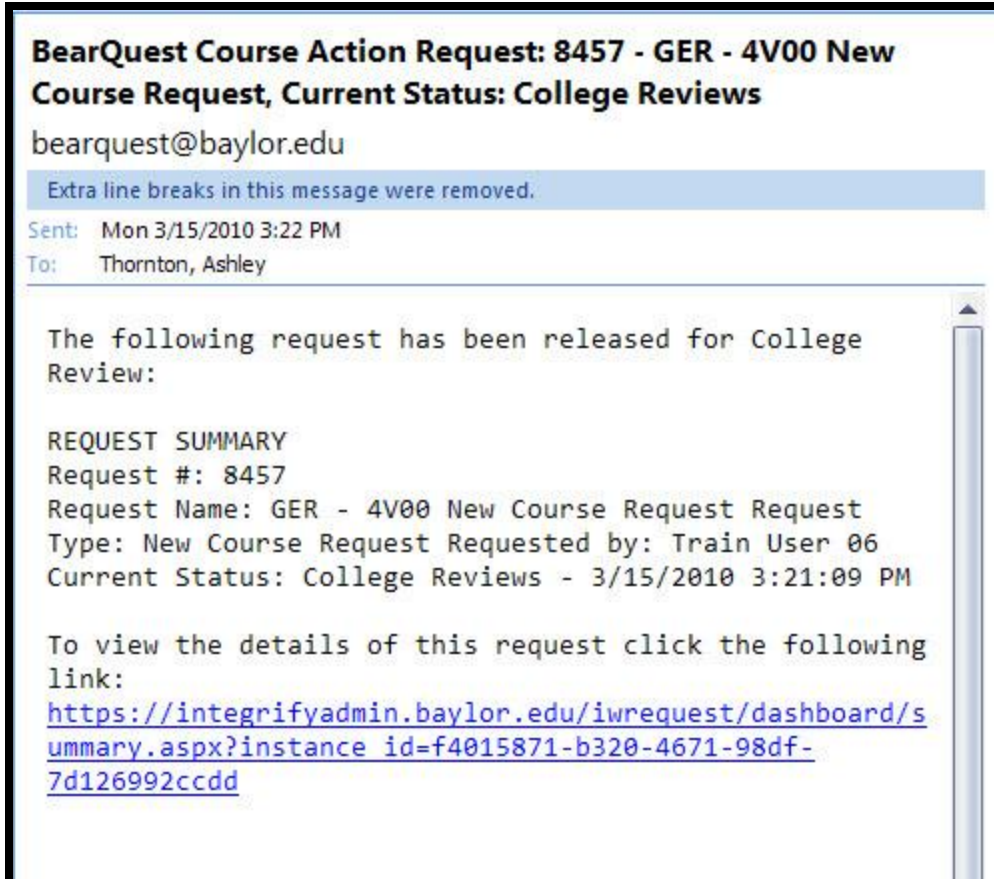


# Reviewer

Email	4-2
New Course Request	4-3
Change Course Request	4-6

## 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.

A screenshot of an email notification from BearQuest. The email has a subject line: "BearQuest Course Action Request: 8457 - GER - 4V00 New Course Request, Current Status: College Reviews". The sender is bearquest@baylor.edu. The email body contains a message about a request being released for college review, followed by a request summary and a link to view details.

**BearQuest Course Action Request: 8457 - GER - 4V00 New Course Request, Current Status: College Reviews**  
bearquest@baylor.edu

Extra line breaks in this message were removed.

Sent: Mon 3/15/2010 3:22 PM  
To: Thornton, Ashley

The following request has been released for College Review:

REQUEST SUMMARY  
Request #: 8457  
Request Name: GER - 4V00 New Course Request Request  
Type: New Course Request Requested by: Train User 06  
Current Status: College Reviews - 3/15/2010 3:21:09 PM

To view the details of this request click the following link:  
[https://integrifyadmin.baylor.edu/iwrequest/dashboard/summary.aspx?instance\\_id=f4015871-b320-4671-98df-7d126992ccdd](https://integrifyadmin.baylor.edu/iwrequest/dashboard/summary.aspx?instance_id=f4015871-b320-4671-98df-7d126992ccdd)

# Reviewer: New Course Request

**Course Action - New Course Review Form**

Use this form to review the new course information that has been submitted by the requester. You can also use this form to make revisions to the request. When you have completed your review, select "release" to release the request to the next reviewer or "send back to requester" for changes. For more information, click "Submit."

**Important information:** The requester who initiated this process was presented with only the forms and fields that were applicable to the request. This form, in contrast, includes all the possible fields. There will be some fields shown below that will not be visible to the requester. We will help you identify the fields that were/were not a part of your original request.

