ADMINISTRATIVE: PROGRAM REVISION- MASS COURSE UPDATE
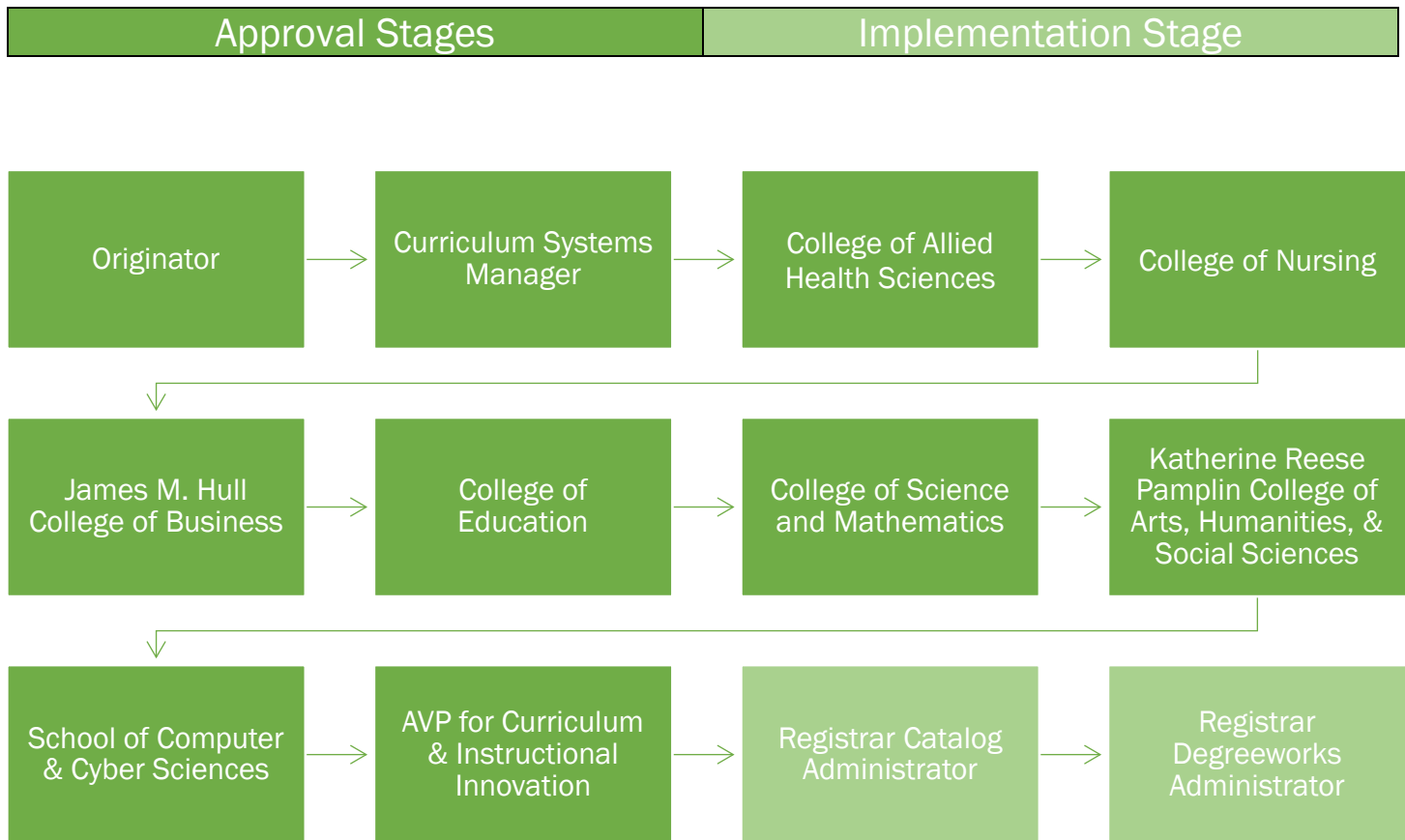
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ADMINISTRATIVE: PROGRAM REVISION-MASS COURSE UPDATE

PROCESS

This proposal is used by the Registrar's Office to revise an existing program with a mass course update. The proposal will aid in updating course information to all affected department members.

ORDER OF APPROVERS

Approval Process Key:

Approval Stages	Implementation Stage

Originator	→	Curriculum Systems Manager	→	College of Allied Health Sciences	→	College of Nursing

James M. Hull College of Business	→	College of Education	→	College of Science and Mathematics	→	Katherine Reese Pamplin College of Arts, Humanities, & Social Sciences

School of Computer & Cyber Sciences	→	AVP for Curriculum & Instructional Innovation	→	Registrar Catalog Administrator	→	Registrar Degreeworks Administrator

REQUIRED DOCUMENTS:

- Impact Report

INSTRUCTIONS

COMPLETING THE PROPOSAL

1. Login to Curriculog using your net ID and password.
   https://augusta.curriculog.com

2. Select "New Proposal" from the task menu.
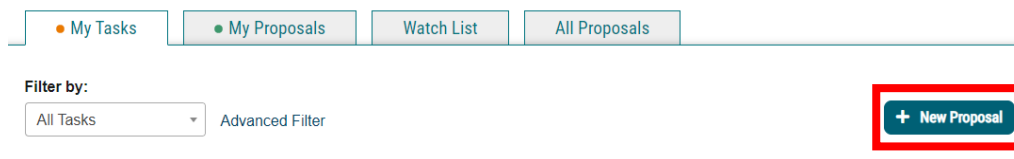
3. Hover over the proposal titled "Administrative: Program Revision-Mass Course Update" and click the blue check mark in order to begin.

