Style Guide for UCC/GCC submissions:

Procedure:
- **Request a Word copy of your courses/programs of study from the Catalog Editor.** This is important.
  - It ensures that you have the most up-to-date version of your courses/programs
  - It eliminates errors that can be introduced by retyping.
- Familiarize yourself with Track Changes in Word. If you are unfamiliar, there are many instructional videos available on YouTube.
- Follow the examples in this document.
- If you have a question, call the Catalog Editor.
- Follow the curriculum procedures in your college. Your college curriculum committee will pass the items on to the UCC/GCC.

What needs to go through the UCC?
- Changes/additions to undergraduate programs of study
- Changes to existing undergraduate course descriptions, pre/corequisites, names, or course numbers (including 5000-level courses)
- Creations/deletions of undergraduate courses (including 5000-level courses)
- Creation/deletion of undergraduate programs of study

What needs to go through the GCC?
- Changes/additions to graduate programs of study
- Changes to existing graduate course descriptions, pre/corequisites, names, or course numbers (excluding 5000-level courses – these must go through UCC first and are then sent to GCC by the UCC)
- Creations/deletions of graduate courses (excluding 5000-level courses – these must go through UCC first and are then sent to GCC by the UCC)
- Creation/deletion of graduate programs of study

If I may be of any assistance, please email me or call me at 344-2592. I am happy to look over your items in advance to see if you are on the right track.

Phyllis L. Fulton
Coordinator of Faculty Information
Catalog Editor

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Creating a new course

All levels except 5000-level

A new course must have the following information:

1. Create the following course:
   IPSO 3100 Title of My Course
   Prerequisite: IPSO 1000
   Description: Put your description here. Keep it succinct.
   Rationale:
   This part does not go in the catalog. The rationale does not need to be as brief as the description is, but should give the committees good information about the need for this course.

   Effective Term: Fall 20xx or Spring 20xx. Try to avoid starting new classes in summer.

   CURCAT:
   Major Department: Yours
   Can Course be repeated for additional credit? Yes or No
   Maximum Number of Credit Hours: If it cannot be repeated, just the number of credit hours. If it can be repeated, up to how many hours? Ex: if it is a 3-credit class and can be repeated twice, the number here would be 9.
   Grading Mode: Normal or S/U
   Instruction Type: This is not the same as method of delivery. A fully online course that would be a lecture face-to-face is still a lecture. See table below for acceptable values.

   Course Equivalent: SOLI 3100

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**Instructional Types**

<table>
<thead>
<tr>
<th>Description</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Standard classes or stand-alone Seminars</td>
</tr>
<tr>
<td>Lecture/Lab</td>
<td>Lectures with lab work incorporated, such as &quot;K&quot; science classes</td>
</tr>
<tr>
<td>Supervised Laboratory</td>
<td>Lab or seminar sections with corequisite lectures</td>
</tr>
<tr>
<td>Directed Study</td>
<td>Courses designed to be independent study with instructor oversight</td>
</tr>
<tr>
<td>Internship/Practicum</td>
<td>Internships and practicums</td>
</tr>
<tr>
<td>Thesis</td>
<td>Master’s thesis hours</td>
</tr>
<tr>
<td>Dissertation</td>
<td>Doctoral dissertation hours</td>
</tr>
</tbody>
</table>
Creating a new course

5000-level

Creating a new 5000-level course requires some additional information, highlighted in yellow.

1. Create the following course:
   IPSO 5100U/G Title of My Course 3-0-3
   - Undergraduate Prerequisite: IPSO 3000
   - Graduate Prerequisite: IPSO 5000
   Description: Put your description here. Keep it succinct. The same description is used for the undergraduate and the graduate course.

   Rationale:
   This part does not go in the catalog. It does not need to be as brief as the description, but should give the committees good information about the need for this course.
   Required: At least one sentence describing how the graduate course will be different from the undergraduate course.

   Effective Term: Fall 20xx or Spring 20xx. Try to avoid starting new classes in summer.