Effective Term \*  First 4 digits = year Last 2 digits = term (spring - 10, summer - 20, fall - 30)

Reason for Recommendation \* We are dividing the World Literature class into two courses: "Great Works of Europe and Russia" and "Great Works of the East." This will be the "Great Works of the East" class.

Department  College

Course Prefix \*  Course Number  Can this course be taken more than once for credit?  Course Fee  Grading Option \*

Reviewer: If you wish to modify the course prefix or number values, you must send back to requester for this change.

Course Title \*

Course Lookup - Click to check for similar (duplicate) titles using keywords or available course numbers.

Catalog Description

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.

**Credit hours** - (Note: This question only applies if the new course number indicates a variable credit hour course, e.g. 500.)

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.

Min  Max

**Maximum hours toward degree** - (Note: This question only applies if the requester answered "yes" to the question "Can this course be taken more than once for credit?")

You have indicated that this course may be taken more than once for credit. What is the maximum number of hours a student may earn from this course towards the degree? (Note: if number varies from program to program, enter the highest number that might be applicable.)

Min  Max

**be cross-listed?**

Will this course be cross-listed? \*

If chosen option is Yes, all desired cross-listings should be entered below. If the chosen option is No, all cross-listed fields below should be empty.

Reviewer: If you wish to change any of the chosen cross-listings below, you must select to send this request back to the requester for changes as your review choice at the end of this form and explain what changes you want made in the cross-listing section.

1. Prefix <input type="text"/> Number <input type="text"/>	4. Prefix <input type="text"/> Number <input type="text"/>
2. Prefix <input type="text"/> Number <input type="text"/>	5. Prefix <input type="text"/> Number <input type="text"/>
3. Prefix <input type="text"/> Number <input type="text"/>	6. Prefix <input type="text"/> Number <input type="text"/>

**Prerequisites** - (Note: This field only applies if the requester answered "yes" to the question "Does this course require prerequisites?")

Does this course require prerequisites? \*

If chosen option is Yes, review the entered prerequisites below. If chosen option is No, the prerequisite box below should be empty.

**Co-requisites** - (Note: This field only applies if the requester answered "yes" to the question "Does this course require co-requisites?")

Does this course require co-requisites? \*

If chosen option is Yes, enter all desired co-requisites below. If it is No, make sure co-requisite entries are empty below.

1. Prefix <input type="text"/> Number <input type="text"/>	4. Prefix <input type="text"/> Number <input type="text"/>
2. Prefix <input type="text"/> Number <input type="text"/>	5. Prefix <input type="text"/> Number <input type="text"/>
3. Prefix <input type="text"/> Number <input type="text"/>	6. Prefix <input type="text"/> Number <input type="text"/>

**Upper Registration Limit** - to be completed by the Graduate School (Note: You can ignore this field unless you are from the graduate school.)

Maximum total hours for which a student may register for this course while at Baylor. (Note: Some hours may not count toward degree.)

Min  Max

**ART, THEA, Course Type Question** - (Note: This question only applies if the department for the new course is Art or Theater.)

Is this a studio course?

If no, please choose the appropriate option below in the **Course Scheduling** section.

**HP Course Type Question** - (Note: This question only applies if the department for the new course is HP.)

Is this an activity/exercise course in non-majors program?

If no, please choose the appropriate option below in the **Course Scheduling** section.

**MUS Course Type Question** - (Note: This question only applies if the department for the new course is Music.)

Select a scheduling type for this course:

- Individual Instruction (Applied, Conducting, Composition, Coaching)
- Ensemble
- Academic (Lecture)
- Internship
- Independent Study, Thesis Supervision

**Course Scheduling** - (Note: This question does not apply if the department for your course is Music.)

- Regular scheduling** - appears in the web course listing. Includes regular classes, seminars and independent labs, that have a meeting time and place designated, such as 8:00 MWTF in Room #. No additional sections required with this course.
- Regular scheduling: Lab section required** - no separate grade (e.g. BIO 1401)
- Regular scheduling: Lab & Clinical sections required** - no separate grade (e.g. NUR 3414)
- Regular scheduling: Lab & Tutorial sections required** - no separate grade (e.g. PHT 1420)
- Regular scheduling: Lab, Tutorial, & Clinical sections required** - no separate grade
- Internship/practicum scheduling** - typically "TBA" in the web course listing. The schedule of meeting times is at the discretion of the faculty/supervisor based on the nature of the internship/practicum.
- Independent study/directed reading scheduling** - typically "TBA" in the web course listing. The student and faculty member work out an appropriate schedule of meeting times. May include thesis and dissertation courses.

**Supporting Course Data:** All new courses require supporting course data to be attached if this course can be taken for graduate credit. Then you must fill out the Graduate School template.

