UNC
UNIVERSITY OF NORTHERN COLORADO

Office of the Registrar

Curriculum Strategy Form Submission Quick Reference Guide

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Curriculum Strategy

Y ☑ Revised Course Form

Y ☑ New Course Form

Y ☑ Revised Program Form

Y ☑ Program Codes and Academic Unit Reorganization

Y ☑ New Narrative Form

Y ☑ Delete Narrative Form

Y ☑ Deactivate Course Form

Y ☑ Variable Title Course Form

Y ☑ Deactivate Program Form

Y ☑ Pause/Reactivate Admissions

Y ☑ Modify Narrative Form

Y ☑ Faculty Form

This guide is intended to provide quick reminders of the technical steps involved in completing various types of curriculum/catalog changes.

- For detailed information about the approval process and academic content considerations, please see the Curriculum page of the Provost's Website or reach out to the Provost's Curriculum Delegate for guidance.
- For detailed help sheets for completing the fields on each form, or other technical guidance, please see the Reference & Training Materials posted on the Registrar's website or contact the OTR Catalog/Curriculum team at catalog.help@unco.edu.
- For changes not included on this guide, email both offices to ensure you get both substantive and technical guidance!

COURSES

I want to….	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR Tasks
Create a new course	Course should be included in at least one program/fulfill at least one PLO.	• Submit New Course Form. • Submit Revised Program Form for each program to which course will be added.		Add course number to Banner and catalog for all impacted programs and courses.
Update course title, description or other basic elements/attributes of course (eg pre-reqs)		Submit Revised Course Form.	N/A	• Ensure all Impacted Units/LAC/PEC are notified. • Update course information throughout Banner and Catalog.
Change the credit hours for an existing course	Credit hours may need to be rebalanced in programs that require the course to ensure they still add to correct totals (e.g., 120 credit hours for bachelor's degree).	Submit Revised Course Form • Include a note in the rationale portion of the form authorizing OTR to add/subtract credits from the university wide electives category of affected unit programs, • *OR* submit Revised Program Form(s) to rebalance credits in other ways.	• Acknowledge that OTR will add/subtract credits from the university wide electives category if course is required in impacted program, • *OR* submit Revised Program Form(s) to rebalance credits in other ways.	• Ensure all impacted units are notified; route form to LAC/PEC as needed. • Update Banner and catalog with new credit hours for course. • Update credit counts across all impacted programs. • Coordinate with Deans/Provost Office to ensure impacted units respond if needed.

I want to….	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR Tasks
Change the course number and/or prefix of an existing course. *Note: to create a new prefix and/or make a global change to the prefix of multiple courses, see the guidance in the last section of this matrix (Pauses, Reorgs & other Coding)*	A change between lower division (100/200 or 500) and upper division (300/400 or 600/700) may cause programs that use the course to fall short of upper division credit hour requirements. LAC courses must be lower division.	Submit Revised Course Form Revised Program Form if needed to change role of course in unit curriculum (e.g., if necessary to meet upper division credit hour requirements). *Otherwise, OTR will update number across unit course pre-requisites and programs!*	• Acknowledge that OTR will change the course number across impacted courses and programs, • OR submit Revised Course Form and/or Revised Program Form if want to change role of course in unit curriculum (e.g., change course pre-requisites, rebalance course credits or delete the course from your program).	• Ensure all impacted units are notified; route form to LAC/PEC as needed. • Create new course/prefix number in Banner and replace new course/prefix in catalog for impacted programs and courses • Deactivate old course number/prefix in Banner and remove from catalog
Update the model syllabus for a course	Model syllabi must indicate fixed elements that must appear on *every* teaching syllabus and flexible areas where individual instructors may alter content.	Submit Revised Course Form with updated model syllabus attached.	n/a	Route form to LAC/PEC if required.
Add a subtitle to a variable title course	Variable title course number must already exist	Submit Variable Title form		Add subtitle to variable title course in Banner.
Add or remove LAC status to/from an existing course	Be sure to follow LAC Course Approval Process guidelines.	Submit Revised Course Form with required LAC attachments.	n/a	• Notify LAC (removals) or route form to LAC for consideration. • If approved, add/remove LAC indicators everywhere course is listed in catalog.

