

# If you are on a curriculum committee

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# If you are on a curriculum committee: Introduction

**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 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 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="\$"/>	<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. 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=""/>	<input type="text" value=""/>

**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? \*

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

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

**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.)

**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 a non-major 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. NJR 3414)**
- Regular scheduling: Lab & Tutorial sections required - no separate grade (e.g. PHY 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 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.

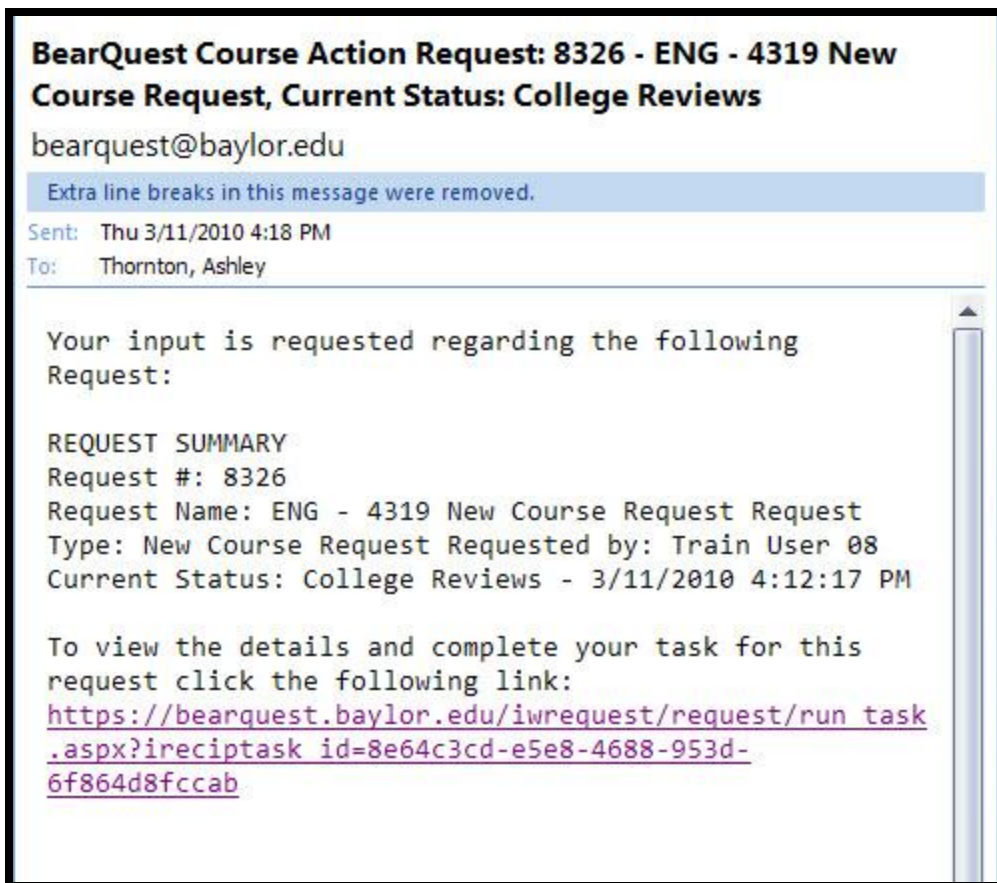
If you are on a curriculum committee, your review will work almost like every other review.

You will get the same long form that includes all the forms attached end to end. **To learn how to read and understand the reviewer form, please refer to the "reviewer" sections of this user guide.**

The only difference between you and the other reviewers is that since you will not be asked to make changes, you will be looking at the form in a read-only format.

## If you are on a curriculum committee: email

For each course action request the committee will be reviewing, you will receive an email with a link. Be sure to save this email! The link on this email will be your only way to access the form you need to review.



# If you are on a curriculum committee: Viewing the form you need

When you click on the link in the email, you will be taken to this “request detail” screen. The request detail shows you the list of all the forms that have been completed as part of the request.

As a curriculum committee member, you are looking for the preliminary review form for your level of review. For example, if you are on the school or college curriculum committee you will want the “preliminary college review.”

