



**Curriculum Services  
Office of the Provost**

**Course Catalog Update  
Workflow**

**User Guide**

**September 2009**

<b>Title</b>	<b>Course Catalog Update Workflow User Guide</b>
<b>Date</b>	September 2009
<b>Author</b>	Julie Kennedy, IS Technical Training
<b>Copyright</b>	Kent State University and Sungard Higher Education, 2009
<b>Process Owner</b>	Curriculum Services, Office of the Provost
<b>Get help with this process</b>	Curriculum Services, 330 672-8558 IS Technical Training, istraining@kent.edu
<b>Get help with Workflow Access</b>	Contact the Help Desk, 672-HELP (672-4357)

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## About the Course Catalog Update Workflow

This workflow form is used by Curriculum committees, program coordinators, faculty, administrators and support staff to document and request new courses, course revisions, and course inactivations.


One form is required per new course, course revision, or course inactivation. Forms should be completed in accordance with University Curriculum Guidelines available at

[http://www.kent.edu/Administration/provost/curriculum\\_svcs/index.cfm](http://www.kent.edu/Administration/provost/curriculum_svcs/index.cfm)

(Or search for **Curriculum Services** at <http://www.kent.edu>)

A form may be saved as draft indefinitely, and there is no time limit on how long a form may circulate in workflow. A form may be printed at any stage of development.

A form may be initiated and submitted from any internet computer, but if it is saved as draft, the draft must be completed from a KSU campus, or an off-campus computer logged in to the Kent VPN. A form must be reviewed from a KSU campus or Kent VPN computer. (Request a VPN account from the Help Desk.)

Program coordinators, the IS Training Center, and the Help Desk can assist with use of this workflow. Contact [istraining@kent.edu](mailto:istraining@kent.edu) for help or training. Help notes are linked throughout the form, marked by the information icon: 

Do not open more than one workflow form window at a time, multitasking is not supported and data errors may result.

It is recommended that you use these web browsers: Internet Explorer and Firefox for PC computers, Safari for Apple Macintosh computers.

After **January 1, 2010**, please submit new course forms, updates, and inactivations via the new workflow form. **Requests begun on paper forms that are in process on this date may be completed on paper, or you may transfer requests to the online form to speed processing.**

Contact Curriculum Services or your program coordinator if you have questions about course update policies or if you need to be set up as an approver or proxy for this workflow. Also notify Curriculum Services immediately if your role as a workflow approver changes.



## Workflow Approval Processes

### Kent Campus Course Approval Process



### KSU Regional Campus Course Approval Process





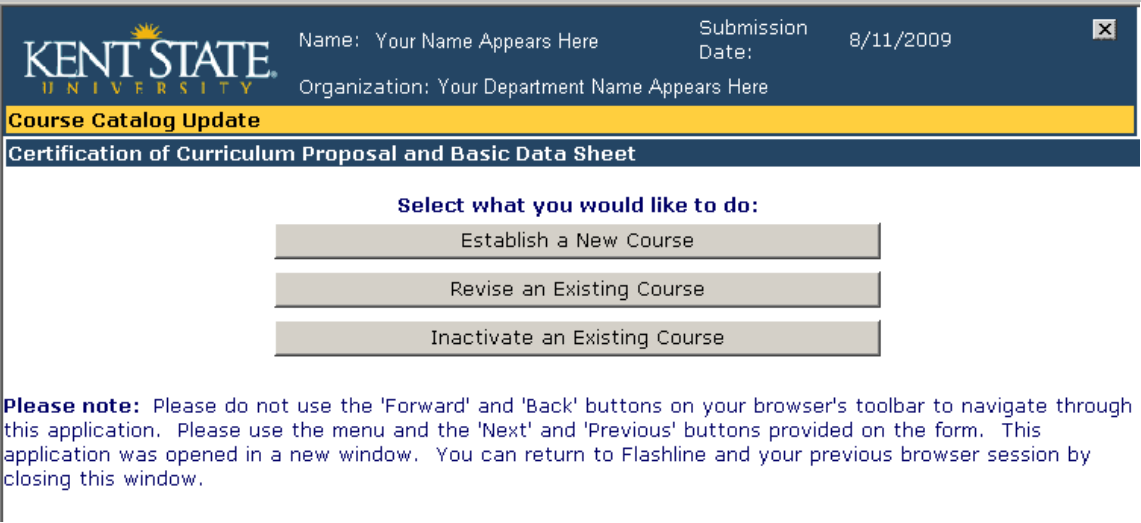



\*Courses with special attributes such as LER, WIC, etc. are reviewed by the University Requirements Curriculum Committee.



