



**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, <a href="mailto:istraining@kent.edu">istraining@kent.edu</a>
<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

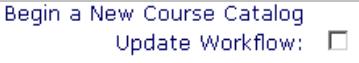
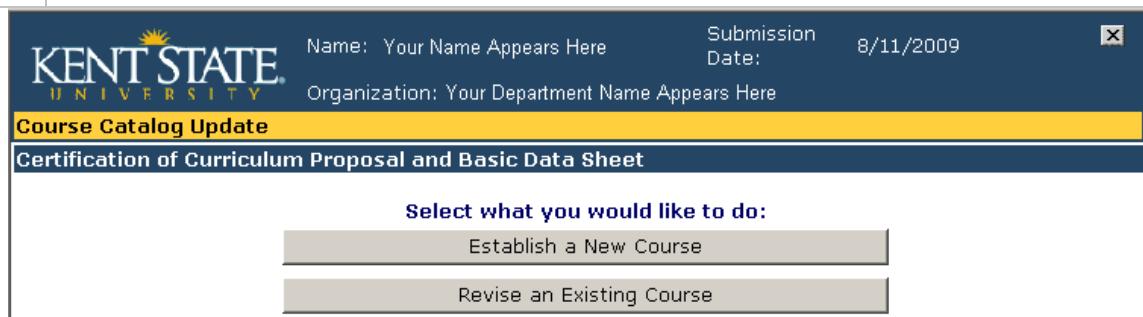


\*Courses with special attributes such as LER, WIC, etc. are reviewed by the University Requirements Curriculum Committee.

## 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 <b>to establish, revise, or deactivate</b> a course:	
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

**Course Catalog Update**

**\*Required Field**

**- Basic Course Data**

- Attributes
- Prerequisites
- Content Information
- Proposal Summary
- Complete

**Establish a New Course**

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

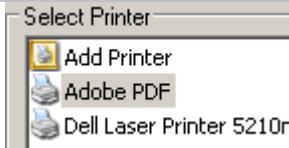
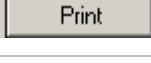
1	Click a form button to open the form of your choice. The form opens with your name, department, and the date in the header.	<b>Establish a New Course</b>  <b>Revise an Existing Course</b>  <b>Inactivate an Existing Course</b>
2	Help text and examples are provided for many of the data fields.	<b>Slash Course and Cross-List Info</b>  Example: ENG 12345 + SPED 12345
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.	<b>*Minimum Credit:</b> 
4	Wherever you see the  information icon, click to view more instructions.	<b>Contact Hours</b> 
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.	<b>Previous</b> <b>Next</b>
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.	<b>- Basic Course Data</b> <b>- Attributes</b> <b>- Prerequisites</b> Content Information Proposal Summary Complete
8	Comments and History fields become active when a form is saved as draft, or submitted for approval.	<b>Comments:</b>  <b>History:</b>
9	On the last page of the form, click <b>Finish</b> to advance.	<b>Previous</b> <b>Finish</b>

## Print and Submit a Form

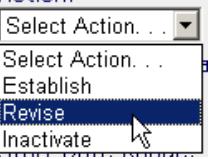
<a href="#"><b>&lt;&lt; Go back to Course Catalog Update form</b></a>		<a href="#"><b>Print</b></a>
<b>Course Catalog Update Information:</b>		
<b>Reference Number:</b> CCU000111		<b>Date:</b> 20-AUG-09
<b>Level:</b> of		<b>Currently On The Worklist Of:</b> , unassigned
<b>Owner:</b> Office of Curriculum 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="#"><b>&lt;&lt; Go back to Course Catalog Update form</b></a>
11	Click <b>Print</b> at upper right to print the form.	<a href="#"><b>Print</b></a>
12	The longer forms, <b>Establish</b> and <b>Revise</b> , have the option <b>Save as Draft</b> . (Inactivate does not.)	<a href="#"><b>Save As Draft</b></a> <a href="#"><b>Proceed</b></a>
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: (~ * / \ --) 
15	Click <b>Submit</b> to send the form on for approval.	<a href="#"><b>Submit</b></a>
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.	<a href="#"><b>Stop Workflow</b></a>

## 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.	 Select Printer Add Printer Adobe PDF Dell Laser Printer 5210n
3	Specify other print options and click Print.	