Attach supporting course data here

**Complete Your Review for Release**

Select review choice \*

If you selected **Send back to requester for changes**, describe the revision needed from the requester.

Describe the revision needed from the requester.

An asterisk (\*) indicates a required field

- Select Department
- Enter General Data
- Enter Course Credit Hours
- Enter Maximum Hours toward Degree
- Indicate Associated Courses
- Enter cross-listings
- Enter Course Prerequisites
- Enter Course co-requisites
- Indicate Course Scheduling: Art, Thea, HP, Music
- Indicate Course Scheduling
- Attach Supporting Course Data



# Reviewer: New Course Request

## Course Action - New Course Review Form

Use this form to review the new course information that has been submitted by the requester. You can also use this form to make revisions by modifying the information in the white fields.

When you have completed your review, select "release" to release the request to the next reviewer or "send back to requester for changes" if you would like for the requester to revise and re-submit the request. When you have made your selection, click "Submit."

**Important Information:** The requester who initiated this process was presented with only the forms and fields that were applicable to this particular request based on the department and the nature of the course. Because of this, the requester did not see all the possible fields. This form, in contrast, includes all the possible fields. There will be some fields shown below that will not apply to the requested course. To avoid confusion, pay attention to the notes in parentheses. These notes will help you identify the fields that were/were not a part of your original request.

Effective Term \*  First 4 digits = year Last 2 digits = term (spring - 10, summer - 20, fall - 30)

Reason for Recommendation \*

Department

College

Course Prefix *	Course Number	Can this course be taken more than once for credit? *	Course Fee	Grading Option *	Grad Credit? *
ENG	2305	<input type="text" value="No"/>	\$	<input type="text" value="S - Standard"/>	<input type="text" value="No"/>

Reviewer: If you wish to modify the course prefix or number values, you must send back to requester for this change.

Course Title \*

[Course Lookup](#) - Click to check for similar (duplicate) titles using keywords or available course numbers

Catalog Description

Credit hours - (Note: This question only applies if the new course number indicates a variable credit hour course, e.g. EV00.)

Min Max

The course number you selected indicates this is to be a variable hour class. Please enter the

Maximum hours toward degree - (Note: This question only applies if the requester answered "yes" to the question "Can this course be taken more than once for credit?")

You have indicated that this course may be taken more than once for credit. What is the maximum number of hours a student may earn from this course towards the degree? (Note: If number varies from program to program, enter the highest number that might be applicable.)

Will this course be cross-listed? \*

If chosen option is Yes, all desired cross-listings should be entered below. If the chosen option is No, all cross-listed fields below should be empty.

Reviewer: If you wish to change any of the chosen cross-listings below, you must select to send this request back to the requester for changes as your review choice at the end of this form and explain what changes you want made in the cross-listing section.

1. Prefix	Number	4. Prefix	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does this course require prerequisites? \*

If chosen option is Yes, review the entered prerequisites below. If chosen option is No, the prerequisite box below will be empty.

Does this course require co-requisites? \*

If chosen option is Yes, enter all desired co-requisites below. If it is No, make sure co-requisite entries are empty below.

Prefix	Number	4. Prefix	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upper Level Registration Limit - to be completed by the Graduate School (Note: You can ignore this field unless you are from the graduate school.)

Maximum credit hours for which a student may register for this course while at Baylor. (Note: Some hours may not count toward degree.)

ARTS/EA Course Type Question - (Note: This question only applies if the department for the new course is Art or Theater.)

Is this a studio course?

If no, please choose the appropriate option below in the Course Scheduling section.

HP Course Type Question - (Note: This question only applies if the department for the new course is HP.)

Is this an activity/exercise course in non-majors program?