4. Navigate to the Routing Information section of the proposal.

5. 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.

6. Navigate to the Mass Course Update Information section.

7. Use the impact report to choose the colleges that are affected by this mass course update. Select the appropriate option regarding the affected colleges

Use the Impact Report to choose each college affected by the mass course update.

College of Allied Health Sciences:
○ Yes
○ No

College of Nursing:
○ Yes
○ No

Hull College of Business:
○ Yes
○ No

College of Education:
○ Yes
○ No

College of Science and Mathematics:
○ Yes
○ No

Pamplin College of Arts, Humanities, and Social Sciences:
○ Yes
○ No

School of Computer and Cyber Sciences:
○ Yes
○ No

8. Select the course prefix from the drop box below. Enter the 4 digit course number that needs to be updated in the field beside the course prefix.

Course Prefix*

Select an option

A 4-character abbreviation of the program of study of the course.

Course Number*

The number consisting of up to 4 characters and an optional one-character alpha or numeric suffix, assigned by the institution. Please refer to the course numbering policy at: https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf

9. Enter the name of the course as it appears on the institution's catalog in the field below.

Course Title*

The name of the course as it appears on the institution's catalog. Long Title can only contain 100 characters.

10. Enter the effective term for the updates. This is the first term that the new updates will take effect. Please select the term from the drop down options. If you do not see a term listed, please contact the Registrar's Office at curriculog@augusta.edu. Please do not just select a term. The terms in the drop down are options based on the approved deadlines.
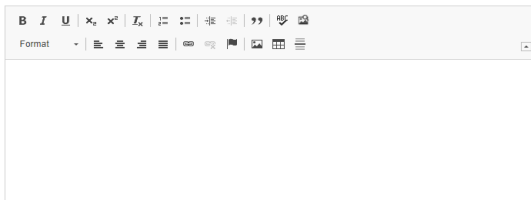
Effective Term*

11. Enter the name of the course that the mass update is replacing.

Which course is this mass update replacing?*

12. Provide an explanation regarding the purpose and need for the course.

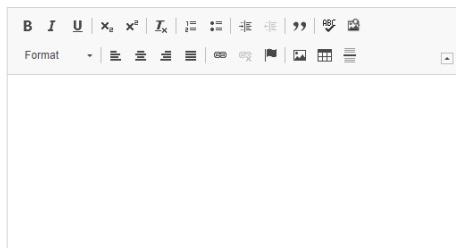What is the purpose and need for the course?*

13. Please confirm that an impact report listing all the programs affected by the course update is attached to proposal. This field must be completed.

An impact report listing all programs affected by the course update is attached.*

○ Yes

14. Should any additional comments be necessary, enter those in the Additional Comments field.
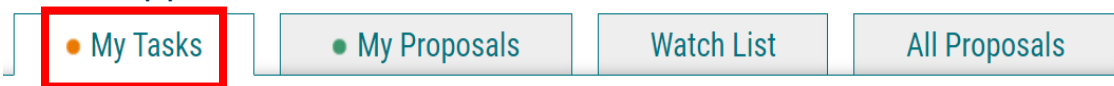
Additional Comments:*

LAUNCHING THE PROPOSAL

15. 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.
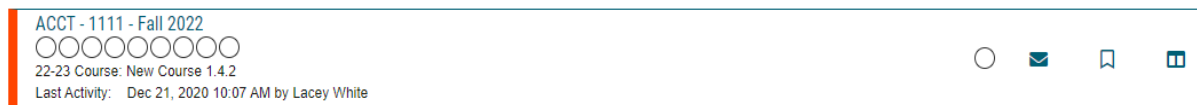

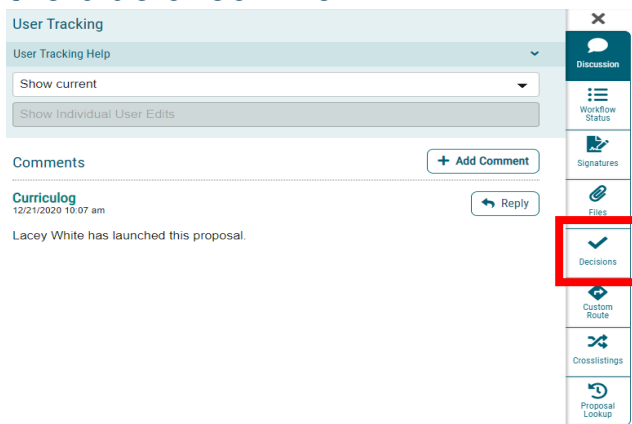16. The proposal is now in your "My Tasks" tab.

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

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

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

20. 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
- ○ Reject
- ○ Hold
- ○ 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.