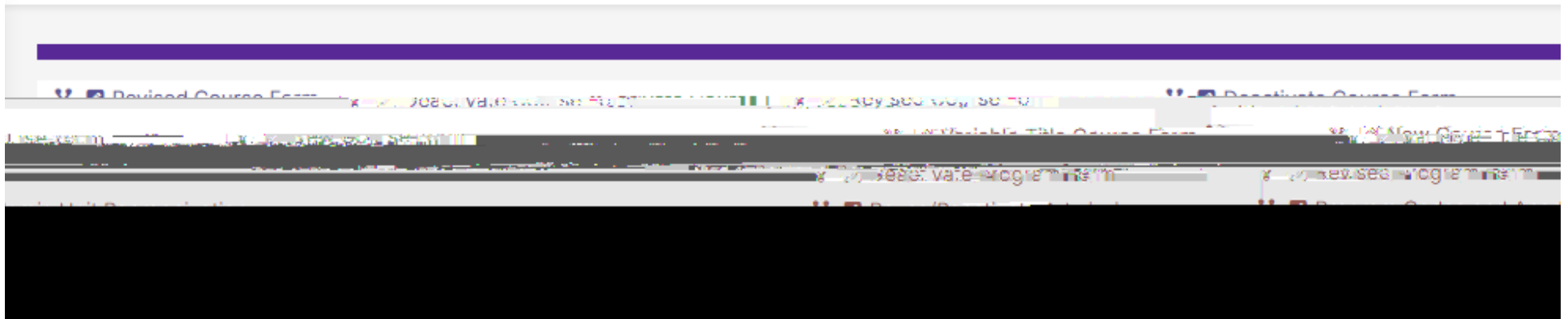




Curriculum Strategy Form Submission Quick Reference Guide



This guide is intended to provide quick reminders of the technical steps involved in completing various types of curriculum/catalog changes.

For detailed information about the approval process and academic content considerations, please see the [Curriculum page of the Provost's Website](#) or reach out to the [Provost's Curriculum Delegate](#) for guidance.

For detailed help sheets for completing the fields on each form, or other technical guidance, please see the [Reference & Training Materials](#) posted on the Registrar's website or contact the OTR Catalog/Curriculum team at catalog.help@unco.edu.

For changes not included on this guide, email both offices to ensure you get both substantive and technical guidance!

COURSES

I want to....

Reminders!

Originating Unit Tasks

I want to....	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR Tasks
<p>Change the course number and/or prefix of an existing course.</p> <p>Note: to create a new prefix and/or make a global change to the prefix of multiple courses, see the guidance in the last section of this matrix (Pauses, Reorgs & other Coding)</p>	<p>A change between lower division (100/200 or 500) and upper division (300/400 or 600/700) may cause programs that use the course to fall short of upper division credit hour requirements.</p> <p>LAC courses must be lower division.</p>	<p>Submit Revised Course Form</p> <p>Revised Program Form if needed to change role of course in unit curriculum (e.g., if necessary to meet upper division credit hour requirements). *Otherwise, OTR will update number across unit course pre-requisites and programs!*</p>	<p>x Acknowledge that OTR will change the course number across impacted courses and programs,</p> <p>x OR submit Revised Course Form and/or Revised Program Form if want to change role of course in unit curriculum (e.g., change course pre-requisites, rebalance course credits or delete the course from your program).</p>	<p>x Ensure all impacted units are notified; route form to LAC/PEC as needed.</p> <p>x Create new course/prefix number in Banner and replace new course/prefix in catalog for impacted programs and courses</p> <p>x Deactivate old course number/prefix in Banner and remove from catalog</p>
<p>Update the model syllabus for a course</p>	<p>Model syllabi must indicate fixed elements that must appear on every teaching syllabus and flexible areas where individual instructors may alter content.</p>	<p>Submit Revised Course Form with updated model syllabus attached.</p>	<p>n/a</p>	<p>Route form to LAC/PEC if required.</p>
<p>Add a subtitle to a variable title course</p>	<p>Variable title course number must already exist</p>	<p>Submit Variable Title form</p>		<p>Add subtitle to variable title course in Banner.</p>
<p>Add or remove LAC status to/from an existing course</p>	<p>Be sure to follow LAC Course Approval Process guidelines.</p>	<p>Submit Revised Course Form with required LAC attachments.</p>	<p>n/a</p>	<p>x Notify LAC (removals) or route form to LAC for consideration.</p> <p>x If approved, add/remove LAC indicators everywhere course is listed in catalog.</p>

I want to...

Reminders!

I want to...	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR
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Admissions **PAUSES**, Unit **REORGS**, **NARRATIVE** and other **CODING** Changes (CIP, Division, Department/Taxonomy, Site, Academic Unit)

I want to	(Pre) approval requirements	Originating Unit Action	RO Action
Move a course or program from one academic unit to another (may or may not include a change to a different college).	Dean(s) should work with provost office to develop and finalize a plan for both faculty affairs and curricular impacts.	<ul style="list-style-type: none"> x Review form generated by registrar (after it receives Provost approval) and monitor progress through workflow. x Submit additional curriculum forms as described above if needed. 	<ul style="list-style-type: none"> x Generate Program Codes and Academic Unit Reorganization form at Provost request. x Update coding in Banner x Update unit/college as needed in catalog. x Notify Admissions and Marcomm x Notify Budget
Create, merge and/or eliminate academic units	Dean(s) should work with provost office to develop plans for where all continuing faculty lines will be housed and impacts on faculty evaluation criteria/timeline changes. where all new/continuing courses and programs will be housed.	<ul style="list-style-type: none"> x Review form generated by registrar (after it receives Provost approval) and monitor progress through workflow. x Submit additional curriculum forms as described above if needed. 	<ul style="list-style-type: none"> x Generate Program Codes and Academic Unit Reorganization form at Provost request. x Update coding in Banner x Update unit/college as needed in catalog. x Notify Admissions and Marcomm

Update a CIP ck170.5 BDC 44.76 425

I want to

(Pre) approval requirements

Originating Unit Action