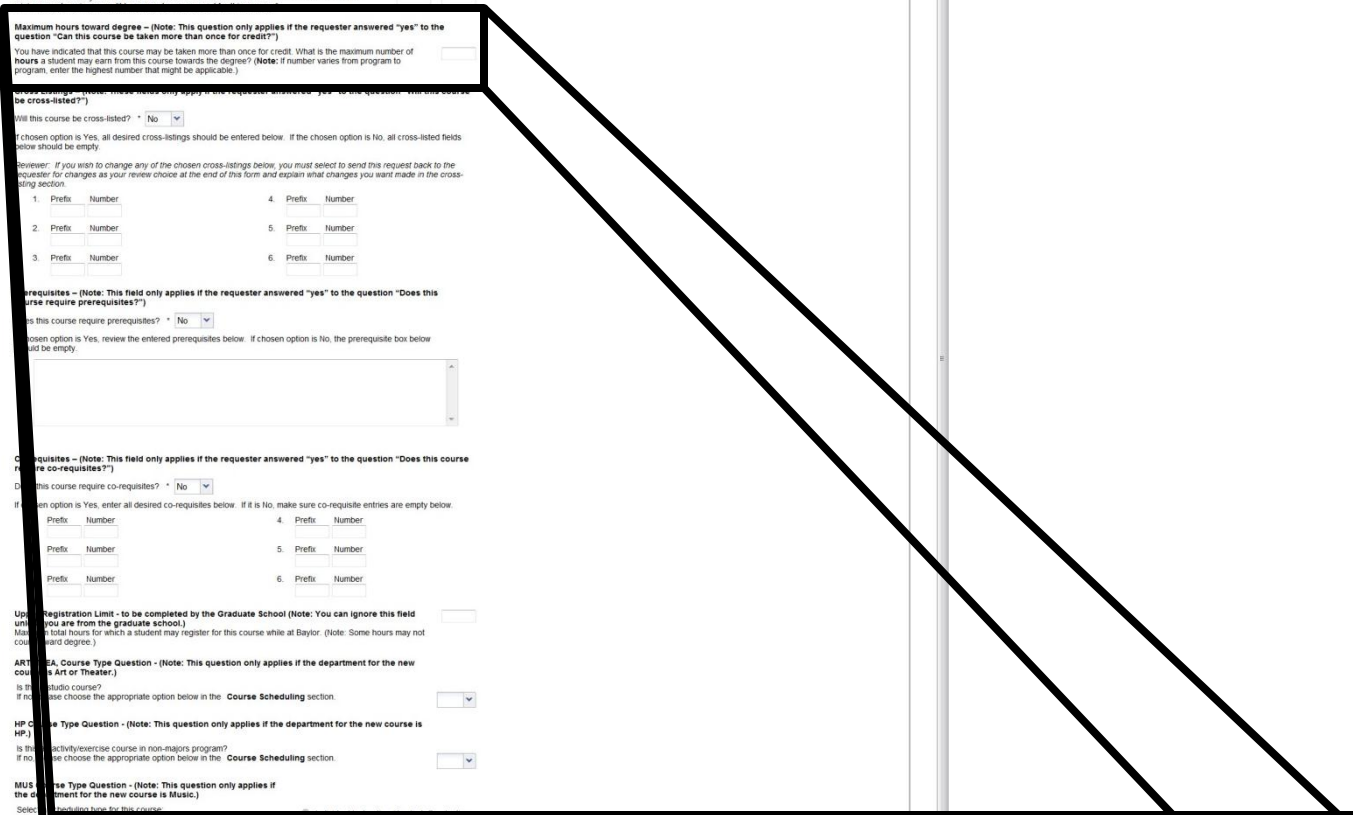
If no, please choose the appropriate option below in the Course Scheduling section.

MUS Course Type Question - (Note: This question only applies if the department for the new course is Music.)

Select the appropriate type for this course.

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.



**Maximum hours toward degree - (Note: This question only applies if the requester answered "yes" to the question "Can this course be taken more than once for credit?")**

You have indicated that this course may be taken more than once for credit. What is the maximum number of **hours** a student may earn from this course towards the degree? (Note: If number varies from program to program, enter the highest number that might be applicable.)



Supporting Course Data: All new courses require supporting course data to be attached. If this course can be taken for graduate credit, then you must fill out the Graduate School template.

Attach supporting course data here

Complete Your Review for Release

Select review choice \*

If you selected **Send back to requester for changes**

Describe the revision needed from the requester.

An asterisk (\*) indicates a required field

# Reviewer : New Course Request

**Course Action - New Course Review Form**

Use this form to review the new course information that has been submitted by the requester. You can also use this form to make revisions by modifying the information. When you have completed your review, select "release" to release the request to the next reviewer or "send back to requester for changes" if you would like this particular selection, click "Submit."

**Important Information:** The requester who initiated this process was presented with only the forms and fields that were applicable to this particular request did not see all the possible fields. This form, in contrast, includes all the possible fields. There will be some fields shown below that will not apply to the request we help you identify the fields that were not a part of your original request.

Effective Term \* 201230 First 4 digits = year Last 2 digits = term (spring - 10, summer - 20, fall - 30)

Reason for Recommendation We are dividing the World Literature class into two courses: "Great Works of Europe and Russia" and "Great Works of the East." This will be the "Great Works of the East" class.

Department English

College

Course Prefix *	Course Number	Can this course be taken more than once for credit? *	Course Fee	Grading Option *	Grad Credit? *
ENG	2305	No	\$	S - Standard	No

Reviewer: If you wish to modify the course prefix or number values, you must send back to requester for this change.

Course Title \* Great Works of the East

Course Lookup - Click to check for similar (duplicate) titles using keywords or available course numbers

Catalog Description Classic works from China, Japan, Korea and the East.