## Workflow Roles and Communication



Individuals in the Role of:	Will receive the following confirmations/notifications:
Initiator	<ul style="list-style-type: none"> <li>On-screen confirmation message upon submission of a form.</li> <li>E-mail confirmation after submission of a form.</li> <li>E-mail notification if a form is returned to you for edit -- the form will appear in your Worklist.</li> <li>E-mail confirmation when a form is completed or denied.</li> </ul>
Approver	<ul style="list-style-type: none"> <li>On-screen confirmation message upon submission of a form.</li> <li>E-mail notification if a form is returned to you -- the form will appear in your Worklist.</li> <li>E-mail notification if another approver has returned the form to the initiator.</li> <li>E-mail confirmation when a form is completed or denied.</li> </ul>
Proxy	<ul style="list-style-type: none"> <li>No notifications. Check the Worklist regularly.</li> </ul>

## Open a New Form

1	Log in to <b>FlashLine</b> at <a href="http://www.kent.edu">http://www.kent.edu</a> or your campus web page.	
2	Click the <b>My Action Items</b> tab.	
3	In the <b>Workflow &amp; Utilities</b> channel, locate the list of <b>Workflow</b> forms. Click <b>Course Catalog Update</b> .	
4	Click the Begin <b>checkbox</b> to continue.	
5	Click a button to <b>establish, revise, or inactivate</b> a course:	
	 <p><b>Please note:</b> Please do not use the 'Forward' and 'Back' buttons on your browser's toolbar to navigate through this application. Please use the menu and the 'Next' and 'Previous' buttons provided on the form. This application was opened in a new window. You can return to Flashline and your previous browser session by closing this window.</p>	
Notes	<p>The form does not work with your browser <b>Forward</b> and <b>Back</b> buttons. Instead, use the <b>Next</b> and <b>Previous</b> buttons provided at the end of each form page.</p> <p>The form will prompt you if required information is missing, or if data must be typed a certain way.</p> <p>Some fields must be completed in order to continue to the next page of the form.</p> <p>If you are developing a draft and do not have complete information, enter placeholder text such as 'TBD' or 'pending' in the required field or fields, to advance to the next page of the form.</p> <p>Wherever the information icon  appears, you may click to view instructions.</p> <p>To prevent data corruption, <b>do not open more than one workflow window at a time.</b></p>	


## Complete A Form

		Name: Your Name Appears Here Submission Date: 8/19/2009 Organization: Your Department Appears Here
<b>Course Catalog Update</b>		
<b>*Required Field</b>		
<b>- Basic Course Data</b> Attributes Prerequisites Content Information Proposal Summary Complete	<b>Establish a New Course</b>	
	*Change Type: Establish	
	*Preparation Date: 08/13/2009	
	*Requested Effective Term: Select Effective Term. . .	
	*Course Subject: Select Subject. . . NOTE: If subject doesn't exist, then you need to contact Curriculum Services before submitting this form.	
	*Course Number: <input type="text"/>  NOTE: Please verify with Curriculum Services that the chosen course number is available. If slash courses, you must complete a separate form for each course.	
	*College: Select College. . .	
	*Dept: Select Department. . .	
	*Course Title: <input type="text"/>	
	NOTE: Please do not use the following restricted characters: (~ * / \ --)	


