

# **CURRICULOG: COURSE REVISION INSTRUCTIONS**



**COURSE REVISION**

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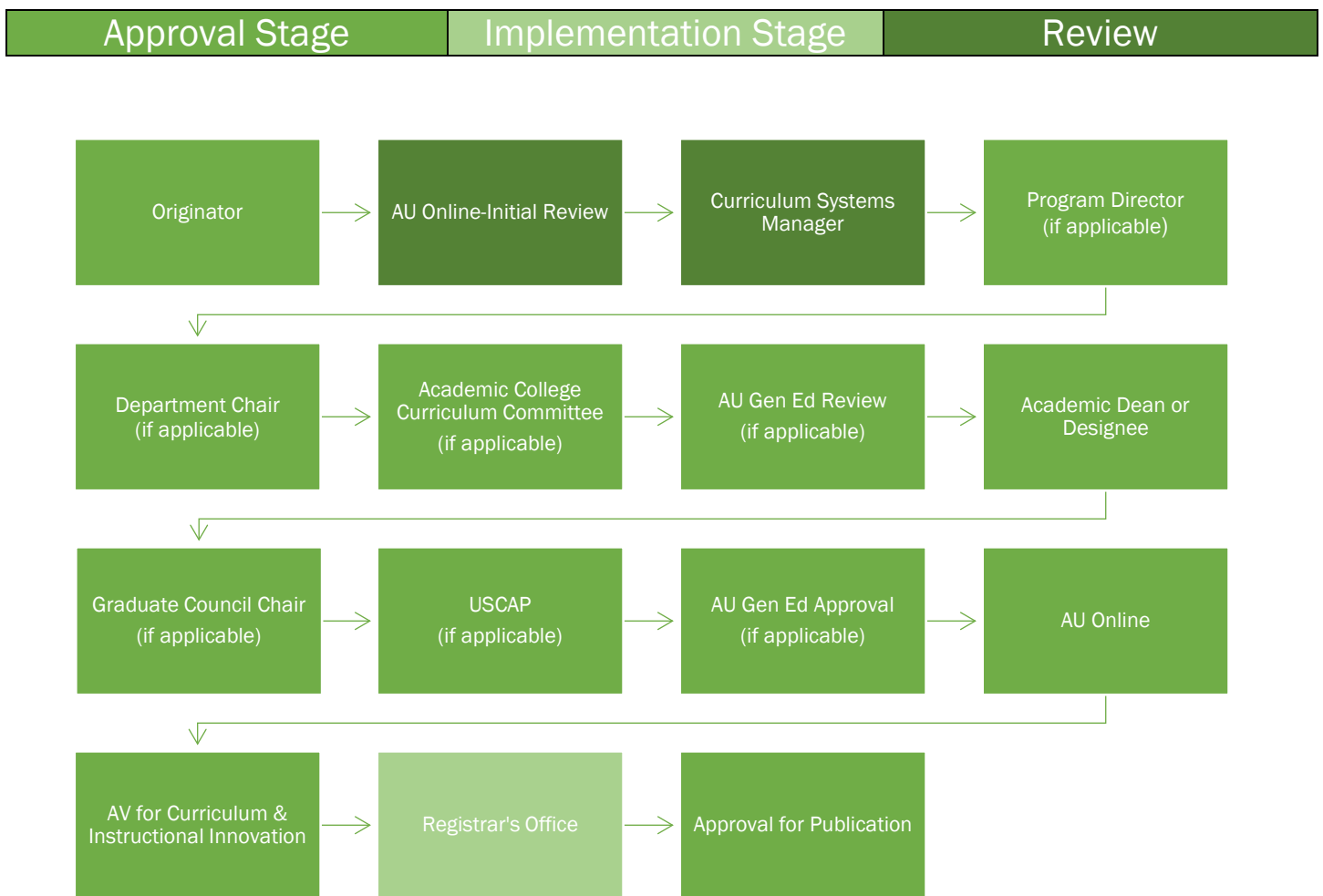
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# CURRICULOG: COURSE REVISION

## PROCESS

The Course Revision is used to request updates to an existing course listed in Banner. Please be intentional in your course update selections as this could impact, student registration, graduation, and student fees. If you are requesting more than three updates to this course, please consider a New Course proposal. Reach out to [curriculog@augusta.edu](mailto:curriculog@augusta.edu) for additional information prior to launching the proposal.

## ORDER OF APPROVERS



## REQUIRED DOCUMENTS

- IMPACT REPORT
- APPROVAL MEMO (IF APPLICABLE)

# CURRICULOG: COURSE REVISION

## COURSE REVISION INSTRUCTIONS CREATING THE PROPOSAL

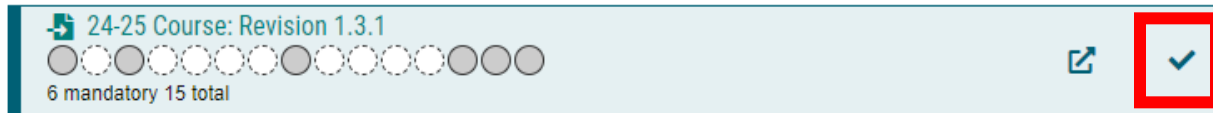
1. Login to Curriculog using your net ID and password.  
<https://augusta.curriculog.com>

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



The screenshot shows a navigation bar with four buttons: "My Tasks" (selected), "My Proposals", "Watch List", and "All Proposals". Below the buttons is a "Filter by:" section with a dropdown menu set to "All Tasks" and an "Advanced Filter" link. On the right side, a red-bordered button labeled "+ New Proposal" is highlighted.

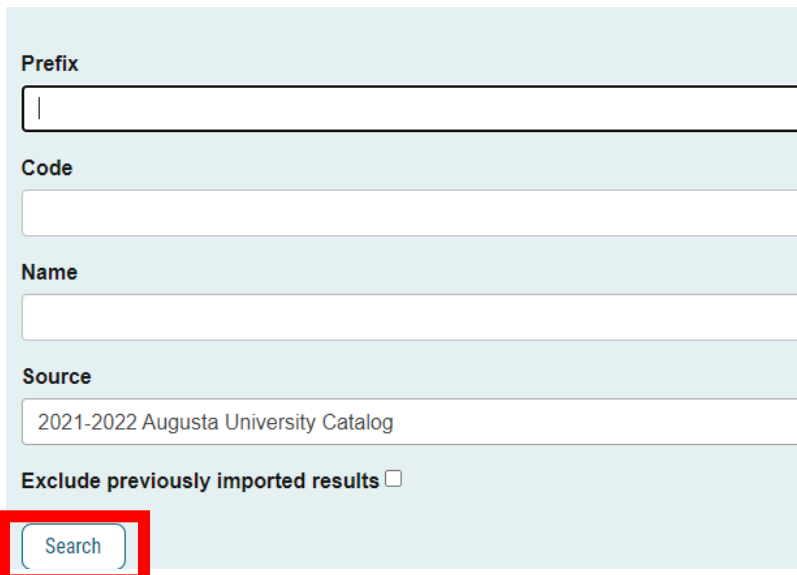
3. Hover over the proposal titled “Course Revision” and click the blue check mark in order to begin.



The screenshot shows a proposal card for "24-25 Course: Revision 1.3.1". It includes a progress indicator with 15 circles, 6 of which are filled, and the text "6 mandatory 15 total". On the right side of the card, there is a blue checkmark icon highlighted with a red border.

## IMPORTING

4. Once the course revision proposal is selected, there will be a fly-out on the right side of the screen. Use the filter to search for the specific course. Courses can be filtered using **prefix**, **code**, or **name** (course name). Select search to generate courses.








The screenshot shows a form for filtering course imports. It has four input fields labeled "Prefix", "Code", "Name", and "Source". The "Source" field contains the text "2021-2022 Augusta University Catalog". Below the fields is a checkbox labeled "Exclude previously imported results" which is unchecked. At the bottom left, a "Search" button is highlighted with a red border.

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5. Highlight the appropriate course for the course revision and select the icon of a blue paper with an arrow through it to preview and build import.

