Course - Change - v23.24
Course with Import Required

Catalog (CHANGE) ⌃

Contact person*

Type in name, email, and phone.

1. **IMPORTANT**: Click the **Run Impact Repor**t icon
2. Click to select both Graduate and Undergraduate catalogs (**2023-2024**)
3. Click Generate Report
4. Select text and Copy (Cntl-C) and Paste (Cntl-V) the results in the **Rationale and Impact** Section

Department*

Department is imported for course changes.

Subject*

Subject is imported for changes (i.e. ACCTG)

Catalog Number*

Number is imported for course changes (i.e. 110). Be sure new course numbers have not been used within past 5 years.

Long Course Title*

Title is imported for course changes. Use Initial Caps when updating titles. Do not use &.

Short Title*

Short title is printed on the transcript and limited to 23 characters. Use Initial Caps. Refer to standard abbreviations if needed. Do not use &.

Credit Hours/ Units*

Enter credit hours. If variable then enter a range using a hyphen. Refer to credit hours definitions in Faculty Handbook F115.

Catalog Description*

Catalog description is limited to 500 characters. Do not use &.

Need help? See [Course Description Guidelines](#)

Note

Include informational administrative notes for catalog display purposes (such as: intended for non-majors only, required of all economics majors, two weekend field trips required, credit not granted for both COMM 105 and COMM 106, etc.) Do not include enforced restrictions that are included in Requisites below. If there are no notes for this course, leave this field blank; do not indicate "none".

- Determine **Repeat for Credit** status. Is this course "Repeatable"?

- **HINT**: Select **N** - if course is NOT repeatable (retake rules apply)

- **HINT:** Select **Y** - if course is "Repeatable" (student accumulates additional credit)

- Courses typically designated "Repeatable" include topics, seminar, internship, ensembles, and research courses

Repeat for Credit*

Total Units Allowed*

Select "N" if NOT repeatable (retake rules apply) *****Select "Y" if "Repeatable" (Student accumulates additional credit)

If "Repeat for Credit = N" then enter "credit hours for the course" *****If "Repeat for Credit = Y" then enter "99" (optional: enter maximum credits allowed if there is a limit)

Allow multiple enroll in term*

If "Repeat for Credit = N" then select "N" *****If "Repeat for Credit = Y" then select "Y"

Total Completions Allowed*

If "Repeat for Credit = N" then enter "1" *****If "Repeat for Credit = Y" then enter "99" (optional: enter maximum times it is repeatable for additional credit)

Requisites (Prerequisite, Corequisite, Recommended Prerequisite)

Begin with "Prerequisite", "Corequisite" or "Recommended Prerequisite" followed by a colon. Leave this field blank if there are no requisites. Enter all courses in format to include prefix and code such as MATH 100. Use "and", "or" and parenthesis to clarify meaning. Include minimum grade required if applicable. Also include enforced restrictions that are required before a student can enroll such as major and academic level. Do not include informational administrative notes for catalog display purposes. IMPORTANT: Courses added or deleted here must be included in the Impact Statement. IMPORTANT: If ALL requisites are removed for this course, then remove text and leave this field blank; do not indicate "none".

Enrollment Requirement Group

Represents the 6-dgit "Enrollment Requirement Group" number in KSIS that codes the requisite rule. IMPORTANT: If all requisites are removed for this course, then remove the 6-digit number and leave this field blank.

Cross-listed

List "CROSS-LISTED" courses here. Definition: Cross-listing is an administrative way for two or more academic units to share responsibility for a single course. The same course is offered collaboratively by two or more academic units and identified by the same course hundred level (i.e. both 2xx, 3xx, etc.), course name, course description, K-State 8 tags, and learning objectives. Cross-listed courses are combined in the course catalog and when scheduling in KSIS and are subject to the retake policy as repeated courses. EXAMPLE: ART/ENTOM 302: Art and Insects

Dual-listed

List "DUAL-LISTED" courses here. Definition: The same course is offered by the same academic units and identified typically by the same course name, but with different course prefixes, numbers, and levels. Each course should have clear learning outcomes that address the differences in the course level combinations, between an undergraduate/graduate course combination or master/doctoral course combination. These courses are typically for undergraduate/graduate combinations and

do not typically deviate more than one course (hundred) level. EXAMPLE: ACCTG 642/ACCTG 852: Accounting Research and Communication

Equivalent

[   ]

List "EQUIVALENT" courses here. Definition: Courses offered by one or more academic units with different course numbers and course names and may have a similar or different course prefix. Equivalent substitute courses are noted in the catalog that they cannot be taken for credit if credit has been received in specified equivalent course(s). Equivalent courses are subject to the retake policy as repeated courses. EXAMPLE: STAT 325: Introduction to Statistics; STAT 340: Biometrics; STAT 350: Business & Economic Statistics

- **Hint**: Be sure all cross-listed, dual-listed, and equivalent courses are indicated.

