# Reviewer

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Reviewer: Email

If you are a reviewer in the electronic course action system you will receive an email whenever there is something ready for you to review. To go directly to the review form to complete your review, you can click on the link in the email. If you would rather wait until you have several items to review and do them all at once, you can also find the items available to you for review by clicking “Open” under the “Tasks” heading in the “My Dashboard” section of the BearQuest home page.

![Email Example](image)
All reviewer forms for new course requests work the same way regardless of the level of the review. For example, the form for the preliminary departmental review works just like the dean’s review form.

The review form is basically one long form that includes all the possible forms in the request attached end to end. It will include the basic forms and all the possible additional forms whether the requester used them or not. It will also include the alternate scheduling forms for Music, Art, Theater and HP.

You can correct most mistakes you see on this form by typing in the appropriate fields. The only fields you cannot change are effective date and course prefix and number.
It can be confusing to see forms that were not a part of the original request.

To avoid confusion, pay attention to the parenthetical notes. For example, the parenthetical note highlighted below explains that this part of the form only applies if the requester answered “yes” to the question about the course being taken more than once for credit.
Reviewer: New Course Request

At the bottom of the reviewer form you have some choices. You can:

- **Release** – This sends the request forward to the next reviewer.

- **Send back to requester for changes** – This sends it all the way back to the original requester to make changes. It will then come forward back through the entire review path with the new information. If you choose this option you should make a note in the text field about what you would like to see changed.

- **Reject (only available to some reviewers)** – This option terminates the request. Be aware that if you reject a request it cannot be restored even by the BearQuest administrator. To re-submit the request, the requester would need to start completely over.
As a reviewer, when you click on the link from the email, you will be presented with one long form which is basically made up of all the forms in the “change course request” process attached end to end. You can use this form to review the information that has been entered for the request and to make changes and corrections if necessary.

On a Change Course request, the grey fields are “read only” fields that show the information that is currently stored in Banner. White fields are for indicating changes. In general, if a white field is empty, that means the requester did not request a change for that particular item.

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It can be confusing to see forms that were not a part of the original request.

To avoid confusion, pay attention to the parenthetical notes. For example, the parenthetical note highlighted below explains that this part of the form only applies if the requester answered “yes” to the question about the course being taken more than once for credit.

The grey field shows you the current information in banner. Since it shows a “3” under “min” and nothing under “max” – this is probably a regular course without variable hours.

The white field shows you any changes the requester entered. Since these fields are blank, the requester did not make any changes.

**Credit Hours** – (Note: You only saw this field if you changed the course number and the proposed new course number is for a variable hours course. e.g. 5V00.)

The course number you selected indicates this is to be a variable hour class. Please enter the minimum and maximum credit hours per term proposed for this course. +
Reviewer: Change Course Request

There are a couple of important exceptions to the “empty field means leave as is” rule.

When you are reviewing cross-listed courses or co-requisite courses you need to look in two places. First look to see if the requester selected “Leave as is” or “change existing.” If the requester selected “change existing” and the white fields are blank – that means **all current cross-listings and co-requisites will be deleted** (see example of what this would look like for co-requisites below).

It is also important to note that once the requester selects “make changes” that indicates that only the information in the white fields will go forward. That means, for example, that if there are any changes to the cross-listings, then all the cross-listings that are meant to be included must be re-entered into the white fields. Only what is listed in the white fields will go forward. The same would be true for co-requisites.
Reviewer: Change Course Request

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- **Reject** (only available to some reviewers) – This option terminates the request. Be aware that if you reject a request it cannot be restored even by the BearQuest administrator. To re-submit the request, the requester would need to start completely over.