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

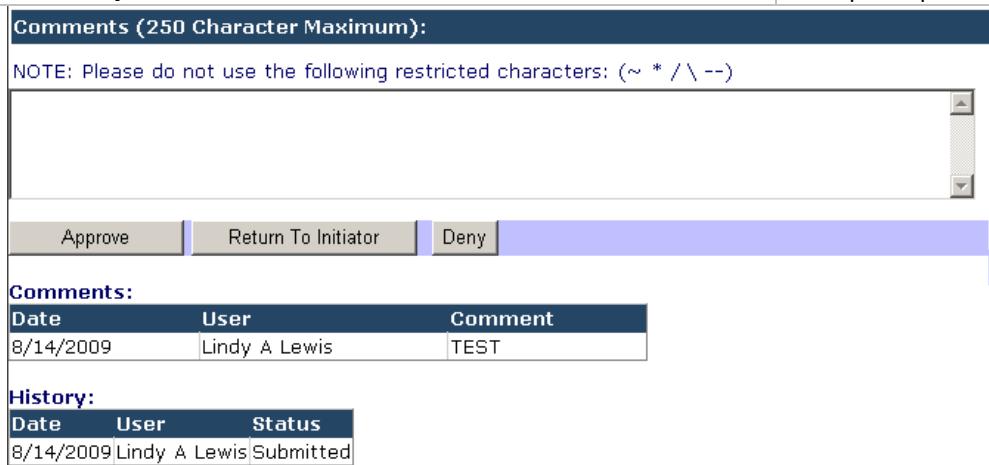
1	Log in to <b>FlashLine</b> at <a href="http://www.kent.edu">http://www.kent.edu</a> or your campus web page.															
2	Click the <b>Action Items</b> tab															
3	In the <b>Workflow &amp; Utilities</b> channel, locate the list of <b>Workflow</b> forms.  Click <b>Course Catalog Update</b> .	<b>Workflow &amp; Utilities</b>  <b>Course Catalog Update</b>														
4	Click the blue linked text to <b>search for historical Workflows</b> .	<a href="#">Click here to search for historical Catalog Update Workflows.</a>														
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.	<b>Course Title:</b> %foundations														
6	You may select the type of action from the menu list provided.	<b>Action:</b> 														
7	You may specify a range of dates to search only forms initiated in that time period.	<b>Start Date Range:</b> (mm/dd/yyyy)  <b>End Date Range:</b> (mm/dd/yyyy) 														
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.	<b>Workflow Name:</b> CCU000903														
9	Click <b>Search</b> .	<input type="button" value="Search"/>														
10	Search results appear in a list beneath the search form. Click <b>Select</b> to open a form.	<input type="button" value="Select"/>														
<b>1 record(s) found.</b>																
<table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Name</th> <th>Current State</th> <th>Running</th> <th>Start</th> <th>Stop</th> </tr> </thead> <tbody> <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> </tbody> </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.	<b>Currently On The Worklist Of:</b> Sommers, Marcella														
12	You may print the form, or return to the Search Results to look up another form.	<b>Course Catalog Update</b> <a href="#">&lt;&lt; Return to Search Results</a>														

## 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.	
2	Click the <b>Action Items</b> tab	
3	Locate the <b>Worklist</b> (usually at upper right on this tab.)	
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.	
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.	



6	If a draft, edit and save as draft again, or complete the form as described on <a href="#">page nn</a> . 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> .	( ~ * / \ -- ) Single hyphens and apostrophes may be used.