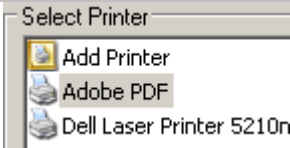

1	Click a form button to open the form of your choice. The form opens with your name, department, and the date in the header.	<div>Establish a New Course</div> <div>Revise an Existing Course</div> <div>Inactivate an Existing Course</div>
2	Help text and examples are provided for many of the data fields.	<div>Slash Course and Cross-List Info</div> <div>Example: ENG 12345 + SPED 12345</div>
3	A field marked with an asterisk is required. If you do not have complete data, enter a placeholder in a required field such as "TBA", "Pending" or number.	<div>*Minimum Credit: <input type="text"/></div> <div>*Required Field</div>
4	Wherever you see the  information icon, click to view more instructions.	<div>Contact Hours </div>
5	If a field does not accept special characters, this will be noted under the field.	NOTE: Please do not use the following restricted characters: (~ * / \ --)
6	Use the navigation buttons at the end of the page to move to the <b>Previous</b> or <b>Next</b> page.	<div>Previous</div> <div>Next</div>
7	A <b>navigation pane</b> at upper left lists the parts of the form and checks your progress. Completed sections display a dash next to the name. The section you are viewing appears in boldface.	<div>- Basic Course Data</div> <div>- Attributes</div> <div><b>- Prerequisites</b></div> <div>Content Information</div> <div>Proposal Summary</div> <div>Complete</div>
8	Comments and History fields become active when a form is saved as draft, or submitted for approval.	<div>Comments:</div> <div>History:</div>
9	On the last page of the form, click <b>Finish</b> to advance.	<div>Previous</div> <div>Finish</div>

## Print and Submit a Form

<a href="#">&lt;&lt; Go back to Course Catalog Update form</a>		<a href="#">Print</a>
<b>Course Catalog Update Information:</b>		<b>STU0004</b>
<b>Reference Number:</b> CCU000111	<b>Date:</b> 20-AUG-09	
<b>Level:</b> of	<b>Currently On The Worklist Of:</b> , unassigned	
<b>Owner:</b> Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu		
<b>Basic Course Data</b>		
<b>Change type:</b> Revise		
<b>Faculty member submitting this proposal:</b> tbd		
<b>Requested Effective Term:</b> 201480		
<b>Campus:</b> Kent		
<b>College:</b> CI-Communication and Information		
<b>Department:</b> LIS-Library and Information Science		
<b>Course Subject:</b> LIS-Library and Information Scienc		
<b>New Course Subject:</b>		
<b>Course Number:</b> 60602		
<b>New Course Number:</b>		

9	Clicking <b>Finish</b> opens a Final version of the form as above, which provides some useful features.	
10	You can easily review the form data, but you cannot edit. Select the <b>Go back</b> link at upper left to return the editable form.	<a href="#">&lt;&lt; Go back to Course Catalog Update form</a>
11	Click <b>Print</b> at upper right to print the form.	<a href="#">Print</a>
12	The longer forms, <b>Establish</b> and <b>Revise</b> , have the option <b>Save as Draft</b> . (Inactivate does not.)	<input type="button" value="Save As Draft"/> <input type="button" value="Proceed"/>
13	A form that is saved as draft will display a note at the top with its reference number. You may close the workflow window and open the draft later	<b>Document Saved As Draft. The reference number for this catalog update request is CCU000903</b>
14	Click <b>Proceed</b> on the Establish or Revise form, or <b>Next</b> on the Inactivate form; to get the Comments field.	<b>Comments (250 Character Maximum):</b> NOTE: Please do not use the following restricted characters: (~ * / \ --) <div></div>
15	Click <b>Submit</b> to send the form on for approval.	<input type="button" value="Submit"/>
16	A confirmation displays. Click X in the upper right corner to close the form.	
17	Stop Workflow 'freezes' a form. It will not proceed, nor will you be able to revise it. Use this to cancel a form that is in process.	<input type="button" value="Stop Workflow"/>

**Print to PDF**

1	The option to <b>Print</b> a form will appear on the Comment page, which is the final page of a form.	
2	The Print button opens your browser print dialog.  If you have Acrobat Professional installed, the <b>Adobe PDF</b> option will be available.	
3	Specify other print options and click Print.	