Credit hours - (Note: This question only applies if the new course number indicates a variable credit hour course, e.g. BV00.)

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.

Maximum hours toward degree - (Note: This question only applies if the requester answered "yes" to the question "Can this course be taken more than once for credit?")

You have indicated that this course may be taken more than once for credit. What is the maximum number of hours a student may earn from this course towards the degree? (Note: If number varies from program to program, enter the highest number that might be applicable.)

Cross Listings - (Note: These fields only apply if the requester answered "yes" to the question "Will this course be cross-listed?")

Will this course be cross-listed? \* No

If chosen option is Yes, all desired cross-listings should be entered below. If the chosen option is No, all cross-listed fields below should be empty.

Reviewer: If you wish to change any of the chosen cross-listings below, you must select to send this request back to the requester for changes as your review choice at the end of this form and explain what changes you want made in the cross-listing section.

Prefix	Number	Prefix	Number
1. Prefix	Number	4. Prefix	Number
2. Prefix	Number	5. Prefix	Number
3. Prefix	Number	6. Prefix	Number

Prerequisites - (Note: This field only applies if the requester answered "yes" to the question "Does this course require prerequisites?")

Does this course require prerequisites? \* No

If chosen option is Yes, review the entered prerequisites below. If chosen option is No, the prerequisite box below should be empty.

Co-requisites - (Note: This field only applies if the requester answered "yes" to the question "Does this course require co-requisites?")

Does this course require co-requisites? \* No

If chosen option is Yes, enter all desired co-requisites below. If it is No, make sure co-requisite entries are empty below.

Prefix	Number	Prefix	Number
1. Prefix	Number	4. Prefix	Number
2. Prefix	Number	5. Prefix	Number
3. Prefix	Number	6. Prefix	Number

Upper Registration Limit unless you are from the Maximum total hours for count toward degree.)

ART, THEA, Course is Art or Thea is this a studio course, if no, please choose

HP Course Type (HP) Is this an activity/course, if no, please choose

MUS Course Type (MUS) Select a scheduling type

**Complete Your Review for Release**

Select review choice \*

If you selected **Send back to requester for changes or Reject**:

Describe the revision needed from the requester or your reason for rejection.

An asterisk (\*) indicates a required field.

Save Draft Submit

Course Scheduling (Note: This question does not apply if the department for your course is Music.)

Regular scheduling - appears in the web course listing. Includes regular classes, seminars and independent study, but have meeting time and place designated, such as 8:00 MWTF in Room #. No additional sections required with this course.

Regular scheduling: Lab section required - no separate grade (e.g. BIO 1401)

Regular scheduling: Lab & Clinical sections required - no separate grade (e.g. NUR 3414)

Regular scheduling: Lab & Tutorial sections required - no separate grade (e.g. PHT 1420)

Regular scheduling: Lab, Tutorial, & Clinical sections required - no separate grade

Internship/practicum scheduling - typically "TBA" in the web course listing. The schedule of meeting times is at the discretion of the faculty/supervisor based on the nature of the internship/practicum

Independent study/directed reading scheduling - typically "TBA" in the web course listing. The student and faculty member work out an appropriate schedule of meeting times. May include theses and dissertation courses.

Supporting Course Data: All new courses require supporting course data to be attached. If this course can be taken for graduate credit, then you must fill out the Graduate School template.

Attach supporting course data

GreatWorksOfTheEast.docx

**Complete Your Review for Release**

Select review choice \*

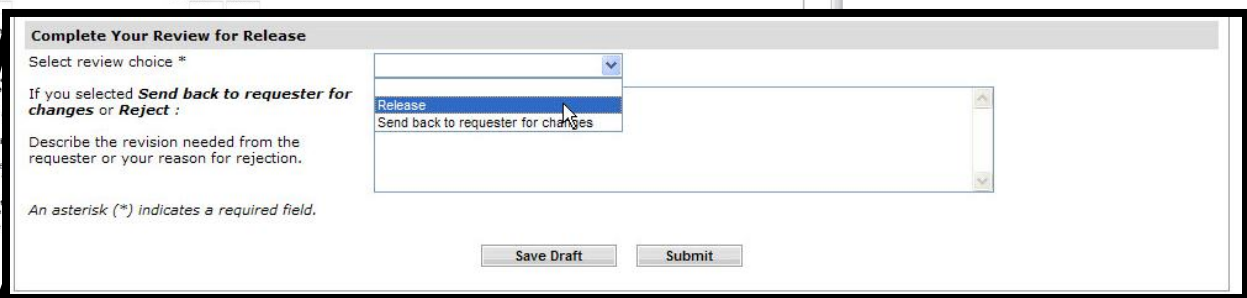
If you selected **Send back to requester for changes**:

Describe the revision needed from the requester.