PROGRAMS (Graduate and Undergraduate Majors/Degrees, Minors, Concentrations/Accelerated pathways, Certificates, Licensure/Endorsements)

I want to…	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR Tasks
Create a new Degree, Certificate, Licensure/ Endorsement, or Minor. *Note: for new pathways (Concentrations and accelerated bachelors to masters), see below.*	Degrees, Certificates and Licensures/Endorsements require extensive vetting, including HLC and BOT approval. Leave plenty of time and reach out to your Unit Leader or Dean before getting started.	• Use Academic Program Proposal Template to secure Dean and Provost Pre-Approval. • Review New Program Form generated by OTR and monitor progress through workflow.	Comment on how new program will impact unit workloads, enrollments, etc.	• Generate new program form (after pre-approval) and route to Unit Leader & any impacted units. • Build new program in Banner and add it to the next available catalog. • Notify Admissions & Marcomm. *Note: new programs must be approved a full year in advance of the catalog in which they will appear in order to receive admissions and slate support for their first enrollment cohort.*
Change Description of Existing Program	Consider whether Curriculum Map (PLOs) needs to be updated.	Submit Revised Program Form	N/A	• Ensure all Impacted Units/PEC are notified. • Update program description in catalog. • Notify Admissions & Marcomm.
Change Title of existing program	If program includes courses housed in other units those units should be notified.	Submit Revised Program Form. • Check title change on form and provide new title.	Acknowledge notification in the workflow	• Ensure all Impacted Units/PEC are notified. • Deactivate program code for old title and create program code for new title in banner • Update future catalogs with new title. • Notify Admissions & Marcomm of the Program Code for the new Title along with the program code and title it is replacing.
Change Requirements for a Program that *does not have concentrations*, (e.g. add or delete courses from the course list) *Note: for degrees with concentrations, see below!*	If changes include courses housed in other units, those units must be notified Update curriculum map w/ Office of Assessment.	Submit Revised Program Form.	Comment on how change will impact unit workloads, enrollments, etc.	• Ensure all Impacted Units/PEC are notified. • Update program requirements in catalog.

I want to…	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR Tasks
Change common requirements for a Degree with Concentrations	All concentration pathways to a degree must always have at least 50% overlap in course credit hours. Update curriculum map w/ Office of Assessment.	Submit Revised Program Form for one concentration • Clearly indicate in rationale that the changes should be made across the core in all program concentrations.	Comment on how change will impact unit workloads, enrollments, etc.	• Ensure all Impacted Units/PEC are notified. • Update program requirements across all concentrations of the same degree in catalog.
Create a new (additional) concentration pathway to an existing degree.	If the concentration pathway includes courses from other units they must be notified. All concentration pathways must have at least 50% overlap in course credit hours. Update curriculum map w/ Office of Assessment.	• Use Academic Program Proposal Template to secure Dean and Provost Pre-Approval. • Review New Program Form generated by OTR and monitor progress through workflow.	Comment on how change will impact unit workloads, enrollments, etc.	• Build new concentration pathway in Banner and add it to the next available catalog. • Notify Admissions & Marcomm of the new concentration.
Remove a concentration pathway from a degree	If the concentration pathway includes courses from other units they must be notified.	Submit Deactivate Program Form	Acknowledge notification (may also comment on how deactivation will impact unit faculty workloads and SCH production.)	• Mark the concentration with the following note "New and current students cannot currently declare this program". • Deactivate concentration pathway in Banner and remove from the upcoming year catalog. • Notify Admissions & Marcomm of the deactivation.

I want to…	Reminders!	Originating Unit Tasks	Impacted Unit Tasks	OTR Tasks
Create an accelerated bachelors to masters pathway from existing degrees. *Note: both the bachelor's and the master's degree must exist before an accelerated pathway can be added.*	Note: if UG and GR programs are housed in different units, both units are "originating units". If the pathway includes courses from other units, they must be notified. A maximum of 9 graduate credits may apply to both programs.	Originating units submit GR and UG Revised Program Forms to add accelerated program information. • Follow accelerated pathway catalog standards (instructions in Form)	Acknowledge notification (may also comment on how deactivation will impact unit faculty workloads and SCH production.)	• Ensure all Impacted Units/PEC are notified. • Add the accelerated program language to the UG and GR catalogs. • Create a new program code in Banner for students accepted into the accelerated pathway • Notify Admissions & Marcomm of the new pathway and code.
Close a degree, minor, licensure/endorsement or certificate program. Note: to eliminate a concentration pathway, see above.	Any currently enrolled students must be given 6 years from their catalog year to complete the program (OR HLC must approve an alternative teach out plan). Other units who have courses in the program must be notified.	Submit Deactivate Program Form Teach out existing students.	Acknowledge notification.	• Ensure all Impacted Units/PEC are notified. • Mark the program as no longer accepting students in the current catalog. • Deactivate concentration pathway in Banner and remove from the upcoming year catalog. • Notify Admissions & Marcomm of the deactivation.

Admissions **PAUSES**, Unit **REORGS, NARRATIVE** and other **CODING** Changes (CIP, Division, Department/Taxonomy, Site, Academic Unit)

I want to	(Pre) approval requirements	Originating Unit Action	RO Action
Move a course or program from one academic unit to another (may or may not include a change to a different college).	Dean(s) should work with provost office to develop and finalize a plan for both faculty affairs and curricular impacts.	• Review form generated by registrar (after it receives Provost approval) and monitor progress through workflow. • Submit additional curriculum forms as described above if needed.	• Generate Program Codes and Academic Unit Reorganization form at Provost request. • Update coding in Banner • Update unit/college as needed in catalog. • Notify Admissions and Marcomm • Notify Budget
Create, merge and/or eliminate academic units	Dean(s) should work with provost office to develop plans for - where all continuing faculty lines will be housed and impacts on faculty evaluation criteria/timeline changes. - where all new/continuing courses and programs will be housed.	• Review form generated by registrar (after it receives Provost approval) and monitor progress through workflow. • Submit additional curriculum forms as described above if needed.	• Generate Program Codes and Academic Unit Reorganization form at Provost request. • Update coding in Banner • Update unit/college as needed in catalog. • Notify Admissions and Marcomm
Update a CIP code	Remember that all concentrations must carry the CIP code of the degree they are pathways to.	Submit Program Codes and Academic Unit Reorganization form	• Confirm appropriateness of CIP code with data governance group and Provost office. • Update in Banner if approved
Add an existing site code and/or campus code to a program (deliver a program at an additional site).	Coordinate with Provost to ensure HLC & EC (if appropriate) have been notified.	Submit Program Codes and Academic Unit Reorganization form	• Add site code in Banner • Notify Admissions and Marcomm of the new site code.
Remove an existing site code and/or campus code from a program (stop delivering program at that site but continue program at other site(s)).	All current students must have the opportunity to complete a program at that site before it can be removed. HLC must be notified before change can proceed.	Submit Program Codes and Academic Unit Reorganization form	• Place note in current catalog that admissions are no longer being accepted at that site. • Remove site code from program in upcoming catalogs • Notify Admissions, Marcomm and BIDE that site has been removed.

I want to	(Pre) approval requirements	Originating Unit Action	RO Action
Create a brand-new site code for program delivery (offer a program at a site where UNC has never delivered programs in the past).	Requires an extensive HLC approval process (6-12 months). *Reach out to Provost office as soon as you begin discussions about this possibility!*	Submit Program Codes and Academic Unit Reorganization form After HLC process is completed.	• Create new site code in Banner • Add site code to programs in Banner • Notify admissions, Marcomm & BIDE of new site offering.
Temporarily Pause or Reopen admissions to a program	Rationale for pause must include expected length of pause and criteria for reopening admissions. *Note: if unable to reopen within two years program will typically need to be deactivated (exceptions require further rationale).*	Submit Pause/Reactivate Admissions Form Submit Pause/Reactivate Admissions Form within two years to reopen. If not able to reopen, submit Deactivate Program form.	• Place note in current catalog that admissions are not currently being accepted. • Pause admissions in Banner • Notify Admissions & Marcomm
Update non program and course areas of the catalog		Submit Modify Narrative Form	• Update in Review Catalog
Updating UNC Faculty listing in back of catalog		Submit Faculty Form **Reminder:** Include affiliate faculty as well as contract faculty.	• Update faculty in the UNC Faculty, Affiliate Faculty and Department Page section of the catalog