8	Approve sends the form to the next approver.	<input type="button" value="Approve"/>
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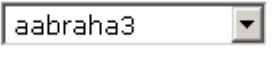
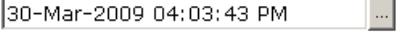
## Course Catalog Update Workflow

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>	<input type="button" value="Return To Initiator"/> <input type="button" value="Return To Approver"/>
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.</p> <p>A stopped form is viewable in the historical view.</p>	<input type="button" value="Deny"/>
11	<p>Confirmation of your action appears on the screen.</p>	<b>You have successfully approved this Course Catalog Update.</b>

## 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.	User: 
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.	Non-Confidential: <input checked="" type="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.	

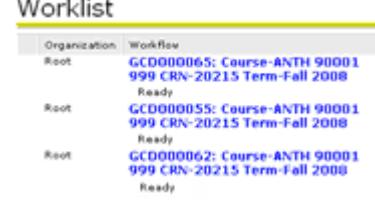
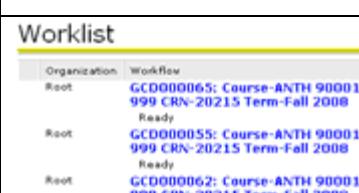
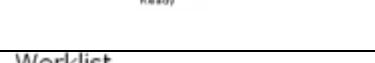
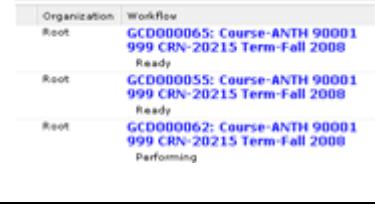
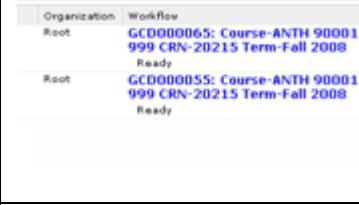
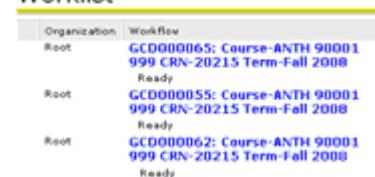
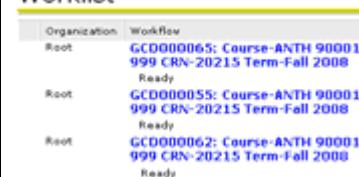
## How Work is Shared Between Approver and Proxy

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
The normal, everyday working arrangement.	<p>Worklist</p> 	<p>Worklist</p> 
The proxy is not enabled, and cannot see forms.	<p>Worklist</p> 	<p>Worklist</p> 
The Approver enables a person as proxy.	<p>Worklist</p> 	<p>Worklist</p> 
Both receive forms and can do work.  <b>(Performing</b> appears under the form title.)  <b><i>The proxy can no longer see the form.</i></b>	<p>Worklist</p> 	<p>Worklist</p> 
The Approver has released the form and it is available to both.  <b>(Ready</b> appears under the form title.)	<p>Worklist</p> 	<p>Worklist</p> 

## 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)

The screenshot shows a web-based form titled "Course Catalog Update" for "Inactivate a Course". The form is divided into several sections:

- Header:** Kent State University logo, Name: Your Name, Submission Date: 8/24/2009.
- Section Headers:** "Course Catalog Update" and "\*Required Field".
- Form Fields:**
  - Change Type:** Inactivate
  - Preparation Date:** 8/24/2009
  - \*Requested Effective Term:** Select Effective Term... (dropdown menu)
  - \*Course Subject:** Select Subject... (dropdown menu)
  - \*Course Number:** (input field with an information icon)
  - College:** (input field)
  - Department:** (input field)
  - Course Title:** (input field)
  - Title Abbreviation:** (input field)
  - Slash Course and Cross-listed Information:** (input field)
  - Course Level:** (input field)
  - Course Attributes:** (input field with options 1, 2, 3)
  - \*Is course part of the LER, Writing-Intensive or Diversity requirements?** (radio buttons: Yes, No)
  - Will this inactivation affect program requirements within or outside of your unit?** (radio buttons: Yes, No)
  - \*Reason for Inactivation:** (text area with note: "NOTE: Please do not use the following restricted characters: (~ \* / \ --)")
  - Faculty member requesting inactivation:** (input field)
- Buttons:** "Save As Draft" and "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)