- This proposal must contain the faculty vote for every department that has the course cross-listed. These votes can be included in comments. The proposal will only route through the proposing academic unit's college.

- See additional information HERE

Typically Offered*

[▲▼]

Identify the term(s) in which the course is generally taught.

K-State 8 Tag 1

[▲▼]

K-State 8 Tag 1.

K-State 8 Tag 2

[▲▼]

K-State 8 Tag 2.

Rationale for K-State 8 tag

[   ]

WARNING: K-State 8 is being replaced with K-State Core general education effective Fall 2024. DO NOT ADD any K-State 8 tags unless needed for unusual situations. If tags currently exist and are displayed here, do not make changes to those tags.

Grading Basis*

[▲]
[▼]

Select ONE. Select "Exempt" option only if grades of Incomplete will never convert to F.

Primary Component*

[▲]
[▼]

Choose the Primary/Graded/Enrollment component

Default Section Size*

[   ]

Final Exam*

○Y ○N

Is a final exam typically scheduled for this course? Select Y (Yes) or N (No)

Other Required Component #2

[▲]
[▼]

OPTIONAL: Choose other components (such as related separately scheduled components that are required when a student enrolls)

Default Section Size #2

[   ]

Other Required Component #3

[▲]
[▼]

OPTIONAL: Choose other components

Default Section Size #3

[   ]

Other Required Component #4

[▲]
[▼]

OPTIONAL: Choose other components

Default Section Size #4

[   ]

Need Help? See Course Component Type Defintions

Title may vary by section?

[▲]
[▼]

Title may vary by student?

[▲]
[▼]

Is this an "Undergraduate Research" course?

[⬆⬇]

If yes, select "UGRESEARCH"

Is this an "Internship" course?

[⬆⬇]

If yes, select "INTERNSHIP"

Is this an "English Language Program" course?

[⬆⬇]

If yes, select "ELP"

For Arts and Sciences courses only

[⬆⬇]

Select all that apply

Course Type*

[⬆⬇]

OPTIONAL: If the course prefix changed, then select the value representing the new course prefix

[For K-State Core General Education](#) (for 100/200 level courses)

Does this proposal contain changes in course numbering due to K-State Core OR add/change the K-State Core General Education bucket (for 100/200 level courses)*

○ Yes ○ No

Select "YES" if this proposal changes course number due to K-State Core OR adds/changes the K-State Core general education bucket (for 100/200 level courses)

Select "UPDATE" to ADD this course to a K-State Core General Education bucket, or CHANGE the bucket this course currently resides in (for 100/200 level courses)*

○ Update   ○ No

Select "UPDATE" to add/change the K-State Core general education bucket (for 100/200 level courses)

K-State Core General Education Requirement:

Update this field only to ADD or CHANGE the K-State Core requirement bucket this course currently resides in

Justification for K-State Core general education requirement (for 100/200 level courses):

If K-State Core general education requirement was ADDED or CHANGED, then provide justification for the requirement selected.

Student Learning Outcomes for K-State Core General Education Requirement:

If K-State Core general education requirement was ADDED or CHANGED, then provide student learning outcomes for the requirement selected.

Need help? See [K-State Core website](#)

KBOR Systemwide Transfer

Indicates if this course is accepted for KBOR systemwide transfer from any public postsecondary educational institution in Kansas

Rationale and Impact (CHANGE) ⌃

Rationale: What is changing*

Rationale: Why is it changing*

Rationale: If changing number of course, select reason:

☐ For K-State Core/Gened

☐ For system-wide transfer

☐ Other

If changing course number for K-State Core/Gened, then proposal is routed to the college Associate Dean for approval (for 100/200 level courses)

If "Other", please explain:

Provide reason for change in number of course if "Other" selected above.

Rationale: Additional information (if necessary)

Add additional or historical information pertaining to rationale, if needed

Impact Report*

Copy and paste Impact Report HERE. Then return to top and complete the form If the report is lengthy you may copy it to a Word document, attach the file, and enter "See attached file" here. If there are no results, then paste the report that includes the message "There are no results for this report".

