



**Curriculum Services
Office of the Provost**

**Course Catalog Update
Workflow**

User Guide

September 2013

Title	Course Catalog Update Workflow User Guide
Date	September 2009 Updated: September 2013
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Copyright	Kent State University and Sungard Higher Education, 2009
Process Owner	Curriculum Services, Office of the Provost
Get help with this process	Curriculum Services, 330 672-8558 IS Technical Training, istraining@kent.edu
Get help with Workflow Access	Contact the Help Desk, 672-HELP (672-4357)

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About the Course Catalog Update Workflow

This workflow form is used by Curriculum committees, program coordinators, faculty, administrators and support staff to document and request new courses, course revisions, and course inactivations.


One form is required per new course, course revision, or course inactivation. Forms should be completed in accordance with University Curriculum Guidelines available at

<http://www.kent.edu/provost/curriculum/index.cfm>

(Or search for **Curriculum Services** at <http://www.kent.edu>)

A form may be saved as draft indefinitely, and there is no time limit on how long a form may circulate in workflow. A form may be printed at any stage of development.

A form may be initiated and submitted from any internet computer, but if it is saved as draft, the draft must be completed from a KSU campus, or an off-campus computer logged in to the Kent VPN. A form must be reviewed from a KSU campus or Kent VPN computer. (Request a VPN account from the Help Desk.)

Program coordinators, the IS Training Center, and the Help Desk can assist with use of this workflow. Contact istraining@kent.edu for help or training. Help notes are linked throughout the form, marked by the information icon: 

Do not open more than one workflow form window at a time, multitasking is not supported and data errors may result.

It is recommended that you use these web browsers: Internet Explorer and Firefox for PC computers, Safari for Apple Macintosh computers.

After **January 1, 2010**, please submit new course forms, updates, and inactivation via the new workflow form. **Requests begun on paper forms that are in process on this date may be completed on paper, or you may transfer requests to the online form to speed processing.**

Contact Curriculum Services or your program coordinator if you have questions about course update policies or if you need to be set up as an approver or proxy for this workflow. Also notify Curriculum Services immediately if your role as a workflow approver changes.



Workflow Approval Processes

Kent Campus Course Approval Process



KSU Regional Campus Course Approval Process





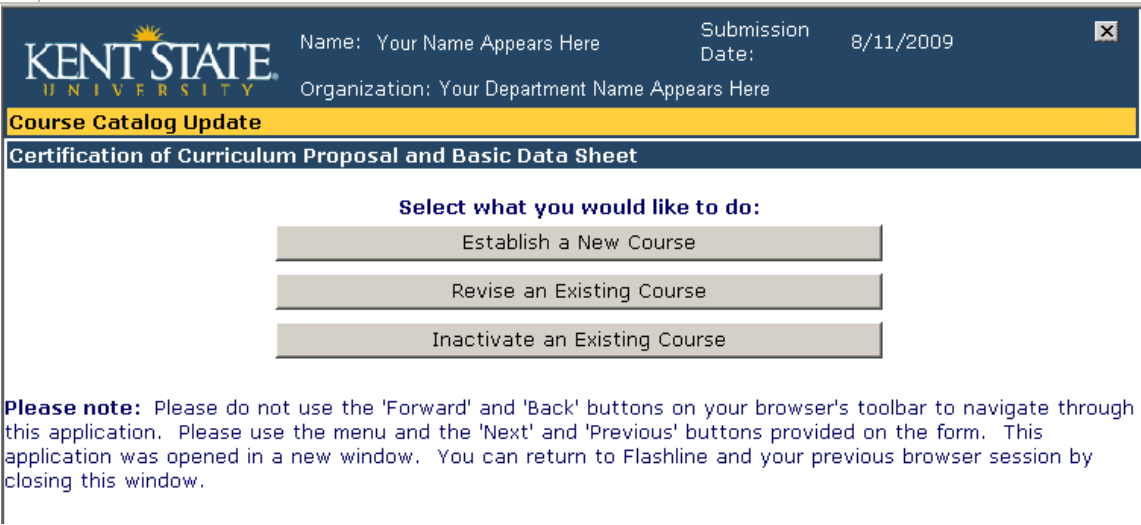



*Courses with special attributes such as Kent Core, WIC, etc. are reviewed by the University Requirements Curriculum Committee.


Workflow Roles and Communication

Individuals in the Role of:	Will receive the following confirmations/notifications:
Initiator	<ul style="list-style-type: none"> • On-screen confirmation message upon submission of a form. • E-mail confirmation after submission of a form. • E-mail notification if a form is returned to you for edit -- the form will appear in your Worklist. • E-mail confirmation when a form is completed or denied.
Approver	<ul style="list-style-type: none"> • On-screen confirmation message upon submission of a form. • E-mail notification if a form is returned to you -- the form will appear in your Worklist. • E-mail notification if another approver has returned the form to the initiator. • E-mail confirmation when a form is completed or denied.
Proxy	<ul style="list-style-type: none"> • No notifications. Check the Worklist regularly.

Open a New Form

1	Log in to FlashLine at http://www.kent.edu or your campus web page.	
2	Click the My Action Items tab.	
3	In the Workflow & Utilities channel, locate the list of Workflow forms. Click Course Catalog Update .	
4	Click the Begin checkbox to continue.	
5	Click a button to establish, revise, or inactivate a course:	
 <p>Please note: Please do not use the 'Forward' and 'Back' buttons on your browser's toolbar to navigate through this application. Please use the menu and the 'Next' and 'Previous' buttons provided on the form. This application was opened in a new window. You can return to Flashline and your previous browser session by closing this window.</p>		
Notes	<p>The form does not work with your browser Forward and Back buttons. Instead, use the Next and Previous buttons provided at the end of each form page.</p> <p>The form will prompt you if required information is missing, or if data must be typed a certain way.</p> <p>Some fields must be completed in order to continue to the next page of the form.</p> <p>If you are developing a draft and do not have complete information, enter placeholder text such as 'TBD' or 'pending' in the required field or fields, to advance to the next page of the form.</p> <p>Wherever the information icon  appears, you may click to view instructions.</p> <p>To prevent data corruption, do not open more than one workflow window at a time.</p>	

Complete A Form



Name: Your Name Appears Here Submission Date: 8/19/2009


Organization: Your Department Appears Here

Course Catalog Update

*Required Field

Establish a New Course


Change Type: Establish

***Preparation Date:** 

***Requested Effective Term:**

***Course Subject:**

NOTE: If subject doesn't exist, then you need to contact Curriculum Services before submitting this form.

***Course Number:** 

NOTE: Please verify with Curriculum Services that the chosen course number is available. If slash courses, you must complete a separate form for each course.

***College:**

***Dept:**

***Course Title:**

NOTE: Please do not use the following restricted characters: (~ * / \ --)

- Basic Course Data



Attributes

Prerequisites

Content Information

Proposal Summary

Complete


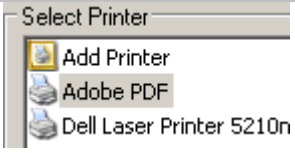

1	Click a form button to open the form of your choice. The form opens with your name, department, and the date in the header.	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; width: fit-content;">Establish a New Course</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; width: fit-content;">Revise an Existing Course</div> <div style="border: 1px solid gray; padding: 2px; width: fit-content;">Inactivate an Existing Course</div>
2	Help text and examples are provided for many of the data fields.	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; width: fit-content;"> <p style="color: blue; font-weight: bold; margin: 0;">Slash Course and Cross-List Info</p> <p style="font-size: small; margin: 0;">Example: ENG 12345 + SPED 12345</p> </div>
3	A field marked with an asterisk is required. If you do not have complete data, enter a placeholder in a required field such as "TBA", "Pending" or number.	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; width: fit-content;"> <p style="color: blue; font-weight: bold; margin: 0;">*Minimum Credit: <input style="width: 50px;" type="text"/></p> <p style="color: blue; font-weight: bold; margin: 0;">*Required Field</p> </div>
4	Wherever you see the  information icon, click to view more instructions.	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; width: fit-content;"> <p style="color: blue; font-weight: bold; margin: 0;">Contact Hours </p> </div>
5	If a field does not accept special characters, this will be noted under the field.	<p style="font-size: small; margin: 0;">NOTE: Please do not use the following restricted characters: (~ * / \ --)</p>
6	Use the navigation buttons at the end of the page to move to the Previous or Next page.	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; width: fit-content; display: flex; justify-content: space-between;"> Previous Next </div>
7	A navigation pane at upper left lists the parts of the form and checks your progress. Completed sections display a dash next to the name. The section you are viewing appears in boldface.	<div style="background-color: #f0e68c; padding: 2px; border: 1px solid black; width: fit-content;"> <p style="font-size: small; margin: 0;">- Basic Course Data</p> <p style="font-size: small; margin: 0;">- Attributes</p> <p style="font-size: small; margin: 0;">- Prerequisites</p> <p style="font-size: small; margin: 0;">Content Information</p> <p style="font-size: small; margin: 0;">Proposal Summary</p> <p style="font-size: small; margin: 0;">Complete</p> </div>
8	Comments and History fields become active when a form is saved as draft, or submitted for approval.	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; width: fit-content;"> <p style="font-size: small; margin: 0;">Comments:</p> <p style="font-size: small; margin: 0;">History:</p> </div>
9	On the last page of the form, click Finish to advance.	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px; width: fit-content; display: flex; justify-content: space-between;"> Previous Finish </div>

Print and Submit a Form



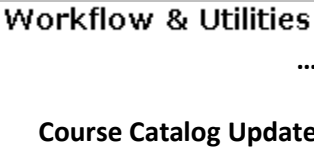

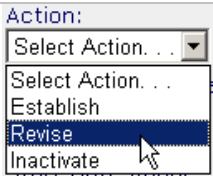
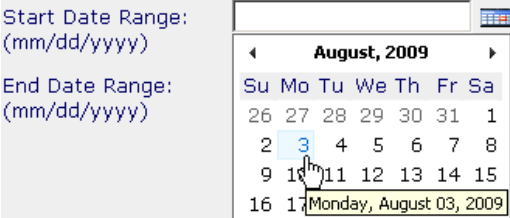
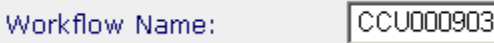
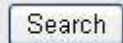


<< Go back to Course Catalog Update form		Print
Course Catalog Update Information:		STU0004
Reference Number: CCU000111	Date: 20-AUG-09	
Level: of	Currently On The Worklist Of: , unassigned	
Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu		
Basic Course Data		
Change type: Revise		
Faculty member submitting this proposal: tbd		
Requested Effective Term: 201480		
Campus: Kent		
College: CI-Communication and Information		
Department: LIS-Library and Information Science		
Course Subject: LIS-Library and Information Scienc		
New Course Subject:		
Course Number: 60602		
New Course Number:		

9	Clicking Finish opens a Final version of the form as above, which provides some useful features.	
10	You can easily review the form data, but you cannot edit. Select the Go back link at upper left to return the editable form.	<< Go back to Course Catalog Update form
11	Click Print at upper right to print the form.	Print
12	The longer forms, Establish and Revise , have the option Save as Draft . (Inactivate does not.)	<input type="button" value="Save As Draft"/> <input type="button" value="Proceed"/>
13	A form that is saved as draft will display a note at the top with its reference number. You may close the workflow window and open the draft later	Document Saved As Draft. The reference number for this catalog update request is CCU000903
14	Click Proceed on the Establish or Revise form, or Next on the Inactivate form; to get the Comments field.	Comments (250 Character Maximum): NOTE: Please do not use the following restricted characters: (~ * / \ --) <input type="text"/>
15	Click Submit to send the form on for approval.	<input type="button" value="Submit"/>
16	A confirmation displays. Click X in the upper right corner to close the form.	<input type="button" value="X"/>
17	Stop Workflow 'freezes' a form. It will not proceed, nor will you be able to revise it. Use this to cancel a form that is in process.	<input type="button" value="Stop Workflow"/>

Print to PDF

1	The option to Print a form will appear on the Comment page, which is the final page of a form.	 A blue button with the word "Print" in white text, positioned in the top right corner of the page.
2	The Print button opens your browser print dialog. If you have Acrobat Professional installed, the Adobe PDF option will be available.	 A "Select Printer" dialog box with a list of printer options: "Add Printer", "Adobe PDF", and "Dell Laser Printer 5210n".
3	Specify other print options and click Print.	 A grey button with the word "Print" in black text, located at the bottom right of the print dialog.

View the Status of a Submitted Form (Historical View)

1	Log in to FlashLine at http://www.kent.edu or your campus web page.															
2	Click the Action Items tab															
3	In the Workflow & Utilities channel, locate the list of Workflow forms. Click Course Catalog Update .															
4	Click the blue linked text to search for historical Workflows .	Click here to search for historical Catalog Update Workflows.														
5	Type search criteria into one or more fields . For example, type part of the course name, using % as a wild card character.															
6	You may select the type of action from the menu list provided.															
7	You may specify a range of dates to search only forms initiated in that time period.															
8	Every time you save a form, the form's Workflow Name displays. This also appears in confirmation emails and on printed copies of the form. Use this name to instantly locate the form.															
9	Click Search .															
10	Search results appear in a list beneath the search form. Click Select to open a form.															
1 record(s) found.																
	<table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Name</th> <th>Current State</th> <th>Running</th> <th>Start</th> <th>Stop</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>2611395</td> <td>CCU000903: Course-LIS 60600 Term-201080</td> <td>started.running</td> <td>Y</td> <td>08/13/2009</td> <td></td> </tr> </tbody> </table>		ID	Name	Current State	Running	Start	Stop	Select	2611395	CCU000903: Course-LIS 60600 Term-201080	started.running	Y	08/13/2009		
	ID	Name	Current State	Running	Start	Stop										
Select	2611395	CCU000903: Course-LIS 60600 Term-201080	started.running	Y	08/13/2009											
11	A form view appears. The name of its current worklist owner is visible.	Currently On The Worklist Of: Sommers, Marcella														
12	You may print the form, or return to the Search Results to look up another form.															

Edit a Draft or Approve a Form

1	Log in to FlashLine at http://www.kent.edu or your campus web page.	
2	Click the Action Items tab	
3	Locate the Worklist (usually at upper right on this tab.)	
4	Although you will see a list of pending forms in the MyWorklist channel, select Open Workflow for a full-screen view which displays the form priority.	
5	Course Catalog Update form names have the CC prefix , as seen in the example below. Click the Workflow form name (in blue text on your screen) to open a form.	

Home

- [Worklist](#)
- [Workflow Status Search](#)
- [Workflow Alerts](#)

User Profile

- [My Processes](#)
- [User Information](#)

Worklist Workflow Help

Organization	Workflow	Activity	Priority	Created
Root	CCU000109: Course-ENG 11011 Term-201480	Approval	Normal	14-Aug-2009 01:55:07 PM
	Ready			Show Reserved Items

1 - 1 of 1 | First | Previous | Next | Last | Go to page: 1

6	If a draft, edit and save as draft again, or complete the form. To approve a form, review all of the form data carefully and continue below.	
7	Forms pending approval have a Comments field. Do not use the reserved characters listed at right in a comment. You will see comments added by previous approvers, and the form History .	(~ * / \ --) Single hyphens and apostrophes may be used.

Comments (250 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

Approve
Return To Initiator
Deny

Comments:




Date	User	Comment
8/14/2009	Lindy A Lewis	TEST

History:

Date	User	Status
8/14/2009	Lindy A Lewis	Submitted

8	Approve sends the form to the next approver.	
---	---	--





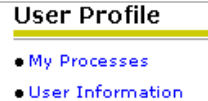




Course Catalog Update Workflow

9	<p>To request changes or corrections, add a Comment to explain, and click Return To Initiator or Return to Approver.</p> <p>(Second-level approvers have the options Return to Initiator or Return To Prior Approver.)</p>	 
10	<p>The Deny button is used to deny a form. Add a Comment to explain.</p> <p>Deny will also stop a form which is not needed. The form will not return to the initiator, nor will it pass to the next person in the workflow. A stopped form is viewable in the historical view.</p>	
11	<p>Confirmation of your action appears on the screen.</p>	<p>You have successfully approved this Course Catalog Update.</p>

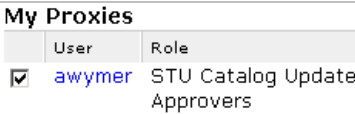

Delegate Work to a Proxy Approver

- Only an approver can enable or disable his/her own proxy assignments.
- Proxy changes must be made from a KSU campus or Kent VPN computer.
- If the person you wish to designate does not have access to this workflow, access must be requested – plan ahead, as access requests take time to process.
- Your proxy will not receive any e-mail notifications. They must check **My Worklist** often to see and process workflow forms.
- Complete the work waiting in your Worklist, as your proxy sees only new submitted forms.

Contact the Help Desk at 330 672-4357 to request a VPN, or Virtual Private Network account.

1	Log in to FlashLine at http://www.kent.edu or your campus web page.	
2	Click the Action Items tab	
3	Locate the Worklist , usually at upper right on this tab.	
4	Click Open Workflow for a full-screen view.	
5	Under the User Profile section (on the right side of the screen) click User Information .	
6	Look for the My Roles pane. Locate the Role Name STU Catalog Update Approvers .	
7	Follow the Role entry to the rightmost column, and click Add Proxy .	
8	From the User list, select the FlashLine ID of the person who will be your proxy.	User: <input type="text" value="aabraha3"/>
9	Select Effective From and Effective To dates, By clicking the  button and selecting the start and end dates of the proxy assignment.	<input type="text" value="30-Mar-2009 04:03:43 PM"/> 
10	Click the Non-Confidential checkbox.	Non-Confidential: <input checked="" type="checkbox"/>
11	Click the Save button.	<input type="button" value="Save"/>

Cancel a Proxy Assignment

1	To cancel an assignment before the designated date, log in as above. Under My Proxies , checkbox the assignment you wish to delete.	
2	Click the Delete Selected Proxies button.	

How Work is Shared Between Approver and Proxy

Approvers designate at least one individual to be a ‘proxy-in-waiting’. Your proxy is given the access needed to approve a form, **but your proxy is not enabled in the workflow, and will not see work unless you, the approver, allow it.**

The Approver enables or disables the proxy by following the instructions on the previous page. As soon as a proxy is enabled, he/she will see **new** forms which appear in the Worklist.

A proxy cannot see older forms in process that already appear on the Approver’s Worklist.

Here is what approver and proxy see and do. (Examples below use Grade Change WF names.)

Situation	Approver Sees	Proxy Sees
<p>The normal, everyday working arrangement.</p> <p>The proxy is not enabled, and cannot see forms.</p>	<p>Worklist</p> <pre> Organization Workflow Root GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready </pre>	<p>Worklist</p> <pre> Organization Workflow Root GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready </pre>
<p>The Approver enables a person as proxy.</p> <p>Both receive forms and can do work.</p>	<p>Worklist</p> <pre> Organization Workflow Root GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready </pre>	<p>Worklist</p> <pre> Organization Workflow Root GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready </pre>
<p>The approver has opened and closed a form, ‘claiming’ it. (Performing appears under the form title.)</p> <p>The proxy can no longer see the form.</p>	<p>Worklist</p> <pre> Organization Workflow Root GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing </pre>	<p>Worklist</p> <pre> Organization Workflow Root GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready </pre>
<p>The Approver has released the form and it is available to both.</p> <p>(Ready appears under the form title.)</p>	<p>Worklist</p> <pre> Organization Workflow Root GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready </pre>	<p>Worklist</p> <pre> Organization Workflow Root GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready Root GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready </pre>

Release a Form to Your Colleague

When one person opens a form, it vanishes from the Worklist of the other person. Either complete the form, or **release the form to your workflow colleague.**

Click the magnifying glass icon seen in the rightmost column of the Workflow item listing. The Details screen will open.