**KENT STATE UNIVERSITY**

Name: Your Name      Submission Date: 8/24/2009      [X](#)

Organization: Your Department

**Course Catalog Update**

**\* Required Field**

**- Basic Course Data**

Attributes  
Prerequisites  
Content Information  
Proposal Summary  
Complete

**Establish a New Course**

**Change Type:** Establish

**\*Preparation Date:** 08/24/2009 [Calendar](#)

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

**\*Title Abbreviation:** [i](#)  
**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.

**Slash Course and Cross-List Information:** [i](#)  
Example: ENG 12345 + SPED 12345

**Credit Hours**  
(e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

**\*Minimum Credit:**  \*  to  or \* **Maximum Credit:**

**Contact Hours** [i](#)  
**NOTE:** You must select at least one category.  
(Should be per week; can divide among lecture/lab/clinic, if applicable)

**Lecture**  
**Minimum Hours:**   to  or **Maximum Hours:**   
[Clear Lecture Hours](#)

**Lab**  
**Minimum Hours:**   to  or **Maximum Hours:**   
[Clear Lab Hours](#)

**Other**  
(e.g., Clinic, Practicum, Internship, Research, Studio, Individual Investigation, etc.)

**Minimum Hours:**   to  or **Maximum Hours:**   
[Clear Other Hours](#)

**\* Required Field**

[Previous](#) [Next](#)

**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)

**KENT STATE UNIVERSITY**

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

Organization: Your Department

**Course Catalog Update**

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

**\* Required Field**

**Attributes**

**\*Is this course part of the Liberal Education Requirements (LER), Writing-Intensive (WIC) or Diversity requirements?**  Yes  No 

**\*Can this course be repeated for credit?**  Yes  No 

**\*Course Level:** Select Course Level... 

**\*Grade Rule:** Select Grade Rule... 

**\*Schedule Type(s):**  You can choose more than one.

Select Schedule Type... 

Select Schedule Type... 

Select Schedule Type... 

**\*Credit by Exam:** Select Credit by Examination... 

**\*Required Field**

**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)

**KENT STATE UNIVERSITY**

Name: Your Name      Submission Date: 8/24/2009      [X](#)

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

**Description and/or Prerequisite**

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

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

**Corequisite:**

**\*Registration is by special approval only:**  Yes  No  
NOTE: Checking "yes" means all students must seek approval from department to register.

**\*Required Field**

[Previous](#) [Next](#)

**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)

**KENT STATE UNIVERSITY**

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

Organization: Your Department

**Course Catalog Update**

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

**\*Required Field**

**Content Information**

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

Contact Hours per      Topic Description:

Course Topic:

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**

**Comments:**

**History:**

**Previous** **Next**

## 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)

**KENT STATE UNIVERSITY** Name: Your Name Submission Date: 8/24/2009 X

Organization: Your Department

**Course Catalog Update**

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

**\*Required Field**

**Proposal Summary**

**\*1. Explain the purpose for this proposal:**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*2. Explain how this proposal affects program requirements and students in your unit:**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*3. Explain how this proposal affects courses, program requirements and students in other units:**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*4. Explain how this proposal affects enrollment and staffing:**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*5. Units consulted (other departments, programs or campuses affected by the proposal):**  
NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**\*Required Field**

[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)

KENT STATE UNIVERSITY

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**

Faculty member submitting this proposal:

Previous      Finish

Comments:

History: