**Smart Catalog Curriculum Management Instructions**

**Submitting a Revised or Drop Course Form in Smart Catalog**

A “Course” is a class that provides credits toward the completion of a Program.

**To drop a course in the catalog:**

1. If a course is being dropped and replaced, complete the New Course Form prior to completing the Revised or Drop Course Form
2. Select appropriate course following the drop-down box prompts. Graduate or Undergraduate Catalog > Courses > Number > Specific Course. Course information will be auto-populated.
3. Using the drop-down menu, select the appropriate academic College and Academic Unit that the course is affiliated with
4. **REQUIRED:** If the course is associated with a teacher licensure program, select “Yes” from the drop-down menu to indicate that it is a Professional Education Course. If the course is not associated with a teacher licensure program, select “No” from the drop-down menu
5. **REQUIRED:** If the course is an approved University Core Curriculum Course, select “Yes” as appropriate from the drop-down box. Otherwise, select “No” if the course is not associated with the University Core Curriculum Course
6. If the course is being dropped, select the “Drop Only” box
7. Supply a Rationale for the drop in the box provided
8. **Save revisions and submit** the curriculum change for review by scrolling to the top of the form and selecting “Save” in the upper left corner. Then click “Send for Review” in the upper left corner (green arrow) to submit the proposed curriculum change for review. Following submission, add a comment (Click “Add a comment” box in the upper left corner), noting that the proposal has been completed and is ready for review. Any additional information you may want to include in the audit trail can also be added as a comment
9. Once the proposal is submitted, it will be locked and additional changes cannot be made unless the proposal is removed (“Remove Proposal” button in the upper left corner)

**To revise a course in the catalog:**

1. Select the appropriate course for revision following the drop-down box prompts. Graduate or Undergraduate Catalog > Courses > Number > Specific Course. Current course information will be auto-populated
2. Using the drop-down menu, select the appropriate academic College and Academic Unit that the course is affiliated with
3. Revise course information that has been auto-populated depending on desired revisions. Do not change any information that has been auto-populated and is not being revised
   a. **Name Change:** revise the New Long Title and the New Short Title boxes as desired by typing in changes. Long Titles are what appears in the catalog. Short Titles are abbreviations and must be ≤ 30 characters, following standardized oxford abbreviations: [https://public.oed.com/how-to-use-the-oed/abbreviations/](https://public.oed.com/how-to-use-the-oed/abbreviations/)
   b. **Credit change:** revise listed number in the minimum credit box if not a variable credit course. If a variable credit course, change credits as desired in both of the variable credit boxes i. For Variable Credit courses only, the total amount of credit earned should not exceed the maximum number within on semester or term ii. For Variable credit courses only, the maximum credits that may be earned over multiple semesters should be noted.
   c. **Changes in Grade Mode, Variable Title, or Special Fees:** click/unclick the boxes as appropriate
i. Note: if a course is offered B grade mode, you must indicate in the course
description that the course is offered for credit/no credit only

d. **Course Description Change:** alter text as desired by deleting and adding information.
   Course descriptions are listed in the catalog and should indicate what competencies will
   be developed. Three to five sentences are appropriate for course descriptions. Include
   in your description any prerequisites, parallels, corequisites, open only to, not open to,
or recommended prerequisites and parallels

e. **Prerequisite Narrative Change:** alter text in the provided box if the prerequisites of a
course. Prerequisite narrative information should only include prerequisite courses and
their minimum grade requirements

f. **Changes in the Prerequisite, Parallel or Corequisite Courses:** add or delete courses as
desired in the appropriate section. To add a course, click the “Add Course” button and
follow the drop-down prompts to select the desired course. Graduate or Undergraduate
Catalog > Courses > Number > Specific Course
   i. This can be repeated for as many prerequisite course additions as needed
   ii. Please note you do not need to include a selection of “and”, “or” between
courses.

g. If applicable, indicate any courses that disqualify a student from earning credit for the
new course in the “Not open to student who have credits in the following courses” box.
This information should also be include in the course description statement

h. **Change in Instructional Method:** Indicate all possible Instructional Methods (more than
one option can be selected) including
   i. BLEN Blended – course is offered as a combination of online and in class
      activities
   ii. FACE Face to Face – course is predominantly in class activities
   iii. ONLN Online – course is predominantly distance education activities
   iv. HS – High School – course is offered for high school credit
   v. Note, if online or blended is selected, a note should be added indicating the
      percentage of material that will be given as distance education. Notes can be
      added to the audit trail at the top of the form (add comment). Forms submitted
      without this information will be returned for additional detail
   i. Change in Restrictions: Alter any restrictions in the appropriate box

4. Course and program dependencies identify what other courses and programs are affected.
   These should be reviewed to identify if proposed changes should be discussed with other
   campus units

5. **Save revisions and submit** the curriculum change for review by scrolling to the top of the form
   and selecting “Save” in the upper left corner. Then click “Send for Review” in the upper left
corner (green arrow) to submit the proposed curriculum change for review. Following
submission, add a comment (Click “Add a comment” box in the upper left corner), noting that
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