

Submitting a Revised or Drop Program Form in Smart Catalog

A “Program” in this context refers to any major, minor, concentration, certificate or cognate with defined curriculum.

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”

Smart Catalog Curriculum Management Instructions



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
10. 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)”