## View the Status of a Submitted Form (Historical View)

1	Log in to <b>FlashLine</b> at <a href="http://www.kent.edu">http://www.kent.edu</a> or your campus web page.	<div>FlashLine Secure Login User Name <input type="text"/> Password <input type="password"/></div>														
2	Click the <b>Action Items</b> tab	<div>My Action Items</div>														
3	In the <b>Workflow &amp; Utilities</b> channel, locate the list of <b>Workflow</b> forms.  Click <b>Course Catalog Update</b> .	<div>Workflow &amp; Utilities ...  Course Catalog Update</div>														
4	Click the blue linked text to <b>search for historical Workflows</b> .	<div>Click here to search for historical Catalog Update Workflows.</div>														
5	Type search criteria into <b>one or more fields</b> .  For example, type part of the course name, using % as a wild card character.	<div>Course Title: <input type="text" value="%foundations"/></div>														
6	You may select the type of action from the menu list provided.	<div>Action: <div>Select Action. . . Select Action. . . Establish Revise Inactivate</div></div>														
7	You may specify a range of dates to search only forms initiated in that time period.	<div>Start Date Range: (mm/dd/yyyy)  End Date Range: (mm/dd/yyyy) <div>August, 2009 Su Mo Tu We Th Fr Sa 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 Monday, August 03, 2009</div></div>														
8	Every time you save a form, the form's Workflow Name displays. This also appears in confirmation emails and on printed copies of the form. Use this name to instantly locate the form.	<div>Workflow Name: <input type="text" value="CCU000903"/></div>														
9	Click <b>Search</b> .	<div>Search</div>														
10	Search results appear in a list beneath the search form. Click <b>Select</b> to open a form.	<div>Select</div>														
<div>1 record(s) found.</div> <table><tr><th></th><th>ID</th><th>Name</th><th>Current State</th><th>Running</th><th>Start</th><th>Stop</th></tr><tr><td>Select</td><td>2611395</td><td>CCU000903: Course-LIS 60600 Term-201080</td><td>started.running</td><td>Y</td><td>08/13/2009</td><td></td></tr></table>				ID	Name	Current State	Running	Start	Stop	Select	2611395	CCU000903: Course-LIS 60600 Term-201080	started.running	Y	08/13/2009	
	ID	Name	Current State	Running	Start	Stop										
Select	2611395	CCU000903: Course-LIS 60600 Term-201080	started.running	Y	08/13/2009											
11	A form view appears. The name of its current worklist owner is visible.	<div>Currently On The Worklist Of: Sommers, Marcella</div>														
12	You may print the form, or return to the Search Results to look up another form.	<div>Course Catalog Update <a href="#">&lt;&lt; Return to Search Results</a></div>														

## Edit a Draft or Approve a Form

1	Log in to <b>FlashLine</b> at <a href="http://www.kent.edu">http://www.kent.edu</a> or your campus web page.	<div>FlashLine Secure Login</div> <div>User Name <input type="text"/></div> <div>Password <input type="password"/></div>
2	Click the <b>Action Items</b> tab	<div>My Action Items</div>
3	Locate the <b>Worklist</b> (usually at upper right on this tab.)	<div>My Worklist</div>
4	Although you will see a list of pending forms in the MyWorklist channel, select <b>Open Workflow</b> for a full-screen view which displays the form priority.	<div> Open Workflow</div>
5	Course Catalog Update form names have the <b>CC prefix</b> , as seen in the example below. Click the Workflow <b>form name</b> (in blue text on your screen) to open a form.	

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information

Worklist

Workflow Help

Organization	Workflow	Activity	Priority	Created
Root	CCU000109: Course-ENG 11011 Term-201480 Ready	Approval	Normal	14-Aug-2009 01:55:07 PM

Show Reserved Items

1 - 1 of 1 | First | Previous | Next | Last | Go to page: 1

6	If a draft, edit and save as draft again, or complete the form as described on <b>page nn</b> . To approve a form, review all of the form data carefully and continue below.	
7	Forms pending approval have a <b>Comments</b> field. Do not use the reserved characters listed at right in a comment. You will see comments added by previous approvers, and the form <b>History</b> .	<div>( ~ * / \ -- )</div> <div>Single hyphens and apostrophes may be used.</div>