   CURCAT:
   - Major Department: Yours
   - Can Course be repeated for additional credit? Yes or No
   - Maximum Number of Credit Hours: If it cannot be repeated, just the number of credit hours. If it can be repeated, up to how many hours? Ex: if it is a 3-credit class and can be repeated twice, the number here would be 9.
   - Grading Mode: Normal or S/U
   - Instruction Type: This is not the same as method of delivery. A fully online course that would be a lecture face-to-face, is still a lecture. See table above for acceptable values.

   Undergraduate Course Equivalent: SOLI 3100
   Graduate Course Equivalent: SOLI 6100

Commented [PF4]: If there is no course equivalent at either level, you can just put Course Equivalent: None.
Deleting a course

This is a two-part process:
1. Delete the course.
2. Request a blanket change so the course is removed from all programs in which it appears.
3. **IMPORTANT:** If you are deleting a class that is used in other programs of study, it is incumbent upon your department to inform those other departments so they can adjust their program of study accordingly.

Please use Track Changes. Just copy and paste the title of the class into the document, turn on Track Changes, highlight it, and press Delete. (You will have to turn Track Changes back off to type the rationale etc.)

1. Delete the following course:
   - IPSO 3100 Title of My Course 3-0-3

   Rationale:
   This part does not go in the catalog. Explain why you are deleting the course.

   Effective Term: Fall 20xx or Spring 20xx.

2. The department requests a blanket change removing all instances of IPSO 3100

   Effective Term: Fall 20xx or Spring 20xx.
Modifying a course description, title, pre-/co-requisites, credits

This is a two-part process:
1. Modify the course.
2. Request a blanket change so the course is modified for all programs in which it appears.

Please use Track Changes. Just copy and paste the course into the document, turn on Track Changes, highlight and delete what you want to delete, type in what you want to add. (You will have to turn Track Changes back off to type the rationale etc.)

1. Modify the following course:
   IPSO 3100 Title of My New Course 3-0-3
   Prerequisite: IPSO 1000 None
   Description: Put your description here. Keep it succinct.
   **Rationale:**
   This part does not go in the catalog. Explain why you are modifying the course.
   **Effective Term:** Fall 20xx or Spring 20xx.

If you are changing the credit hours or anything else that would be reflected in the CURCAT, you will need to include that, too.

1. Modify the following course:
   IPSO 3100 Title of My New Lecture/Lab Course 3-0-3
   Prerequisite: IPSO 1000 None
   Description: Put your description here. Keep it succinct.
   **Rationale:**
   This part does not go in the catalog. Explain why you are modifying the course.
   **Effective Term:** Fall 20xx or Spring 20xx.

**CURCAT:**
- **Major Department:** Yours
- **Can Course be repeated for additional credit?** No
- **Maximum Number of Credit Hours:** 3-4
- **Grading Mode:** Normal
- **Instruction Type:** Lecture/Lecture/Lab
- **Course Equivalent:** None

2. The department requests a blanket change updating all instances of IPSO 3100

   **Effective Term:** Fall 20xx or Spring 20xx.
Modifying a course prefix and/or number

This is a three-part process:
1. Delete the course. This gets it deactivated in Banner.
2. Recreate the course with the new prefix and/or number and make it equivalent to the old course.
3. Request a blanket change so the course is changed for all programs in which it appears.
Note: You do not have to change both the prefix and the number. This is just a combined example.

1. Delete the following course:
   IPSO 3100 Title of My Course 3-0-3

   Rationale:
   This does not go in the catalog. Explain why you are deleting the course.

   Effective Term: Fall 20xx or Spring 20xx.

2. Create the following course:
   SOLI 4100 Title of My Course 3-0-3
   Prerequisite: IPSO 1000
   Description: Put your description here. Keep it succinct. You may want to keep the old description, or you may want to update it. Either way, just type it in. You are creating a “new” course, so you do not need track changes.

   Rationale:
   This part does not go in the catalog. Explain why you are renumbering the course.

   Effective Term: Fall 20xx or Spring 20xx.

   CURCAT:
   Major Department: Yours
   Can Course be repeated for additional credit? No
   Maximum Number of Credit Hours: 3
   Grading Mode: Normal
   Instruction Type: Lecture
   Course Equivalent: IPSO 3100

3. The department requests a blanket change updating all instances of IPSO 3100 to IPSO 4100.

   Effective Term: Fall 20xx or Spring 20xx.
Modifying a program of study

If you’re only changing part of the program of study (Area F, Major Courses, etc.), you only have to put that part. Use Track Changes just as you would to modify a course.

