Welcome to Smart Catalog!
Smart Catalog is our curriculum and course management software that enables digital catalog production and electronic workflows for curriculum revisions. <mark>Here you can find a link to the Smart Catalog Training Calendar.</mark>

Smart Catalog can be accessed through <mark>###</mark> using your BSU user name and password. If you are not able to access Smart Catalog, or would like individualized training on the program, contact the Curriculum Coordinator, Kirsten Stock (kldollar@bsu.edu).

Curriculum Change Process Overview
Curriculum Change forms should be submitted for **any** curriculum change including name changes, changes to the instructional method (distance education/online), and changes to program CIP codes.

Submitting a New Course Form
A "Course" is a class that provides credits toward the completion of a Program. Submit New Course Forms before making any program revisions to programs needing the new course.

Submitting a Revised or Drop Course Form
A "Course" is a class that provides credits toward the completion of a Program.

Submitting a New Program Form in Smart Catalog
A "Program" in this context refers to any major, minor, concentration, certificate or cognate with defined curriculum. Discuss potential New Programs with the Office of the Vice Provost for Academic Affairs prior to submission of proposed curriculum in Smart Catalog. Most new programs require extensive review with the Indiana Commission for Higher Education (ICHE) prior to approval.

Submitting a Revised or Drop Program Form
A "Program" in this context refers to any major, minor, concentration, certificate or cognate with defined curriculum.

Submitting a New Course Form in Smart Catalog

A "Course" is a class that provides credits toward the completion of a Program. Submit New Course Forms before making any program revisions to programs needing the new course.

1. **REQUIRED:** Choose the appropriate prefix from Subject Code drop-down box. Course prefixes are found in the undergraduate and graduate catalogs. If a new course prefix is needed, contact the Curriculum Coordinator

2. **REQUIRED:** Enter desired course number in the Number box. The desired course number must not already be in use by another course and should be a number that has never been in academic history. If you do not know which course numbers are available, contact the Curriculum Coordinator

3. **REQUIRED:** Enter course title in the New Long Title box. This title will appear in the catalog

4. **REQUIRED:** Enter an abbreviated title in the Short Course Title box. This title must be ≤ 30 characters and should follow standardized oxford abbreviations: https://public.oed.com/how-to-use-the-oed/abbreviations/

5. If applicable, indicate what course is being replaced by the new course

6. Using the drop-down menus, select the appropriate academic College and Academic Unit that the new course is affiliated

7. If not a variable credit course, enter the minimum credits. If this is a variable credit course, enter minimum and maximum credits. For example, a course that is 3-6 credits would have 3 entered in the box for minimum credits and 6 entered in the box for maximum credits

8. If this is a variable credit course, enter the total (maximum) number of credits that can be earned *in a given semester* in the corresponding box

9. Enter maximum credits that may be earned over multiple semesters in the corresponding box

10. Choose desired Grade Mode by selecting the appropriate box
    a. The default Grade Mode includes S, A, and B (check three boxes):
        i. S – Standard Letter
        ii. A - Audit
        iii. B – Credit/No Credit

11. Indicate whether the new course is a Variable Title course and/or has Special Fees by clicking the appropriate box(es) if appropriate

12. **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

13. If the course is a proposed 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. Proposed core curriculum course will be approved through the University Core Curriculum committee

14. **REQUIRED:** Enter an appropriate description of the course in the Course Description box. Course descriptions are in the catalog and should indicate the content of the course and/or competencies developed through coursework. Three to five sentences are appropriate for course descriptions. Include in your description any prerequisites, parallels, corequisites, "open only to", "not open to", or permission information

15. If appropriate, enter a Prerequisite Narrative in the provided box. Prerequisite narrative information should only include prerequisite courses and their minimum grade requirements

16. **If the new course will have prerequisite courses**, add the appropriate prerequisite courses by clicking the "Add Course" button and follow the drop-down prompts to select the desired course. Graduate or Undergraduate Catalog > Courses > Number > Specific Course
    a. This can be repeated for as many prerequisite course additions as needed
    b. Include a selection of "and", "or" between courses as appropriate. The "And" and "Or" can be found under "Narrative Courses" when in the prefix drop-down menu
17. **If the new course will have parallel or corequisite courses**, repeat Step 16 as applicable in the Parallel Course and Corequisite Course boxes
    a. Note: corequisites are two-way streets. For example, if ENG 101 is a corequisite to ENG 102, ENG 102 must also be a corequisite to ENG 101
18. If applicable, indicate any courses that disqualify a student from earning credit for the new course in the box for "Not open to student who have credits in the following courses." This should also be included in the course description statement
19. **REQUIRED:** Indicate all possible Instructional Methods (more than one option can be selected) including
    a. BLEN Blended – course is offered as a combination of online and in class activities
    b. FACE Face to Face – course is predominantly in class activities
    c. ONLN Online – course is predominantly distance education activities
    d. HS – High School – course is offered for high school credit
    e. 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
20. If applicable, list any restrictions placed on this course in the Course Restrictions box.
21. Indicate the intended use of course as required for a Major or Minor or Directed and General Elective
22. Indicate when the course is intended to be available for enrollment as the term (Fall, Spring, Summer) and year (e.g., 2020)
    a. All courses must be fully approved before available to students for enrollment. The listed intended date of availability does not guarantee approval prior to that time
23. **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
24. 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)"

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/
   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.   Include a selection of "and", "or" between courses as appropriate. The "And" and "Or" can be found under "Narrative Courses" when in the prefix drop-down menu

  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 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

6. 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)"

Submitting a New Program Form in Smart Catalog

A "Program" in this context refers to any major, minor, concentration, certificate or cognate with defined curriculum. Discuss potential New Programs with the Office of the Vice Provost for Academic Affairs prior to submission in Smart Catalog. Most new programs require extensive review with the Indiana Commission for Higher Education (ICHE) prior to approval.