Comments (250 Character Maximum):

NOTE: Please do not use the following restricted characters: ( ~ \* / \ -- )

Approve

Return To Initiator

Deny

Comments:

Date	User	Comment
8/14/2009	Lindy A Lewis	TEST

History:

Date	User	Status
8/14/2009	Lindy A Lewis	Submitted

8	<b>Approve</b> sends the form to the next approver.	<div>Approve</div>
---	---	--------------------





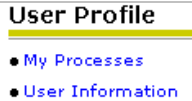

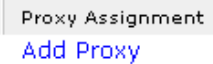


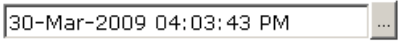
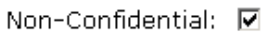

## Course Catalog Update Workflow

9	<p>To request changes or corrections, add a Comment to explain, and click <b>Return To Initiator</b> or <b>Return to Approver</b>.</p> <p>(Second-level approvers have the options <b>Return to Initiator</b> or <b>Return To Prior Approver</b>.)</p>	<div>Return To Initiator</div> <div>Return To Approver</div>
10	<p>The Deny button is used to deny a form. Add a Comment to explain.</p> <p>Deny will also stop a form which is not needed. The form will not return to the initiator, nor will it pass to the next person in the workflow. A stopped form is viewable in the historical view.</p>	<div>Deny</div>
11	<p>Confirmation of your action appears on the screen.</p>	<p><b>You have successfully approved this Course Catalog Update.</b></p>

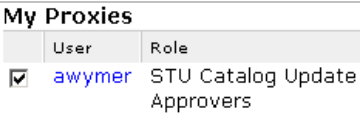

## Delegate Work to a Proxy Approver

- Only an approver can enable or disable his/her own proxy assignments.
- Proxy changes must be made from a KSU campus or Kent VPN computer.
- If the person you wish to designate does not have access to this workflow, access must be requested – plan ahead, as access requests take time to process.
- Your proxy will not receive any e-mail notifications. They must check **My Worklist** often to see and process workflow forms.
- Complete the work waiting in your Worklist, as your proxy sees only new submitted forms.

Contact the Help Desk at 330 672-4357 to request a VPN, or Virtual Private Network account.

1	Log in to <b>FlashLine</b> at <a href="http://www.kent.edu">http://www.kent.edu</a> or your campus web page.	
2	Click the <b>Action Items</b> tab	
3	Locate the <b>Worklist</b> , usually at upper right on this tab.	
4	Click <b>Open Workflow</b> for a full-screen view.	
5	Under the <b>User Profile</b> section (on the right side of the screen) click <b>User Information</b> .	
6	Look for the <b>My Roles</b> pane. Locate the Role Name <b>STU Catalog Update Approvers</b> .	
7	Follow the Role entry to the rightmost column, and click <b>Add Proxy</b> .	
8	From the <b>User</b> list, select the FlashLine ID of the person who will be your proxy.	
9	Select Effective From and Effective To dates,  By clicking the  button and selecting the start and end dates of the proxy assignment.	
10	Click the <b>Non-Confidential</b> checkbox.	
11	Click the <b>Save</b> button.	

## Cancel a Proxy Assignment

1	To cancel an assignment before the designated date, log in as above. Under <b>My Proxies</b> , checkbox the assignment you wish to delete.	
2	Click the <b>Delete Selected Proxies</b> button.	

## How Work is Shared Between Approver and Proxy

Approvers designate at least one individual to be a 'proxy-in-waiting'. Your proxy is given the access needed to approve a form, **but your proxy is not enabled in the workflow, and will not see work unless you, the approver, allow it.**

The Approver enables or disables the proxy by following the instructions on the previous page. As soon as a proxy is enabled, he/she will see **new** forms which appear in the Worklist.

**A proxy cannot see older forms in process that already appear on the Approver's Worklist.**

Here is what approver and proxy see and do. (Examples below use Grade Change WF names.)