Save Draft Submit

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.



# Reviewer: Change Course Request

**Change Course Review Form**

Use this form to review the proposed course changes that have been identified by the requester. You can also use this form to make requests for changes.

When you have completed your review, select "Release" to release the request to the next reviewer or "Send back to requester for review" to return the request to the requester. Select "Submit" to submit the request to the reviewer.

**Important Information:** The requester who initiated this process was presented with only the forms and fields that were applicable to their request. This form, in contrast, includes all the possible fields. There will be some fields shown below that the requester did not see. These notes will help you identify the fields that reviewers do not see as part of their original request.

Effective Term for Change: 202300 First 4 digits = year Last 2 digits = term (spring - 10, summer - 20, fall - 30)

What are you changing and why? In the box LIST THE EXACT THING YOU WANT CHANGED. After the list, briefly (1-2 sentences) explain the reason for making the changes.

Reason listed here: ACC - Accounting/Business Law

Department: ACC - Accounting/Business Law

College: [Grey field]

Course Prefix	Course Number	Can this course be taken more than once for credit?	Course Fee	Grading Option	Grade
ACC	3302	No	\$	S-Standard	

Reviewer: If you want to modify the course prefix or number values, you must send back to requester for review.

Course Title: Financial Accounting and Reporting I

Course Listing: 3302 Financial Accounting and Reporting I

Credit Hours: [Grey field]

Maximum hours toward degree: [Grey field]

Cross-listings: [Grey field]

Co-requisites: [Grey field]

Upper Registration Limit: [Grey field]

Supporting Course Data: [Grey field]

ART, THEA, Course Type Question: [Grey field]

HP Course Type Question: [Grey field]

MUS Course Type Question: [Grey field]

Course Scheduling: [Grey field]

Complete Your Review for Release: [Grey field]

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.

You can correct most mistakes you see on this form by typing in the appropriate white fields. The only fields you cannot change are effective date and course prefix and number.

- Select Department
- Select Course
- Enter General Data
- Enter Course Credit Hours
- Enter Maximum Hours toward Degree
- Indicate Associated Courses
- Enter cross-listings
- Enter Course Prerequisites
- Enter Course co-requisites
- Attach Supporting Course Data
- Indicate Course Scheduling: Art, Thea, HP, Music
- Indicate Course Scheduling



# Reviewer: Change Course Request

**Change Course Review Form**

Use this form to review the proposed course changes that have been identified by the requester. You can also use this form to make revisions by modifying the information in the white fields.

When you have completed your review, select "Release" to release the request to the next reviewer or "Send back to requester for changes" if you would like for the requester to revise and re-submit the request section. Click "Submit".

**Important Information:** The requester who initiated this process was presented with only the forms and fields that were applicable to this particular request based on the department and the nature of the request. These notes will help you identify the fields that reviewers do not have to complete. There will be some fields shown below that will not apply to the requested course change. To avoid confusion, pay attention to these notes as they identify the fields that reviewers do not have to complete.

Effective Term for Change:  First 4 digits = year Last 2 digits = term (spring - 10, summer - 20, fall - 30)

What are you changing and why?

Reason listed here:

Department:

College:

Course Prefix	Course Number	Can this course be taken more than once for credit?	Course Fee	Grading Option	Grad Credit?	Course Status
ACC	3302	No	\$	S-Standard		Active

Reviewer: If you want to modify the course prefix or number values, you must send back to requester for this change.

Course Title:

Course Listing:

Credit Hours - (Note: This question only applies if the requester changed the course number to indicate a variable credit hour course. e.g. 5V00.)

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.

Min:  Max:

Cross-listing Options - (Note: These fields only apply if the requester chose to change the existing cross-listings.)

Prerequisites - (Note: This field only applies if the requester chose to change the existing prerequisites.)

Co-requisites - (Note: This field only applies if the requester chose to change the existing co-requisites.)

Upper Registration Limit - (Note: This field only applies if the requester chose to change the existing upper registration limit.)

Supporting Course Data for adding Cross-listing or Prerequisites - (Note: This field only applies if the requester chose to change the existing cross-listing or prerequisites.)

ART, THEA, Course Type Question - (Note: This question only applies if the department for the course is ART or Theater.)

HP Course Type Question - (Note: This question only applies if the department for the course is HP.)

MUS Course Type Question - (Note: This question only applies if the department for the course is Music.)

Course Scheduling - (Note: This question only applies if the department for the course is not prefixed with MUS or if it is prefixed with ART, THEA, or HP then it is not a studio or activity/exercise course.)