Show: 20 results ▼

<b>ENGL 1101</b> Composition I focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. This course also includes introductory use of a variety of research skills. The course provides instruction in word processing and in...	
<b>ENGL 1101H</b> Composition I focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. This course also includes introductory use of a variety of research skills. The course provides instruction in word processing and in...	
<b>ENGL 1102</b> Literature-based, Composition II develops writing skills beyond the levels of proficiency required in English 1101. Interpretation and evaluation are emphasized, and more advanced research methods are incorporated. The course includes instruction in composition of a research paper...	
<b>ENGL 1102H</b> Literature-based, Composition II develops writing skills beyond the levels of proficiency required in English 1101. Interpretation and evaluation are emphasized, and more advanced research methods are incorporated. The course includes instruction in composition of a research paper...	
<b>ENGL 1113H</b> This course develops more advanced skills in critical reading, thinking, and writing than is possible in 1101. The course incorporates study of texts by some of the world's most influential thinkers into a framework which develops skills in critical reading, critical thinking, an...	

6. Review data preview. Once review is complete select build proposal. Please email [curriculum@augusta.edu](mailto:curriculum@augusta.edu) if data is not correct.

Course Revision Information: Current Campus	[no data]
Course Revision Information: Current Schedule Type	Lecture, Lecture/Supervised Lab/Clinic, Independent Study, Asynchronous Instructio

**Build Proposal**    Return to Search

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

## CREATING AN IMPACT REPORT

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

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Import

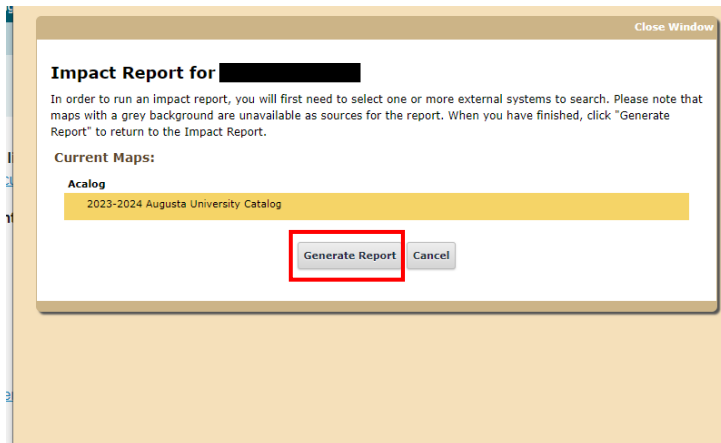
Run Impact Report

Save All Changes

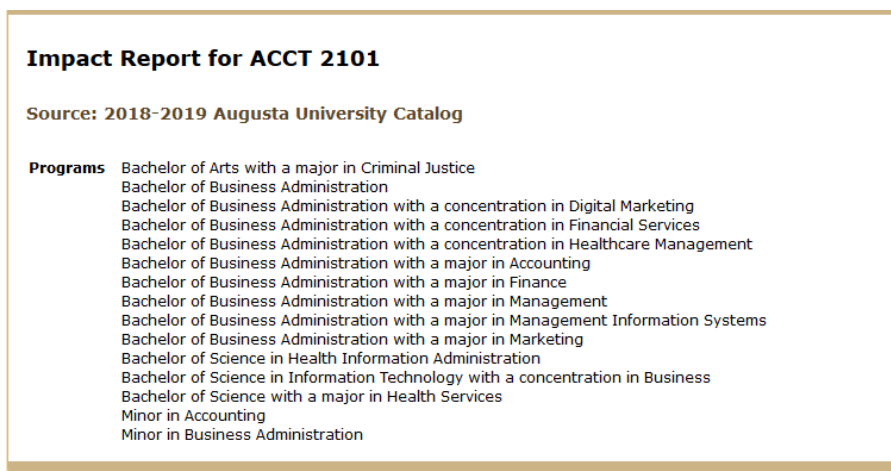
Validate and Launch Proposal

Proposal Help

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



- A report is then generated 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.



- Based on the returned list of programs, each college dean will need to be notified of the modification and an approval memo obtained. The approval memo(s) will be uploaded at a future step. If the report returns blank, that means no programs will be impacted as a result of this inactivation. Please attach the blank report to the proposal so the Curriculum Systems Manager

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knows that no programs are impacted and doesn't request an Approval Memo.

## ROUTING INFORMATION

12. Choose the Academic College AND department for the course you wish to modify by clicking in the field. This will generate a drop down list of all Academic Colleges. You may only select one option.

### Routing Information

What is the academic college and department for this course?\*

Please select the academic college and department where this course resides. This is the college and department where the course is assigned in Banner. Please note, this question also updates the routing for approval for this proposal.

13. Select the appropriate option regarding the administrative college for the course.

What is the administrative college for this course?\*

- College of Allied Health Sciences
- College of Education
- College of Nursing
- College of Science and Mathematics
- Dental College of Georgia
- Hull College of Business
- Medical College of Georgia
- Pamplin College of Arts, Humanities, and Social Sciences
- School of Computer and Cyber Sciences
- School of Public Health
- The Graduate School

Note: this would be TGS for most graduate programs with the exception of MAT, DPT, CLS, OTHP, and CNL. Also, this would be TGS for the following certificate programs: MPH, CTS, and Nursing. Other certificate programs are not part of TGS.

14. Select the appropriate option regarding Program Director.

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.

15. Select the appropriate option regarding a Department Chairperson.

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**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.*

16. 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.*

17. 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.*

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

**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/curriculog/resources>*

19. If the requested course modification will affect other colleges, attach the approval memos, and select the appropriate option.



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I have attached approval memos from the impacted colleges.

Yes

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

## COURSE REVISION INFORMATION

20. 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 Equivalent(s)
- Course Title
- Grade Mode
- Instruction Type Code/Schedule Type
- Number of Credit Hours (may require a program revision)
- Prerequisite(s)
- Repeat Status
- Restriction(s) for Registration
- USG Undergraduate Core Requirement (must be approved by Gen Ed Council)
- Dual Enrolled Status

*Please check all requested revision types and include the specific changes in the corresponding field(s) later in the proposal. If you select you are modifying the USG Undergraduate Core Requirement, this proposal will also be routed to the AU Gen Ed Reviewer.*

21. Enter the course Prefix and Course Number in the corresponding fields.

**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.*

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22. 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.

## 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.*

23. 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.*

24. Select the appropriate option regarding cross-leveling.

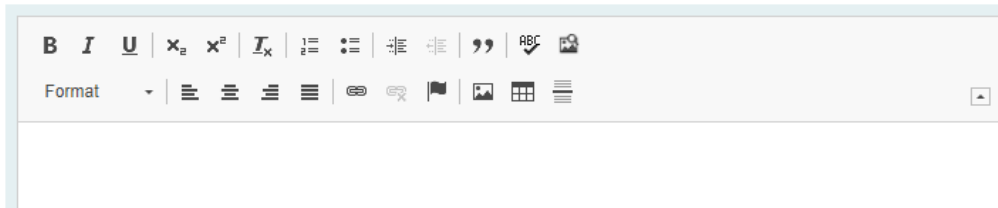
## Will this course be cross-leveled?\*

- 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.*

25. 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?



26. 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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27. Please confirm the what area this revised course should be added to. If the revised course **does not** need the USG Undergraduate Core Requirement updated, please select, “**No, this course is not a USG Undergraduate Core Requirement.**”

Update USG Undergraduate Core Requirement (must be approved by Gen Ed Council)

**What area should this course be added to?\***

- No, this course is not a USG Undergraduate Core Requirement
- Yes - Area A Communication or Quantitative Outcomes
- Yes - Area B Institutional Options
- Yes - Area C Humanities, Fine Arts, and Ethics
- Yes - Area D Natural Science, Mathematics, and Technology
- Yes - Area E Social Sciences

*Please refer to the University System of Georgia website for additional information.  
[https://www.usg.edu/academic\\_affairs\\_handbook/section2/C738/](https://www.usg.edu/academic_affairs_handbook/section2/C738/)*

28. Navigate to the **Additional Revisions** section of the proposal and confirm if the course revision is required for a current program and will require a program revision. Please provide a URL link to the program revision launched in the field provided. If a program revision is not necessary, type **N/A**.

**Will this course revision be required for a current program? If yes, have you launched a program revision? \***

- Yes, this course revision will be required for a current program so I have launched a program revision.
- No, this course revision does not affect any current programs.

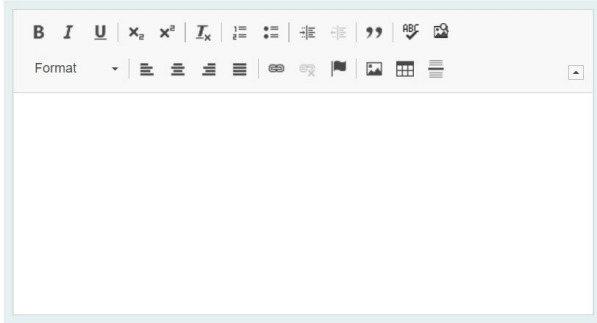
**Proposal Link for Program Revision: If not-applicable, type N/A\***

*Example: JAGS-5402: <https://augusta.curriculog.com/proposal/8004/form> | Copy & Paste the URL link of the program revision proposal created*

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

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## Additional Comments



30. Scroll to the top of the proposal and select “save all changes.”



## LAUNCHING THE PROPOSAL

31. 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.

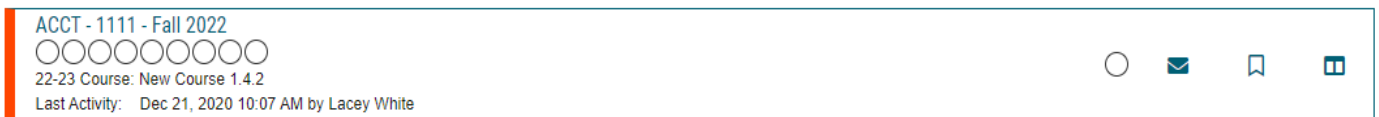


32. The proposal is now in your “My Tasks” tab.



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

34. To approve the proposal, click on the proposal to open it.



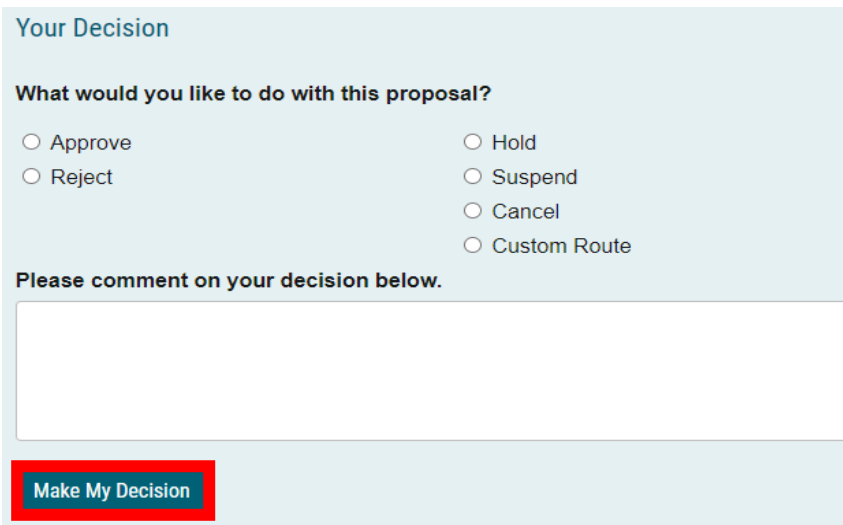
35. Once the proposal opens, navigate to the far right toolbar, and select “Decisions.”

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The screenshot shows the Curriculog interface. On the left, there is a 'User Tracking' section with a dropdown menu set to 'Show current' and a 'Show Individual User Edits' button. Below this is a 'Comments' section with a '+ Add Comment' button and a 'Reply' button. A comment from 'Curriculog' dated '12/21/2020 10:07 am' states 'Lacey White has launched this proposal.' On the right, a vertical sidebar contains several icons: Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red box), Custom Route, Crosslistings, and Proposal Lookup.

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



The 'Your Decision' form asks 'What would you like to do with this proposal?' and provides six radio button options: Approve, Reject, Hold, Suspend, Cancel, and Custom Route. Below the options is a text area for comments with the prompt 'Please comment on your decision below.' At the bottom of the form, the 'Make My Decision' button is highlighted with a red box.

37. The proposal has now moved on to the next individual in the approval steps.

## CONTACT

If you have any additional questions, please contact our office at [curriculog@augusta.edu](mailto:curriculog@augusta.edu).