Situation	Approver Sees	Proxy Sees																
<p>The normal, everyday working arrangement.</p> <p>The proxy is not enabled, and cannot see forms.</p>	<div>Worklist</div> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<div>Worklist</div> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody></tbody></table>	Organization	Workflow						
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<p>The Approver enables a person as proxy.</p> <p>Both receive forms and can do work.</p>	<div>Worklist</div> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<div>Worklist</div> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready
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<p>The approver has opened and closed a form, ‘claiming’ it. (<b>Performing</b> appears under the form title.)</p> <p><i><b>The proxy can no longer see the form.</b></i></p>	<div>Worklist</div> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing	<div>Worklist</div> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready		
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Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
<p>The Approver has released the form and it is available to both.</p> <p>(<b>Ready</b> appears under the form title.)</p>	<div>Worklist</div> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<div>Worklist</div> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready
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## Release a Form to Your Colleague

When one person opens a form, it vanishes from the Worklist of the other person. Either complete the form, or **release the form to your workflow colleague.**

Click the magnifying glass icon seen in the rightmost column of the Workflow item listing. The Details screen will open.






Click the **Release** icon. Now both individuals will see the form.



## Form Reference: Inactivate A Course

See the University Curriculum Guidelines available at





[http://www.kent.edu/Administration/provost/curriculum\\_svcs/index.cfm](http://www.kent.edu/Administration/provost/curriculum_svcs/index.cfm)

		Name: Your Name Organization: Your Department		Submission Date: 8/24/2009			
<b>Course Catalog Update</b>							
<b>*Required Field</b>							
<b>Inactivate a Course</b>							
Change Type: Inactivate							
Preparation Date: 8/24/2009							
*Requested Effective Term: <input type="text" value="Select Effective Term. . ."/>							
*Course Subject: <input type="text" value="Select Subject. . ."/>							
*Course Number: <input type="text"/> 							
College:							
Department:							
Course Title:							
Title Abbreviation:							
Slash Course and Cross-listed Information:							
Course Level:							
Course Attributes:							
1. - 2. - 3. -							
*Is course part of the LER, Writing-Intensive or Diversity requirements? <input type="radio"/> Yes <input type="radio"/> No							
Will this inactivation affect program requirements within or outside of your unit? <input type="radio"/> Yes <input type="radio"/> No							
<b>*Reason for Inactivation</b> NOTE: Please do not use the following restricted characters: (~ * / \ --)							
<div style="border: 1px solid black; height: 100px;"></div>							
Faculty member requesting inactivation: <input type="text"/>							
<b>*Required Field</b>							
<input type="button" value="Save As Draft"/>				<input type="button" value="Proceed"/>			

## Form Reference: Establish/Revise A Course – Basic Course Data

See the University Curriculum Guidelines available at

[http://www.kent.edu/Administration/provost/curriculum\\_svcs/index.cfm](http://www.kent.edu/Administration/provost/curriculum_svcs/index.cfm)

		Name: Your Name Organization: Your Department	Submission Date: 8/24/2009	
Course Catalog Update				
*Required Field				
<b>- Basic Course Data</b> Attributes Prerequisites Content Information Proposal Summary Complete	<b>Establish a New Course</b>			
	Change Type: Establish			
	*Preparation Date: 08/24/2009			
	*Requested Effective Term: Select Effective Term. . .			
	*Course Subject: Select Subject. . . NOTE: If subject doesn't exist, then you need to contact Curriculum Services before submitting this form.			
	*Course Number: <input type="text"/> NOTE: Please verify with Curriculum Services that the chosen course number is available. If slash courses, you must complete a separate form for each course.			
	*College: Select College. . .			
	*Dept: Select Department. . .			
	*Course Title: <input type="text"/> NOTE: Please do not use the following restricted characters: (~ * / \ --)			
	*Title Abbreviation: <input type="text"/> NOTE: Maximum 30 spaces, with no punctuation or special characters (e.g., &); exception: forward slash "/" is allowed with no spaces before or after the slash.			
	<b>Slash Course and Cross-List Information:</b>  <input type="text"/> Example: ENG 12345 + SPED 12345			
	<b>Credit Hours</b> (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)			
	*Minimum Credit: <input type="text"/> * <input type="radio"/> to <input type="radio"/> or *Maximum Credit: <input type="text"/>			
	<b>Contact Hours</b>  NOTE: You must select at least one category. (Should be per week; can divide among lecture/lab/clinic, if applicable)			
	<b>Lecture</b>			
Minimum Hours: <input type="text"/> <input type="radio"/> to <input type="radio"/> or Maximum Hours: <input type="text"/> <a href="#">Clear Lecture Hours</a>				
<b>Lab</b>				
Minimum Hours: <input type="text"/> <input type="radio"/> to <input type="radio"/> or Maximum Hours: <input type="text"/> <a href="#">Clear Lab Hours</a>				
<b>Other</b> (e.g., Clinic, Practicum, Internship, Research, Studio, Individual Investigation, etc.)				
Minimum Hours: <input type="text"/> <input type="radio"/> to <input type="radio"/> or Maximum Hours: <input type="text"/> <a href="#">Clear Other Hours</a>				
*Required Field				
<div> <div>Previous</div> <div>Next</div> </div>				