**Hint:** Usually the form you need will be the last form on the list.

Click on “view form” next to the form you need. This will show you the completed form in the most easily readable format.

**Bearquest** Request Detail: Request 10239 - ENG - 1298 New Course Request

ID	Name	Type	Status	Requester	Client	Submitted	Updated
10239	ENG - 1298 New Course Request	New Course Request (t)	Execute Departmental Reviews	Nathan Atkinson	Nathan Atkinson	8/17/2010 2:44:54 PM	8/17/2010 2:47:45 PM

**Completed Forms**

Name	Completed By	Date Completed
<a href="#">View Form</a> Select department	<a href="#">Nathan Atkinson</a>	8/17/2010 2:45:07 PM
<a href="#">View Form</a> Enter general data for new course	<a href="#">Nathan Atkinson</a>	8/17/2010 2:46:48 PM
<a href="#">View Form</a> Check for available course	<a href="#">Integrify System</a>	8/17/2010 2:46:49 PM
<a href="#">View Form</a> Check Available Course End Code	<a href="#">Integrify System</a>	8/17/2010 2:46:49 PM
<a href="#">View Form</a> Indicate associated courses	<a href="#">Nathan Atkinson</a>	8/17/2010 2:46:58 PM
<a href="#">View Form</a> Attach supporting course data	<a href="#">Nathan Atkinson</a>	8/17/2010 2:47:29 PM
<a href="#">View Form</a> Indicate course scheduling	<a href="#">Nathan Atkinson</a>	8/17/2010 2:47:39 PM
<a href="#">View Form</a> Review, release, or cancel request	<a href="#">Nathan Atkinson</a>	8/17/2010 2:47:44 PM
<a href="#">View Form</a> Preliminary Departmental Review	<a href="#">Nathan Atkinson</a>	8/17/2010 3:23:19 PM

**File Attachments Links**

Attachment Name	Completed By	Date Completed	Thumbnail
Attach supporting course data	<a href="#">Nathan Atkinson</a>	8/17/2010 2:46:59 PM	<a href="#">Picture3.png</a>
Preliminary Departmental Review	<a href="#">Nathan Atkinson</a>	8/17/2010 2:47:46 PM	<a href="#">Picture3.png</a>
Preliminary Departmental Review	<a href="#">Nathan Atkinson</a>	8/17/2010 2:47:46 PM	<a href="#">Picture3.png</a>

**Task History**

1. Select department Status: **Completed** 8/17/2010 2:45:07 PM Type: **Form** Recipients Assigned: 1 Recipients Completed: 1
2. Update client department Status: **Completed** 8/17/2010 2:45:07 PM Type: **Database Push** Recipients Assigned: 1 Recipients Completed: 1
3. Begin Course Request Status: **Completed** 8/17/2010 2:45:08 PM Type: **Milestone** Recipients Assigned: 1 Recipients Completed: 1
4. Enter general data for new course Status: **Completed** 8/17/2010 2:46:48 PM Type: **Form** Recipients Assigned: 1 Recipients Completed: 1
5. Verify course subj/number code Status: **Completed** 8/17/2010 2:46:48 PM Type: **Milestone** Recipients Assigned: 1 Recipients Completed: 1
6. Check for available course Status: **Completed** 8/17/2010 2:46:49 PM Type: **Database Pull** Recipients Assigned: 1 Recipients Completed: 1

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3. Prefix <input type="text" value=""/> Number <input type="text" value=""/>	6. Prefix <input type="text" value=""/> Number <input type="text" value=""/>

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

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- Independent study/directed reading - appears in the web course listing. The student and faculty member work out an appropriate schedule of meeting times. May include independent and department courses.

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

Save Draft Submit

This is what you will see when you click on "view form." It is the form exactly as it looked when the preliminary reviewer clicked "submit."

If you would like to print your form, use the printer button in your browser.

If you do decide to print the form, be sure to also print the supporting course data so that you will have all the information you need for your off-line review.

You can find the link to the completed course data template near the bottom of the form.