WARNING: Prepare impact statement

- Summarize impact this proposal may have on other units
- Explain effects this proposal will have on program requirements; is it part of any curriculum?
- Is it part of curriculum, but only among a list of numerous other options (such as technical, free, unrestricted, or humanities electives)?
- Explain effects on enrollment; examine past student enrollments
- Added or removed prerequisite courses that will affect enrollment in another college?

- Do substanial changes in course content or title overlap content from existing courses?
- Does the course add significant new content that is typically covered in courses offered by another unit?
- Does this affect K-State Core general education or System-wide transfer?
- Include all units reflected in impact report
- Failure to contact impacted units and include responses can cause delay
- Include responses (or lack of response) in box below or attach copies

Impact Statement (i.e. if this impacts another unit)*

Statement should include the date when the head of that unit was contacted, and the response or lack of. Be sure to include items outlined in the Impact Report and in the Requisites area. Also consider terminology that spans other disciplines such as "communications", "statistics" or "business". You may also upload attachments containing impact statements. If appropriate indicate "No Impact" or "No Impact outside college". Name files to clearly designate it contains Impact and included name of unit if needed.

IMPORTANT: Select Projected Term

1. If **"Earliest Available Term"** then do <u>NOT</u> indicate term; effective term is assigned when the proposal is fully approved
2. If **"Suspend Implementation Until"** then <u>DO </u>indicate term

Projected Term*

☐Earliest available term

☐Suspend implementation until

Subject to approval deadlines: http://www.k-state.edu/curriculog/deadlines/index.html

Indicate Term

Routing (CHANGE) ⌃

IMPORTANT: Complete "Routing" section

Does your department have a Department Curriculum Committee?*

○Yes ○No

Select "Yes" if your department has proposals reviewed by both a Department Faculty Course & Curriculum Committee and Department Faculty. Click "No" if your department does not have a Department Faculty Course & Curriculum Committee and proposals are reviewed by Department Faculty only.

Approval Type (CHANGE) ⌃

IMPORTANT: Determine Approval Type

1. Proposals follow the "Standard" approval process by default
2. Changes with minimal impact outside of the academic unit may follow a shortened procedure if they meet all criteria described below
3. Review impact report, impact statement and requisites to be sure
4. Incorrect decisions will delay your proposal
5. If you are not sure select "Standard"
6. Carefully read the criteria below

From January 2023 through May 2024, proposal can follow the shortened "Expedited" process if needed to adjust to the new K-State Core:

☐**Course change is needed to adjust to the new K-State Core, even if they impact another department (includes changes in course numbering)

Click box to checkmark the statement if true for this proposal. Proposal can follow the "Expedited" approval process.

For proposals not needed for K-State Core, proposal can follow the shortened "Expedited" process if ALL of the following are true:

☐**Change does not impact an academic unit outside of the proposing college or school

☐**Course is not part of any curriculum offered outside of the proposing college or school *OR* it is part of a curriculum offered outside of the proposing college or school, but only among a list of numerous other options (techncal, free, unrestricted, humanities electives, etc

☐ **Students from outside the college rarely enroll in the course

☐ **Change involves renumbering, renaming or changing course descriptions due to change in current practices or terminology of the discipline

☐ **Proposal does not add, change or remove a K-State 8 tag

☐ **Course proposal does not combine two or more courses that result in dropping one of the course numbers

☐ **Course is not cross-listed

☐ **In the college of Health and Human Sciences, the change does not impact another department within the college

Click box to checkmark each statement that is true. Proposal can follow "Expedited" process if ALL statements are checked.

Approval Type?*

[▲]
[▼]

*Select "Standard" or "Expedited" process. If you are not sure, select the "Standard" process. ****From January 2023 through May 2024, course and curriculum changes needed to adjust to the new K-State Core can be considered "Expedited" even if they impact another department (includes changes in course numbering)*****

If "Expedited" was selected, provide justification:

[   ]

If "Expedited" was selected, provide justification explaining why you believe this proposal should not follow the "Standard" approval process.

IMPORTANT: Click **Validate and Launch Proposal**

Acalog Use Only (CHANGE)   ⌃

Course ID*

[   ]

Academic Group*

Status*

Actual Effective Term

KSIS

DARS

Global Campus

Requisite Processing

Colleges should enter notes regarding completion of requisite coding in KSIS

Implementation Notes