal.



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6. A dialogue box will appear, select the **current** external system “Acalog: 20XX-20XX Augusta University Catalog”



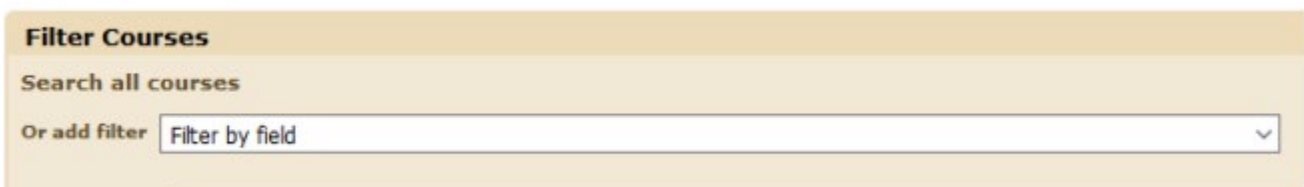
Import Data Into Your Proposal

Select an external system from which you would like to import curriculum data.

Acalog: 2020-2021 Augusta University Catalog

Cancel Import

7. Once you have selected the external system to import from, a filter box will appear. In the filter by field drop down, select **Prefix**. This will allow you to search for all courses with that prefix to find the correct course to import.



Filter Courses

Search all courses

Or add filter Filter by field

8. Once you have entered the correct prefix, select **Search Available Curriculum**.



Filter Courses

Prefix = ACCT

Add another filter Filter by field

Start Date: End Date:

Sort Results By: Prefix X Code X Name X

Exclude previously imported items

Search Available Curriculum Select Another External System Cancel Import

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9. A list of all courses with the prefix entered will appear. Select the course you wish to revise.

Search Results (1 to 19 of 19)

- ACCT 2101 Principles of Accounting I
- ACCT 2102 Principles of Accounting II
- ACCT 3311 Intermediate Accounting I
- ACCT 3312 Intermediate Accounting II
- ACCT 3313 Intermediate Accounting III

10. Once you have selected the course, a new box will appear showing you which data can be imported. After you have reviewed, select **Import This Item**.

Field Name	Data Preview
» Course Inactivation Information: Course Prefix	ACCT
» Course Inactivation Information: Course Number	3312
» Course Inactivation Information: Course Title	Intermedia
» Course Inactivation Information: Current Catalog Description	This is the : students wi accounting

Import This Item

Return to Search

Select

11. You will be rerouted to the proposal where you can continue to answer the additional questions beginning with the routing information.

CREATING AN IMPACT REPORT

12. Select the “Run Impact Report” icon on proposal menu bar to generate an impact analysis report.

Import

Run Impact Report

Save All Changes

Validate and Launch Proposal

Proposal Help

13. A dialogue box will appear, and you will need to select the current catalog listed under Acalog and then click “Generate Report”.

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Close Window

Impact Report for COUN 6670

In order to run an impact report, you will first need to select one or more external systems to search. Please note that maps with a grey background are unavailable as sources for the report. When you have finished, click "Generate Report" to return to the Impact Report.

Current Maps:

Acalog

- 2020-2021 Augusta University Catalog
- 2021-2022 Augusta University Catalog

Curriculog

- Z18-19 Course: New Course Proposal Form
- Z18-19 Program: Curriculum Revision Form

Generate Report Cancel

14. A report will then return that lists each program that has this course as part of its curriculum. Print this page to a PDF and save so that it can be uploaded to the proposal at a future step.

ROUTING INFORMATION

15. Choose the Academic College AND Department by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

Choose your Academic College and Department:*

Select an option

Choose the academic college and department that owns this content. If this content resides on a nonacademic page, select Augusta University as the owner.

16. Select the appropriate option regarding The Graduate School.

Is this program/course owned by School of Computer and Cyber Sciences, Pamplin, College of Science and Mathematics, College of Education, Hull College of Business, College of Nursing, or College of Allied Health Sciences but requires the approval of The Graduate School? If so, please check yes and this proposal will route to the Graduate Sub-Committee.*

- Yes
 No

If so, please check yes and this proposal will route to the Graduate Sub-Committee. If this program/course is owned by The Graduate School, please check no. The Graduate Sub-Committee will complete their review on the Dean step. For example, the MAISS program is owned by Pamplin college, but requires the approval of The Graduate School, therefore would answer yes to this question.

17. Select the appropriate option regarding Program Director.

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Does this program have a Program Director separate from the Department Chair? *

- Yes
- No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

18. Select the appropriate option regarding a **Department Chairperson**.

Does your department have a chairperson?*

- Yes
- No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

19. If your college has a curriculum committee that needs to review this proposal, be sure and select “Yes” to the question regarding college curriculum committees. If only the Graduate School needs to review this change, please select “no”.

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

- Yes
- No

If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

20. Select the appropriate option regarding the affected college(s).

Does this course revision affect more than one college?*

- Yes
- No

If you select yes, this proposal will also be routed to USCAP for review and approval.

21. If the requested course modification will affect other colleges, attach the completed impact analysis report, and select the appropriate option.

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I have completed and attached an impact report.*

Yes

Even if the impact report returns no results, be sure and attach it so individuals reviewing and approving will know there is no impact to other programs. Instructions for completing an impact report may be found at: <https://www.augusta.edu/registrar/curriculum/resources>

22. If the requested course modification will affect other colleges, attach the completed impact analysis report, and select the appropriate option.

I have attached approval memos from the impacted colleges.

Yes

Approval memo templates may be found at: <https://www.augusta.edu/registrar/curriculum/resources>

1. In the Revision Requested field, select all requested modifications types and include the specific changes in the corresponding field(s) below. For example, if you are requesting to update the CIP Code and Course Title, you would only complete the sections for “Update CIP Code” and “Update Course Title”. The remaining sections would remain blank.

Revision Requested:*

- CIP Code
- Corequisite(s)
- Course Description (Published in Catalog)
- Course Title
- Grade Mode
- Instruction Type Code/Schedule Type
- Prerequisite(s)
- Repeat Status
- Restriction(s) for Registration
- Credit Hours
- USG Undergraduate Core Requirement (must be approved by Gen Ed Council)

23. Since the course prefix and course number has already been entered, navigate to the effective term column. Enter the effective term of the course modification.

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Effective Term*

Select an option

Based on the approved deadlines, the options below are the only effective terms available for this section. The year and term code in which the course modification will be effective.

24. Select the appropriate option regarding cross-listing.

Will this course be cross-listed?*

- Yes- I will launch a revision for the cross-listed course.
- No

Cross-listed courses are courses which share common learning outcomes, are numbered the same, and have the same level of rigor, but have different prefixes. If the answer to this question is yes, you will also need to submit a revision for the cross-listed course.

25. Select the appropriate option regarding cross-leveling.

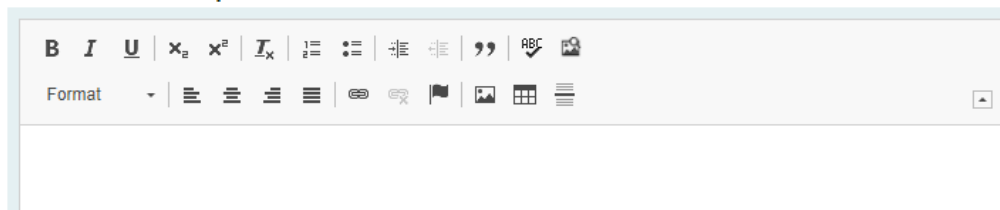
Will this course be cross-leveled?*

- Yes- I will launch a revision for the cross-leveled course.
- No

Cross-leveled courses are courses which share common learning outcomes but are numbered and offered at two different levels of rigor. If the answer to this question is yes, you will also need to submit a revision for the cross-leveled course.

26. If the course being modified, is cross-listed or cross-leveled, input the course prefix and course number of the cross-listed or cross-leveled course.

What is the course prefix and the course number of the cross-listed or cross-leveled course?



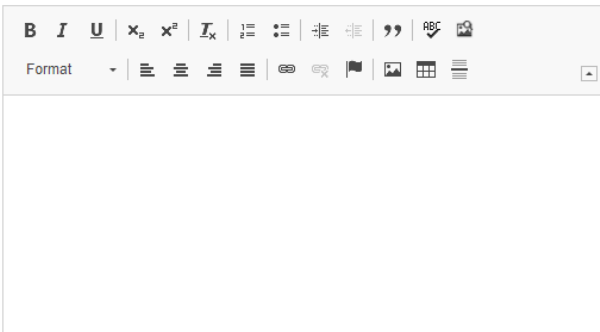
A rich text editor toolbar with various formatting options. The top row includes icons for Bold (B), Italic (I), Underline (U), Text Color (x), Background Color (x²), Text Color (I_x), Bulleted List, Numbered List, Link, Unlink, Insert Link, ABC, and a user icon. The bottom row includes a Format dropdown, Bulleted List, Numbered List, Link, Unlink, Insert Link, Insert Image, Insert Table, and Insert Video. A small square icon is visible on the right side of the toolbar.

27. Once you have completed the corresponding field(s) that were selected in the Revision Requested Section in Step 20, navigate to the bottom of the proposal.

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28. Should any additional comments be necessary, enter those in the Additional Comments field.

Additional Comments:*



LAUNCHING THE PROPOSAL

29. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “validate and launch proposal”. Proposal will be validated and launched.

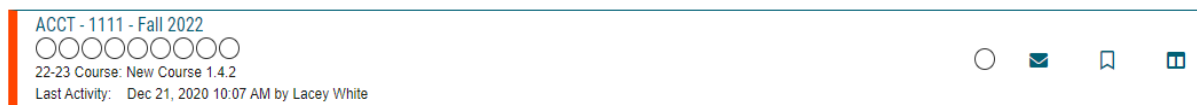


30. The proposal is now in your “My Tasks” tab.

31. In order for the proposal to move forward to the next approver step, you must approve it.

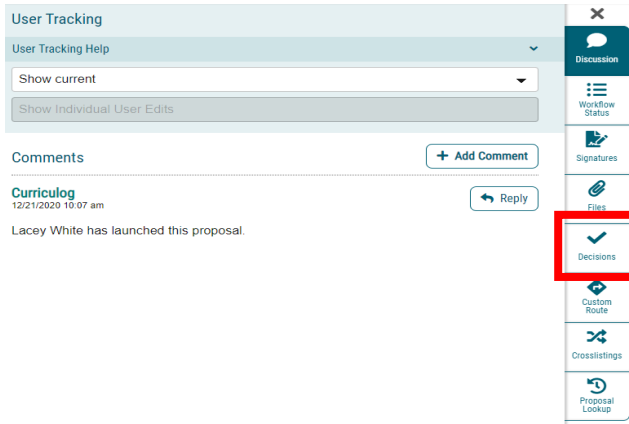


32. To approve the proposal, click on the proposal on your task list.



33. Once the proposal opens, navigate to the right hand menu bar and select the blue check mark.

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34. This will open a discussion box, fill in the radial button beside “Approve” and click “Make My Decision”.

Your Decision

What would you like to do with this proposal?

Approve Hold
 Reject Suspend
 Cancel
 Custom Route

Please comment on your decision below.

Make My Decision

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.