

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