Complete Your Review for Release

Select review choice:

If you selected "Send back to requester for changes or Reject" Describe the revision needed from the requester or your reason for rejection.

An asterisk (\*) indicates a required field.

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. \*

Min	Max
<input type="text" value="3"/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>

# Reviewer: Change Course Request

**Change Course Review Form**

Use this form to review the proposed course changes that have been identified by the requester. You can also use this form to make revisions by modifying the information in the white fields.

When you have completed your review, select "release" to release the request to the next reviewer or "send back to requester for changes" if you would like for the requester to revise and re-submit the request. Click "Submit".

**Important Information:** The requester who initiated this process was presented with only the forms and fields that were applicable to this particular request based on the department and the nature of the request. These notes will help you identify the fields that otherwise not a part of your original request.

Effective Term for Change: 20230 First 4 digits = year Last 2 digits = term (spring - 10, summer - 20, fall - 30)

What are you changing and why? In the box LIST THE EXACT ITEMS YOU WANT CHANGED. After the list, briefly (1-2 sentences) explain the reason for making the changes.

Reason listed here: Delete co-requisites. They are no longer required in the same semester.

Department: ACC - Accounting/Business Law

Course Prefix	Course Number	Can this course be taken more than once for credit?	Course Fee	Grading Option	Grad Credit?	Course Status
ACC	3302	No	\$	S-Standard		Active

Reason: If you want to modify the course prefix or number values, you must send back to requester for this change.

Course Title: Financial Accounting and Reporting I

Course Listing: 3302 Financial Accounting and Reporting I (Co-requisite(s): ACC 3304 and 3310. Prerequisite(s): ACC 3301 and 3303 with minimum grade of C or better in each course; only open to accounting majors. A continuation course to ACC 3301, examining financial accounting considerations of business transactions. Emphasis is placed on understanding the recognition, measurement, and reporting of revenues, earnings per share, etc. should be entered on other forms.)

Credit hours - (Note: This question only applies if the requester changed the course number to indicate a variable credit hour course, e.g. 3000.)

Maximum hours toward degree - (Note: This question only applies if the answer to the question "Can this course be taken more than once for credit?" is are.)

Cross Listings - (Note: These fields only apply if the requester chose to change the existing cross-listings.)

Cross-listing Options: change existing

Prerequisites - (Note: This field only applies if the requester chose to change the existing prerequisites.)

Prerequisite Options: leave as is

Co-requisites - (Note: This field only applies if the requester chose to change the existing co-requisites.)

Co-requisite Options: leave as is

Upper Registration Limit - (Note: This field only applies if the requester chose to change the existing upper registration limit.)

Supporting Course Data for Review - (Note: This question only applies if making a change to review.)

ART, MFA, Course Type Question - (Note: This question only applies if the department/course is Art or Theater.)

HP Course Type Question - (Note: This question only applies if the department/course is Health Professions.)

MUS Course Type Question - (Note: This question only applies if the department/course is Music.)

Course Scheduling - (Note: you are required by ART, MFA, or HP.)

Complete Your Review for Release

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.

**Current Co-requisites - (Note: You only saw this form if you indicated you wanted to change existing co-requisites):**

Co-requisite(s): ACC 3304 and 3310.

Co-requisite Options: change existing

If chosen option is to change existing, enter all desired co-requisites below:

1. Prefix	Number	4. Prefix	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Prefix	Number	5. Prefix	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Prefix	Number	6. Prefix	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Reviewer: Change Course Request

**Change Course Review Form**

Use this form to review the proposed course changes that have been identified by the requester. You can also use this form to make revisions by modifying the information in the white fields.

When you have completed your review, select "Release" to release the request to the next reviewer or "Send back to requester for changes" if you would like for the requester to revise and re-submit the request section. Click "Submit".

**Important information:** The requester who initiated this process was presented with only the forms and fields that were applicable to the particular request based on the department and the nature of the request and not all the possible fields. This form, to contrast, includes all the possible fields. There will be some fields shown below that will not apply to the requested course change. To avoid confusion, pay attention. These notes will help you identify the fields that otherwise not a part of your original request.

Effective Term for Change: 20230 First 4 digits = year Last 2 digits = term (spring - 10, summer - 20, fall - 30)

What are you changing and why? In the box LIST THE EXACT THINGS YOU WANT CHANGED. After the list, briefly (1-2 sentences) explain the reason for making the changes.

Reason listed here: Delete co-requisites. They are no longer required in the same semester.

Department: ACC: Accounting/Business Law

College: [dropdown]

Course Prefix	Course Number	Can this course be taken more than once for credit?	Course Fee	Grading Option	Grad Credit?	Course Status
ACC	3302	No	\$	S-Standard		Active

Reviewer: If you want to modify the course prefix or number values, you must send back to requester for this change.

