

Curriculum Process System
Fields and Instructions
for
Course Editorial Change
(updated August 2013)

General Instructions: This form is for minor editorial changes that do not substantively modify the course. Three approvals are necessary: department chair, registrar, and vice provost for academic affairs. If the changes are simply editorial and approved by the chair, the process is quick. If there appears to be substantive changes requested, the vice provost will consult the dean and department chair. If the requested changes are substantive, the faculty member will be requested to delete the *Course Editorial Change Proposal* and submit a *Substantial Course Modification Proposal*.

Form Item	Instructions
College and Department	<p>Be sure your college and department are identified correctly. Click on <i>Change College/Department</i> if not pre-populated or identified correctly, and select your college and department from the drop down menus.</p> <p>If either college or department identifier is incorrect, routing of the proposal is stopped and the proposal becomes invalid. The proposal will have to be re-entered into the CPS.</p>
Enter Required Course Information	
Rubric	Enter the current four-letter subject prefix of the course for the proposed action, e.g., ACCT, CHEM, ELPA, etc.
Course Number	Enter the current four-digit number for this course.
Dual-Listed Number	Enter current dual-listed number, if appropriate. Leave blank if not applicable.
Course Title	Enter the approved title, not an abbreviated form of it.
Catalog Description	<p>Enter the exact description of the course as it is presented in the catalog. This information is used to consider approval of requested editorial change(s).</p> <p>If the proposal is to change the catalog description, copy what is entered here in the appropriate box below.</p>

Form Item	Instructions
Enter Course Editorial Changes	
Click on the items that you proposed to be changed for the course. When clicked, two narrative boxes: <i>current</i> and <i>proposed</i> will appear for your input. Information or instructions regarding these items are presented below.	
<input type="checkbox"/> Change Course Subject Prefix	<p>Enter the proposed four-letter prefix if the course is requested to move to another discipline.</p> <p>Please confirm that the selected rubric is on the ETSU course inventory (Banner Screen SCACRSE) prior to submitting the proposal. Instructions for the Banner screen are found on the Registrar's Website.</p>
<input type="checkbox"/> Change Course Number	<p>Enter the proposed new four-digit number that identifies the level of the course.</p> <p>Please confirm that the selected number is not already on the ETSU course inventory (Banner Screen SCACRSE) prior to submitting the proposal. Instructions for the Banner screen are found on the Registrar's Website.</p>
Rationale For Proposal	State your reason for requesting the changes. Discuss each requested change.
<input type="checkbox"/> Change Course Title	Enter the proposed course title change as it should appear in the catalog.
<input type="checkbox"/> Change Transcript Title	<p>If the title is changed, the transcript title must be changed.</p> <p>Titles are limited to 30 characters including periods, ampersands, slashes, dashes, and spaces. Often the course title is longer, necessitating the use of abbreviations. If abbreviations are used, the information presented should be clear and accurately represent the course.</p>
<input type="checkbox"/> Change Prerequisites	<p>Enter proposed prerequisites.</p> <p>Only course rubric + course number(s) can be entered into this field (see below for information about worded prerequisites).</p>

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	<p>There can be no "or" in a list of prerequisites.</p> <p>Be conservative in listing prerequisites and avoid redundancy in listing prerequisites. For example, ENGL 1010 is a prerequisite for ENGL 1020; ENGL 1020 is a prerequisite for literature courses; thus, only ENGL 1020 needs to be listed for literature courses. Including ENGL 1010 would be redundant.</p> <p>These courses must be on the approved course inventory or included as part of the proposal package. Experimental course may not be used as a prerequisite.</p> <p>Course prerequisites are enforced during registration. A student who does not meet the prerequisite(s) is blocked from registering for the course; prerequisites are being enforced electronically.</p> <p>A course cannot be both a prerequisite and a corequisite.</p> <p>Leave blank if none are required.</p>
<input type="checkbox"/> Change Corequisites	<p>Enter proposed corequisites. Similar to prerequisites, only course rubrics/numbers can be used as enforceable corequisites. Course prerequisites are enforced during registration. A student who does not meet the corequisite(s) is blocked from registering for the course; prerequisites are enforced electronically.</p> <p>These courses must be on the approved course inventory, not experimental.</p> <p>A course cannot be both a prerequisite and a corequisite. There can be no "or" in a list of corequisites.</p> <p>Leave blank if none are required.</p>
<input type="checkbox"/> Change Catalog Description	<p>Copy and paste the description entered under <i>Required Course Information</i> in the current narrative box and enter the proposed change in the second. The new text should be similar to the current description to represent the content of the course.</p>

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	<p>Write description in present, not future tense. It is recommended that the description start with a verb not "this course . . ."</p> <p>Only in specific occasions should course requirements be included in the description. Examples include major outside of class assignments/projects, study abroad, field-based learning, service learning, etc.</p> <p>Include any written prerequisite(s) at the end of the description.</p> <p>If the course is repeatable for credit, also identify the maximum credits. For instance, include at the end of the description: "Course repeatable for credit, maximum 6 credits."</p>
<input type="checkbox"/> Change Repeatable For Credit Status	<p>This change is to allow a course to be repeated (indicate how many times) or to delete the ability for the course to be repeated if it currently is.</p> <p>Some courses have variable credit hours. For instance, an independent study class may have 1-3 or 3-6 credit hours. Therefore, if the proposed course has variable credit, enter the minimum credit in this field and the maximum in the next field.</p>
Proposed Implementation Term	<p>Indicate the term/year this implementation is proposed to occur so that changes can be made in the catalog or course inventory.</p>