1. Provide a general rational for the proposed new program in the text box provided.
2. Check whether New Program is an undergraduate major by clicking the "Yes" or "No" box as appropriate
3. Upon selecting "Yes" or "No," fill in the major credits, duplicate UCC credits (undergraduate programs only), other required credits, and total credits to graduate. Indicate the program and degree type using the drop-down menus
4. Using the drop-down menus, select the appropriate prefix for the New Program. This prefix identifies the program type (major, minor, license, certificate)
5. **REQUIRED:** Enter the proposed Program Title in the box provided. This title will appear in the catalog. For example, "Major in English (BA)"
6. **REQUIRED:** Using the drop-down menus, select the appropriate academic College and Academic Unit that the new program is affiliated
7. **REQUIRED:** If the program 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
8. **REQUIRED:** Enter an appropriate description of the program in the Program Description box. Program descriptions are listed in the catalog and should indicate what competencies will be developed. Three to five sentences are appropriate for descriptions
9. Click on the Program Requirements button and enter the Total Credits of the Program in the box provided
10. **REQUIRED:** Add program requirements by clicking on the "+ Add a New Requirements Section".
    a. If applicable, enter narrative requirements (e.g., minimum GPA) into the provided text box
    b. Add specific course requirements for the program by clicking on the appropriate button ("Add a Course" or "Add a Proposed New Course") and using drop down menus to select the appropriate course. Proposed new courses cannot be added to a program until the New Course Form has been submitted
11. Enter the Total Credits in the Minimum Credits and Maximum Credits boxes provided. If there is not a range of credits possible for the program, only enter credits into the minimum credit box
12. Banner Program Code and Banner Major Code sections do not need to be completed. These will be identified by Academic Systems once the new program is approved
13. If the new program is a degree or certificate, enter a proposed CIP code for the new program (not needed for minors, concentrations or cognates). CIP codes can be searched at https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55 to identify appropriate designation.
14. Using the drop-down menu, select "Yes" or "No" as applicable for designation as a "Degree in 3" program. "Degree in 3" programs have established course plans for completion in 3 years.
15. Using the drop-down menu, select "Yes" or "No" as applicable for STEM designation. STEM designations are a function of the identified CIP code and not a qualitative assessment.
16. Using the drop-down menu, select "Yes" or "No" as applicable to identify the program as incorporating high impact teaching practices (e.g., immersive learning)

17. **REQUIRED**: Using the drop-down menu, select the program Delivery Method as "Main campus only", "Online only", or "Hybrid" as appropriate. Hybrid programs have *required* elements that are both online and main campus
    a. If hybrid delivery is selected, enter the percentage of the program that is required online. This can be entered as a range or single number as appropriate
18. **REQUIRED**: Select the appropriate response to "Are the admission/retention/graduation requirements, if any, above and/or beyond those of the university?" by clicking on the circle next to either "No" or "Yes"
19. **REQUIRED**: Provide information regarding any additional resources for the program in the text box provided. If no additional resources are needed, enter "none"
20. All undergraduate majors must have an eight semester plan and any proposed new major must attach files with this information. This is not required of certificates, minors, concentrations, licenses or cognates
21. **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
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Submitting a Revised or Drop Program Form in Smart Catalog
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1. Select the appropriate program for revision following the drop-down box prompts. Graduate or Undergraduate Catalog > College > Department or Unit > Program. Current program information will be auto-populated
2. Using the drop-down menu, select the revision action as appropriate if dropping, suspending or revising
3. **REQUIRED**: In the text box provided, provide a rationale for the proposed program change
4. Check the appropriate box to identify if the program is an undergraduate major
   a. Enter the credits as indicated by the box prompts
   b. Upon selecting "Yes" or "No," fill in the major credits, duplicate UCC credits (undergraduate programs only), other required credits, and total credits to graduate. Indicate the program and degree type using the drop-down menus.
5. Using the drop-down menu, select the appropriate academic College and Academic Unit that the course is affiliated
6. Revise the program 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 Program Title as desired by typing in changes. This title is what appears in the catalog
   b. *Credit, Course, and Requirement Changes*: revise the required and elective courses by deleting listed courses as appropriate and/or adding an existing or proposed course. Scroll to the bottom of the list of required course and select the "Add a Course" button or "Add a Proposed Course Button" as appropriate. If adding a proposed course, the New Course Form must be submitted within Smart Catalog before it can be added to a program revision
      i. To add an "And" or "Or" between courses, navigate to the "Narrative Courses" option when in the prefix drop-down menu
      i. If course changes affect eight semester schedules for undergraduate majors, a new eight semester plan should be attached by clicking on the "attach files" button at the bottom of the form
   c. *Changes in program designations:* Revise CIP code, STEM, high impact designations as appropriate.
   d. *Program Description Change:* alter text as desired by deleting and adding information. Program descriptions are listed in the catalog and should indicate what competencies will be developed. Three to five sentences are appropriate for program descriptions
   e. *Change in Instructional Method:* Using the drop-down menu, select the program Delivery Method as "Main campus only", "Online only", or "Hybrid" as appropriate. Hybrid programs have *required* elements that are both online and main campus.
      i. If hybrid delivery is selected, enter the percentage of the program that is required online. This can be entered as a range or single number as appropriate.
7. Select the appropriate response to "Are the admission/retention/graduation requirements, if any, above and/or beyond those of the university?" by clicking on the circle next to either "No" or "Yes"
8. Provide information regarding any additional resources for the program in the text box provided. If no additional resources are needed, enter "none"

9. **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

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