Course Title: Financial Accounting and Reporting I

Course Listing: [dropdown]

3302 Financial Accounting and Reporting II  
Co-requisite(s): ACC 3304 and 3310.  
Prerequisite(s): ACC 3301 and 3303 with minimum grade of C or better in each course; only open to accounting majors.  
A continuation course to ACC 3301, examining financial accounting considerations of business transactions. Emphasis is placed on understanding the recognition, measurement, and reporting of revenues, earnings per share, etc. should be entered on other forms.

Credit hours - (Note: This question only applies if the requester changed the course number to indicate a variable credit hour course, e.g. 3000.)  
The course number you selected indicates this is to be a variable hour class. Please enter the minimum and maximum credit hours for the proposed for this course.

Maximum hours toward degree - (Note: This question only applies if the answer to the question "Can this course be taken more than once for credit?" is yes.)  
You have indicated that this course may be taken more than once for credit. What is the maximum number of hours a student can earn from this course towards the degree? (Note: If number varies from program to program, enter the highest number that might be applicable.)

Cross Listings - (Note: These fields only apply if the requester chose to change the existing cross-listings.)

Cross-listing Options: change existing [dropdown]

If chosen option is to change existing, all desired cross-listings should be entered below. If the requester wishes to delete all the choice should be left to change existing and all data values below should be left blank.

Reviewer: If you want to change any of the chosen cross-listings below, you must send to send this request back to the requester for changes as your review choice at the end of this form and explain what changes you want made in the cross-listing section.

1. Prefix	Number	4. Prefix	Number
2. Prefix <td>Number</td> <td>5. Prefix</td> <td>Number</td>	Number	5. Prefix	Number
3. Prefix	Number	6. Prefix	Number

Prerequisites - (Note: This field only applies if the requester chose to change the existing prerequisites.)

Prerequisite(s): ACC 3301 and 3303 with minimum grade of C or better in each course; only open to accounting majors.

Prerequisite Options: leave as is [dropdown]

If chosen option is to change existing, new prerequisites should be entered in the box below. If all prerequisites should be deleted, enter none in the box below after selecting change existing above. Note: To maintain accuracy, it may be helpful to copy the existing prerequisites from the gray box above and paste them below, then change only what needs to be changed.

Co-requisites - (Note: This field only applies if the requester chose to change the existing co-requisites.)

Co-requisite(s): ACC 3304 and 3310.

Co-requisite Options: leave as is [dropdown]

If chosen option is to change existing, all desired co-requisites should be entered below. To request to delete all current co-requisites, change existing should be chosen above and all co-requisite fields below should be left blank.

1. Prefix	Number
2. Prefix	Number
3. Prefix	Number

Upper Registration Limit - (Note: This field only applies if the requester chose to change the existing upper registration limit.)  
Maximum total hours for which a student can be registered in this course at any one time.

Supporting Course Data for Review - (Note: This field only applies if the requester chose to change the existing supporting course data.)  
Complete the Graduate Studies course number of the Graduate Study course.  
Attach supporting course here.

ART, THEA, Course Type Question - (Note: This field only applies if the requester chose to change the existing course type.)  
Is this an activity course?  
If no, please choose the appropriate type.

HP Course Type Question - (Note: This field only applies if the requester chose to change the existing course type.)  
Is this an activity course?  
If no, please choose the appropriate type.

MUS Course Type Question - (Note: This field only applies if the requester chose to change the existing course type.)  
Is this an activity course?  
If no, please choose the appropriate type.

Scheduling - (Note: You only saw this form if you indicated a course that is not prefixed with MUS or if it is prefixed by ART, THEA or HP then it is not a studio or activity/exercise course.)

Regular scheduling - appears in the web course listing. Includes regular classes, seminars and independent labs, that have a meeting time and place designated, such as 6:00 MWF in room #. No dual sections required with this course.

Regular scheduling: Lab section required - no separate grade (e.g. BIO 1401)

Regular scheduling: Lab & Clinical sections required - no separate grade (e.g. BIOL 3414)

Regular scheduling: Lab & Tutorial sections required - no separate grade (e.g. PHOT 1420)

Regular scheduling: Lab, Tutorial, & Clinical sections required - no separate grade

Internship/practicum scheduling - typically "I" in the web course listing. The schedule of meeting times is at the discretion of the faculty/instructor based on the nature of the internship/practicum.

Independent study/directed reading scheduling - typically "I" in the web course listing. The

**Complete Your Review for Release**

Select review choice \*

If you selected **Send back to requester for changes or Reject**:

Describe the revision needed from the requester or your reason for rejection.

An asterisk (\*) indicates a required field.

Buttons: Save Draft, Submit

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 provided 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.