1. **Modify the following Program of Study**

   Bachelor of Science with a Major in IPSO

   B. Major Field Courses ........................................... 12 hours
   - IPSO 3100 Technology Applications
   - IPSO 3200 More Technology
   - IPSO 3300 Educational Technology
   - [IPSO 3400 The Science of IPSO](#)
   - IPSO 3410 The New IPSO Course

   **Rationale:**
   This part does not go in the catalog. Explain why you are modifying the program.

   **Effective Term:** Fall 20xx or Spring 20xx.
Creating a new program of study

Certificates and Minors

At the time of this printing, certificates and minors do not need Board of Regents' approval. The Associate Provost for Academic Affairs and Graduate Studies informs the Board of Regents (BOR) after the certificate or minor has received the President’s approval.

Degree Programs

Please contact the Catalog Editor for information on creating degree programs.

Minors

Be sure to follow BOR Minor Requirements.

1. Create the following Minor
   IPSO 18 hours
   IPSO 1100, IPSO 2100, IPSO 3100
   9 additional credits of IPSO at the 3000 level or higher.

   Rationale:
   This part does not go in the catalog. Explain why you are creating this minor.

   Effective Term: Fall 20xx or Spring 20xx.
Certificates

Be sure to follow BOR Certificate Guidelines.

There are four different categories of certificates that we currently have at Armstrong:

- **CER0**—Undergraduate certificates with fewer than 30 credit hours.
- **CER1**—Undergraduate certificates with 30-59 credit hours.
- **CERG**—Post-baccalaureate (graduate) certificate beyond the bachelor’s degree that does not meet the requirements for a master’s degree.
- **CERM**—Post-baccalaureate (graduate) certificate beyond the master’s degree that does not meet the requirements for a doctoral degree.

The definitions refer to the level of courses in the curriculum, not the qualifications or background of the student. For example, if a certificate is comprised of undergraduate classes, but you require the student to have a baccalaureate degree as a prerequisite, it is still an undergraduate certificate, not a post-baccalaureate certificate.

1. **Create the following certificate program:**

   **Undergraduate Certificate in IPSO Technology**

   Start out with introductory material that will probably go in the catalog to explain the certificate and requirements. Describe the certificate; give minimum GPA requirements for eligibility, etc. Beware of hidden prerequisites, i.e., classes the student must have in order to take other classes in the certificate program but are not listed as part of the certificate program.

   **Undergraduate Certificate in IPSO Technology**
   
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPSO 3100 Technology Applications</td>
<td>3 hrs</td>
</tr>
<tr>
<td>IPSO 3200 More Technology</td>
<td>3 hrs</td>
</tr>
<tr>
<td>IPSO 3300 Educational Technology</td>
<td>3 hrs</td>
</tr>
<tr>
<td>IPSO 3400 The Science of IPSO</td>
<td>3 hrs</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12 hrs</strong></td>
</tr>
</tbody>
</table>

   **Rationale:**
   This part does not go in the catalog. Explain why you are creating this certificate. If resources are needed, explain where they are coming from. Mention what kind of certificate it is. This one is CER0 (see definitions above).

   **Effective Term:** Fall 20xx or Spring 20xx.
Deleting programs of study

This applies to degree programs, certificates, and minors.

The entire program of study does not need to be listed. Only the title needs to be listed.

NOTE: If there are specific classes that are used only for your program, that are not used for any other program and will never be offered again, deleting the program does not delete those courses. This is an additional step.

1. Delete the following program of study:
   Bachelor of Science with a Major in IPSO

   Rationale:
   This part does not go in the catalog. Explain why you are deleting the program of study.

   Effective Term: Fall 20xx. Programs of study deletions should not be done in with spring or summer effective dates.

2. The department requests a blanket change removing all instances of courses with the IPSO prefix.

   Effective Term: Fall 20xx or Spring 20xx.

Commented [PF6]: This may not be an applicable/desirable step in all program deletions. Think carefully before you proceed.