Click the **Release** icon. Now both individuals will see the form.



Form Reference: Inactivate A Course

See the University Curriculum Guidelines available at


<http://www.kent.edu/provost/curriculum/index.cfm>

	Name: Your Name	Submission Date: 8/24/2009	
Organization: Your Department			
Course Catalog Update			
*Required Field			
Inactivate a Course			
Change Type: Inactivate			
Preparation Date: 8/24/2009			
*Requested Effective Term: <input type="text" value="Select Effective Term. . ."/>			
*Course Subject: <input type="text" value="Select Subject. . ."/>			
*Course Number: <input type="text"/> 			
College:			
Department:			
Course Title:			
Title Abbreviation:			
Slash Course and Cross-listed Information:			
Course Level:			
Course Attributes: 1. - 2. - 3. -			
*Is course part of the LER, Writing-Intensive or Diversity requirements? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Will this inactivation affect program requirements within or outside of your unit? <input type="radio"/> Yes <input type="radio"/> No			
*Reason for Inactivation NOTE: Please do not use the following restricted characters: (~ * / \ --)			
<input type="text"/>			
Faculty member requesting inactivation: <input type="text"/>			
*Required Field			
<input type="button" value="Save As Draft"/> <input type="button" value="Proceed"/>			

Form Reference: Establish/Revise A Course – Basic Course Data

See the University Curriculum Guidelines available at

<http://www.kent.edu/provost/curriculum/index.cfm>

	Name: Your Name	Submission Date: 8/24/2009	✕
	Organization: Your Department		
Course Catalog Update			
*Required Field			
<ul style="list-style-type: none"> - Basic Course Data Attributes Prerequisites Content Information Proposal Summary Complete 	Establish a New Course		
	Change Type: Establish		
	*Preparation Date: <input type="text" value="08/24/2009"/>		
	*Requested Effective Term: <input type="text" value="Select Effective Term. . ."/>		
	*Course Subject: <input type="text" value="Select Subject. . ."/> NOTE: If subject doesn't exist, then you need to contact Curriculum Services before submitting this form.		
	*Course Number: <input type="text"/> NOTE: Please verify with Curriculum Services that the chosen course number is available. If slash courses, you must complete a separate form for each course.		
	*College: <input type="text" value="Select College. . ."/>		
	*Dept: <input type="text" value="Select Department. . ."/>		
	*Course Title: <input type="text"/> NOTE: Please do not use the following restricted characters: (~ * / \ --)		
	*Title Abbreviation: <input type="text"/> NOTE: Maximum 30 spaces, with no punctuation or special characters (e.g., &); exception: forward slash "/" is allowed with no spaces before or after the slash.		
	Slash Course and Cross-List Information: <input type="text"/> Example: ENG 12345 + SPED 12345		
	Credit Hours (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)		
	*Minimum Credit: <input type="text"/> * <input type="radio"/> to <input type="radio"/> or *Maximum Credit: <input type="text"/>		
	Contact Hours <input type="text"/> NOTE: You must select at least one category. (Should be per week; can divide among lecture/lab/clinic, if applicable)		
	Lecture		
Minimum Hours: <input type="text"/> <input type="radio"/> to <input type="radio"/> or Maximum Hours: <input type="text"/> Clear Lecture Hours			
Lab			
Minimum Hours: <input type="text"/> <input type="radio"/> to <input type="radio"/> or Maximum Hours: <input type="text"/> Clear Lab Hours			
Other (e.g., Clinic, Practicum, Internship, Research, Studio, Individual Investigation, etc.)			
Minimum Hours: <input type="text"/> <input type="radio"/> to <input type="radio"/> or Maximum Hours: <input type="text"/> Clear Other Hours			
*Required Field <input type="button" value="Previous"/> <input type="button" value="Next"/>			


Comments:

History:

Form Reference: Establish/Revise A Course – Attributes

See the University Curriculum Guidelines available at

<http://www.kent.edu/provost/curriculum/index.cfm>



Name: Your Name Submission Date: 8/24/2009

Organization: Your Department

Course Catalog Update

Document Saved As Draft. The reference number for this catalog update request is CCU000112

***Required Field**

Attributes

***Is this course part of the Liberal Education Requirements (LER), Writing-Intensive (WIC) or Diversity requirements?** Yes No *i*

***Can this course be repeated for credit?** Yes No *i*

***Course Level:**

***Grade Rule:** *i*

***Schedule Type(s):** *i* *You can choose more than one.*

***Credit by Exam:** *i*

***Required Field**


Comments:

History:

Form Reference: Establish/Revise A Course – Prerequisites

See the University Curriculum Guidelines available at

<http://www.kent.edu/provost/curriculum/index.cfm>

Name: Your Name Submission Date: 8/24/2009
Organization: Your Department

Course Catalog Update

Document Saved As Draft. The reference number for this catalog update request is CCU000112


***Required Field**

- Basic Course Data
- Attributes
- Prerequisites**
- Content Information
- Proposal Summary
- Complete

Description and/or Prerequisite

***Catalog Description:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

NOTE: Limit five lines; use third person plural; do not include special course fee, grade rule, prerequisite (s) or cross-listed courses.

***Prerequisites:** 
NOTE: Please do not use the following restricted characters: (~ * / \ --)

NOTE: List minimum-grade requirement for course prerequisites if other than "D."
If no prerequisites, enter "none."

Corequisite:

***Registration is by special approval only:** Yes No
NOTE: Checking "yes" means all students must seek approval from department to register.

***Required Field**


Comments:

History:

Form Reference: Establish/Revise A Course – Content Information

See the University Curriculum Guidelines available at

<http://www.kent.edu/provost/curriculum/index.cfm>

Name: Your Name Submission Date: 8/24/2009
Organization: Your Department

Course Catalog Update

Document Saved As Draft. The reference number for this catalog update request is CCU000112

***Required Field**

Content Information


***Content Outline (include contact hours for each content topic):**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

Contact Hours per Course Topic:	Topic Description:
<input type="text"/>	<input type="text"/>

Build your content outline using the content outline wizard. Enter contact hours and a contact description. Click Add.

Content Outline:

[Display/Hide Delimited Course Outline](#)

***Total Contact Hours:** 

***Textbook(s) Used in this Course:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***Writing Expectations:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***Instructor(s) Expected to Teach:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***Instructor(s) Contributing to Content:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***Required Field**

Comments:

History:

Form Reference: Establish/Revise A Course – Proposal Summary

See the University Curriculum Guidelines available at

<http://www.kent.edu/provost/curriculum/index.cfm>



Name: Your Name Submission Date: 8/24/2009

Organization: Your Department

Course Catalog Update

Document Saved As Draft. The reference number for this catalog update request is CCU000112

***Required Field**

Proposal Summary

***1. Explain the purpose for this proposal:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***2. Explain how this proposal affects program requirements and students in your unit:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***3. Explain how this proposal affects courses, program requirements and students in other units:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***4. Explain how this proposal affects enrollment and staffing:**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***5. Units consulted (other departments, programs or campuses affected by the proposal):**
NOTE: Please do not use the following restricted characters: (~ * / \ --)

***Required Field**

Previous Next

- Basic Course Data
- Attributes
- Prerequisites
- Content Information
- **Proposal Summary** Complete



Comments:

History:

Form Reference: Establish/Revise A Course – Complete

See the University Curriculum Guidelines available at

<http://www.kent.edu/provost/curriculum/index.cfm>

	Name: Your Name	Submission Date: 8/24/2009	
	Organization: Your Department		
Course Catalog Update			
Document Saved As Draft. The reference number for this catalog update request is CCU000112			
*Required Field			
<ul style="list-style-type: none">- Basic Course Data- Attributes- Prerequisites- Content Information- Proposal Summary- Complete	Faculty member submitting this proposal: <input type="text"/>		
		<input type="button" value="Previous"/>	<input type="button" value="Finish"/>

Comments:

History: