



## Revising Courses with CourseLeaf (CIM)

Course revisions may follow either an expedited review or full review workflow. The proponents must choose the correct workflow at the time the revision is submitted. Refer to the Full and Expedited Workflows to determine which fits the revision.

Please note that the implementation term for course revisions is crucial. Course revision may not be made if the schedule for the proposed implementation term is posted. Advisors may have advised students based on current prerequisites/restrictions. However, course revisions will not occur in courses after registration is open. Changing prerequisites/corequisites after registration has opened causes potential registration errors for students. Implementation dates will be modified to the next available term.

Revisions that significantly impact the course such as changes to student learning outcomes, new prerequisites, corequisites, course content, etc. It is important to ask whether the course is being modified to the point it should not count as a repeat for the previous version of the course. If that is the case, the department should delete the original course and propose a new course.

It's important to remember the following:

- Course Prefix/Number combinations may be used only once and may not be recycled. Contact the Office of the Registrar to get a list of available course numbers.
- Each course must have a CIP Code assigned per the Council on Postsecondary Education. To determine the appropriate CIP Code for a new course, use the National Center for Educational Statistics website (<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>) to select the best option. The Office of the Provost can also assist in the selection.
- Course titles appear in the catalogs.
- Abbreviated course titles are limited to 30 characters (including space and punctuation) and appear on students' transcripts.
- Course descriptions should be brief and concise.
- Repeatable courses must include the number of times a student can enroll for degree credit beyond the first enrollment, and the total maximum hours for which a student may receive degree credit for this course.
- Prerequisites/Corequisites must be clearly identified and include only immediate prerequisites. Banner cannot check GPAs as prerequisites; however, it can check for specific grades in courses or test scores. In addition, Banner cannot check vague requirements such as 24 hours in the major. Permission of Instructor can be programmed as a prerequisite; however, ALL students will need an override. There is no

difference between adding permission of instructor and restricting a course at the time it is added to the schedule, except for the type of override that must be issued.

- Restrictions must be clearly defined. Restrictions could be: (1) limiting the course to a specific classification; (2) only allowing specific majors in the course; (3) allowing students within a particular college to take a course.
- A grade type is required.
- A schedule type is required.
- All courses should include student learning outcomes. These should be stated in terms of what new knowledge and/or skills students should be able to demonstrate upon successfully completing this course. What will they know, and/or know how to do as a result of successfully completing this course?
- Library resources must be clearly identified using the Library Resources Form located at <https://www.wku.edu/library/information/forms/>.
- Implementation terms must be identified.

To submit a course revision, visit <https://nextcatalog.wku.edu/courseadmin/>. Enter the course that needs a revision in the search field. Then, click on the course and simply enter all the necessary updates. Start the workflow. You can save the form to continue later before starting the workflow, if needed.

Search, edit and suspend/delete current courses, and add new courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search
 Archive History - OR - Propose New Course
Quick Searches... ▾

Course Code	Title	Workflow	CIM Status	Course State
AMS 580	Six Sigma Quality	Graduate Curriculum ...	Revised	Active
ANTH 436G	Applied Archaeology	AR Curriculum Comm...	Revised	Suspended
BA 510	Advanced Organizational Behavior	BA Approval	Revised	Active
BA 515	Managerial Accounting	BA Approval	Revised	Active
BA 543	Forecasting		Revised	Suspended
CIS 513	Contemporary Business Analytics	CIS Approval	New	Active
CIT 556	Ethical Hacking and Penetration Testing	Graduate Curriculum ...	New	Active

Shred Proposal

Export to PDF

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Date Submitted: 03/25/20 7:07 am

Viewing: **ANTH 436G : Applied Archaeology**

Last revision: 04/06/20 2:53 pm

Changes proposed by: drl97130

Catalog Pages [Anthropology \(ANTH\)](#)  
[Department of Folk Studies and Anthropology](#)

**In Workflow**

1. **FLKA Approval**
2. **AR Curriculum Committee**
3. Graduate Curriculum Committee
4. Graduate Council
5. University Senate