Comments:

History:

## Form Reference: Establish/Revise A Course – Attributes

See the University Curriculum Guidelines available at

[http://www.kent.edu/Administration/provost/curriculum\\_svcs/index.cfm](http://www.kent.edu/Administration/provost/curriculum_svcs/index.cfm)

		Name: Your Name Organization: Your Department	Submission Date: 8/24/2009	
<b>Course Catalog Update</b>				
Document Saved As Draft. The reference number for this catalog update request is CCU000112				
<b>* Required Field</b>				
- Basic Course Data - <b>Attributes</b> Prerequisites Content Information Proposal Summary Complete	<b>Attributes</b>			
	*Is this course part of the Liberal Education Requirements (LER), Writing-Intensive (WIC) or Diversity requirements? <input type="radio"/> Yes <input type="radio"/> No 			
	*Can this course be repeated for credit? <input type="radio"/> Yes <input type="radio"/> No 			
	*Course Level: <input type="text" value="Select Course Level. . ."/>			
	*Grade Rule: <input type="text" value="Select Grade Rule. . ."/> 			
	*Schedule Type(s):  You can choose more than one.			
	<input type="text" value="Select Schedule Type. . ."/>			
	<input type="text" value="Select Schedule Type. . ."/>			
	<input type="text" value="Select Schedule Type. . ."/>			
	*Credit by Exam: <input type="text" value="Select Credit by Examination. . ."/> 			
<b>* Required Field</b>				
<input type="button" value="Previous"/> <input type="button" value="Next"/>				




**Comments:**

**History:**

## Form Reference: Establish/Revise A Course – Prerequisites

See the University Curriculum Guidelines available at

[http://www.kent.edu/Administration/provost/curriculum\\_svcs/index.cfm](http://www.kent.edu/Administration/provost/curriculum_svcs/index.cfm)

		Name: Your Name Organization: Your Department	Submission Date: 8/24/2009	
<b>Course Catalog Update</b>				
Document Saved As Draft. The reference number for this catalog update request is CCU000112				
<b>*Required Field</b>				
<ul style="list-style-type: none"> <li>- Basic Course Data</li> <li>- Attributes</li> <li>- <b>Prerequisites</b></li> <li>Content Information</li> <li>Proposal Summary</li> <li>Complete</li> </ul>	<b>Description and/or Prerequisite</b>			
	<b>*Catalog Description:</b> NOTE: Please do not use the following restricted characters: (~ * / \ --)			
	<div style="border: 1px solid black; height: 40px;"></div>			
	NOTE: Limit five lines; use third person plural; do not include special course fee, grade rule, prerequisite (s) or cross-listed courses.			
	<b>*Prerequisites:</b>  NOTE: Please do not use the following restricted characters: (~ * / \ --)			
	<div style="border: 1px solid black; height: 40px;"></div>			
NOTE: List minimum-grade requirement for course prerequisites if other than "D." If no prerequisites, enter "none."				
<b>Corequisite:</b>				
<div style="border: 1px solid black; height: 20px;"></div>				
<b>*Registration is by special approval only:</b> <input type="radio"/> Yes <input type="radio"/> No NOTE: Checking "yes" means <u>all</u> students must seek approval from department to register.				
<b>*Required Field</b>				
<div style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div>				


Comments:

History:

## Form Reference: Establish/Revise A Course – Content Information

See the University Curriculum Guidelines available at

[http://www.kent.edu/Administration/provost/curriculum\\_svcs/index.cfm](http://www.kent.edu/Administration/provost/curriculum_svcs/index.cfm)



Name: Your Name
Submission Date: 8/24/2009

Organization: Your Department

**Course Catalog Update**

Document Saved As Draft. The reference number for this catalog update request is CCU000112

**\*Required Field**

- Basic Course Data
- Attributes
- Prerequisites
- **Content Information**

Proposal Summary  
Complete

**Content Information**

**\*Content Outline (include contact hours for each content topic):**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

Contact Hours per Course Topic:	Topic Description:
<input type="text"/>	<input type="text"/>

Add

Build your content outline using the content outline wizard. Enter contact hours and a contact description. Click Add.

**Content Outline:**

Display/Hide Delimited Course Outline

**\*Total Contact Hours:**

**\*Textbook(s) Used in this Course:**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*Writing Expectations:**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*Instructor(s) Expected to Teach:**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*Instructor(s) Contributing to Content:**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*Required Field**

Previous
Next

Comments:

History:

## Form Reference: Establish/Revise A Course – Proposal Summary

See the University Curriculum Guidelines available at

[http://www.kent.edu/Administration/provost/curriculum\\_svcs/index.cfm](http://www.kent.edu/Administration/provost/curriculum_svcs/index.cfm)

		Name: Your Name	Submission Date: 8/24/2009	X	
		Organization: Your Department			
<b>Course Catalog Update</b>					
Document Saved As Draft. The reference number for this catalog update request is CCU000112					
<b>*Required Field</b>					
<ul style="list-style-type: none"><li>- Basic Course Data</li><li>- Attributes</li><li>- Prerequisites</li><li>- Content Information</li><li>- <b>Proposal Summary</b></li></ul> Complete	<b>Proposal Summary</b>				
	<b>*1. Explain the purpose for this proposal:</b>				
	NOTE: Please do not use the following restricted characters: (~ * / \ --)				
	<div></div>				
	<b>*2. Explain how this proposal affects program requirements and students in your unit:</b>				
NOTE: Please do not use the following restricted characters: (~ * / \ --)					
<div></div>					
<b>*3. Explain how this proposal affects courses, program requirements and students in other units:</b>					
NOTE: Please do not use the following restricted characters: (~ * / \ --)					
<div></div>					
<b>*4. Explain how this proposal affects enrollment and staffing:</b>					
NOTE: Please do not use the following restricted characters: (~ * / \ --)					
<div></div>					
<b>*5. Units consulted (other departments, programs or campuses affected by the proposal):</b>					
NOTE: Please do not use the following restricted characters: (~ * / \ --)					
<div></div>					
<b>*Required Field</b>					
				Previous	Next



Comments:

History:

## Form Reference: Establish/Revise A Course – Complete

See the University Curriculum Guidelines available at

[http://www.kent.edu/Administration/provost/curriculum\\_svcs/index.cfm](http://www.kent.edu/Administration/provost/curriculum_svcs/index.cfm)

		Name: Your Name	Submission Date: 8/24/2009	
		Organization: Your Department		
<b>Course Catalog Update</b>				
Document Saved As Draft. The reference number for this catalog update request is CCU000112				
<b>*Required Field</b>				
<ul style="list-style-type: none"><li>- Basic Course Data</li><li>- Attributes</li><li>- Prerequisites</li><li>- Content Information</li><li>- Proposal Summary</li><li>- <b>Complete</b></li></ul>	Faculty member submitting this proposal: <input type="text"/>			
				<input type="button" value="Previous"/> <input type="button" value="Finish"/>

**Comments:**

**History:**