



**Walters State**

**CURRICULOG  
CURRICULUM PROPOSAL  
MANUAL**

Walters State Community College

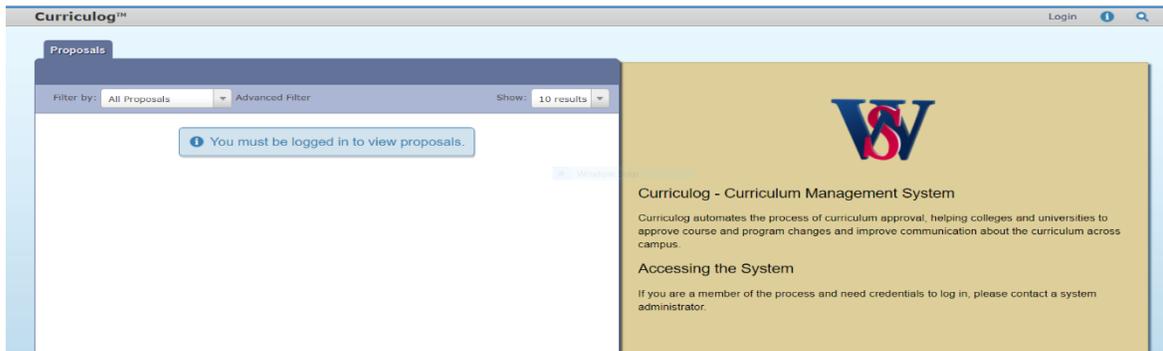
Revised June 25, 2020

## Contents

Contents .....	1
<b>Chapter 1:</b> Accessing the Curriculog System.....	2
<b>Chapter 2:</b> Originating an Approval Process .....	3
<b>Chapter 3:</b> Course New Proposal Approval Process.....	5
Course New – Origination Steps.....	5
Course New – Form Completion Instructions by Item Listed .....	8
<b>Chapter 4:</b> Course Modification Proposal Approval Process .....	17
Course Modification – Origination Steps .....	17
Course Modification – Form Completion Instructions by Item Listed.....	22
<b>Chapter 5:</b> Course Termination Proposal Approval Process.....	31
Course Termination – Origination Steps .....	31
Course Termination – Form Completion Instructions by Item Listed.....	35
<b>Chapter 6:</b> Program New Proposal Approval Process .....	39
Program New – Origination Steps .....	39
Program New – Form Completion Instructions by Item Listed .....	43
<b>Chapter 7:</b> Program Modification Proposal Approval Process .....	65
Program Modification – Origination Steps.....	65
Program Modification – Form Completion Instructions by Item Listed .....	70
<b>Chapter 8:</b> Program Termination Proposal Approval Process .....	92
Program Termination – Origination Steps.....	92
Program Termination – Form Completion Instructions by Item Listed .....	96

## Chapter 1: Accessing the Curriculog System

1. From a web browser, log into [ws.curriculog.com](http://ws.curriculog.com)
2. The Curriculog Home Page will appear in your browser as displayed below.
3. Click on the **Login** link at the top right of the screen.



4. The Welcome to Curriculog screen will appear in your browser as displayed below.

5. Enter your Login username which is your Walters State email address.<sup>1</sup>
6. Enter your Password.<sup>2</sup>
7. You will be taken to your personal Curriculog Dashboard.
8. If you enter the incorrect information, the message below will appear above the Login field:

Login or password is incorrect. Please Try Again.

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### Notes:

<sup>1</sup>Some users may have more than one WSCC email address. If you have difficulty with your login, contact a Curriculog system administrator for assistance.

<sup>2</sup>Passwords are initially set as wssenators. You are encouraged to change your password for security purposes. Contact a Curriculog system administrator for assistance.

## Chapter 2: Originating an Approval Process

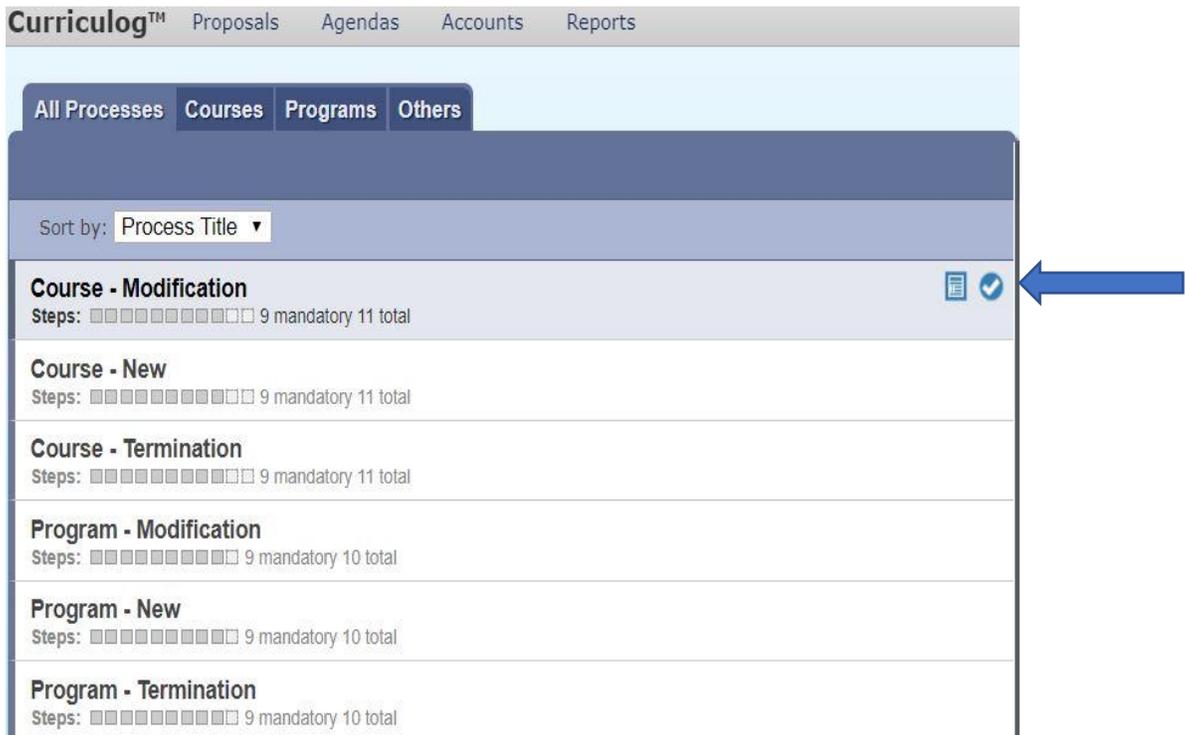
In Curriculog, there are six distinct Approval Processes.<sup>1</sup>

- Course New
- Course Modification
- Course Termination
- Program New
- Program Modification
- Program Termination

1. To originate a new Approval Process from your Dashboard, click on **+ New Proposal**.



2. Click on the listed process required for your proposal. The process will turn light blue. Then click  on the right side of the chosen Approval Process.



3. A “New Proposal” window will open for you to enter the details of your proposal.

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### Note:

<sup>1</sup>Processes identified with “TBR” in the title are not at this time discussed in this manual.

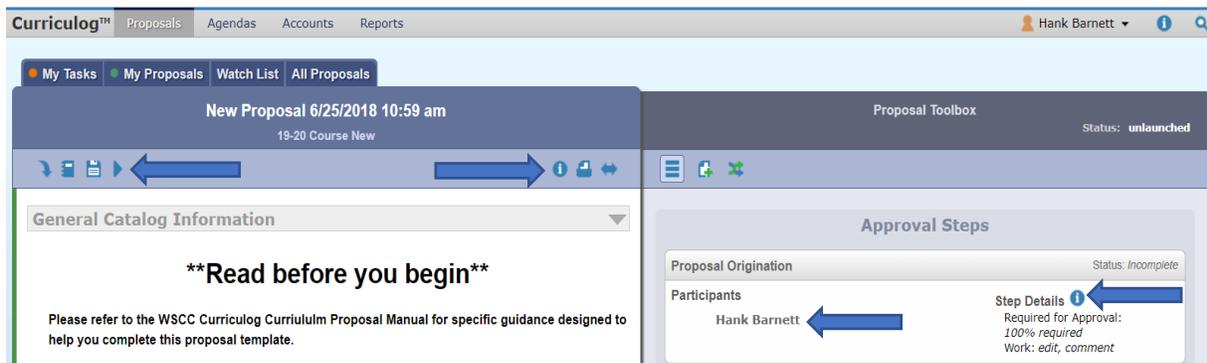


## Chapter 3: Course New Proposal Approval Process

### Course New – Origination Steps

**Introduction:** Any person with Login credentials can originate a proposal within the system. To originate a proposal creating an entirely new course in Curriculog, please follow the instructions below. As shown below, your name will appear as the Proposal Origination Participant shown under Approval Steps on the Proposal Toolbox side of the form. You can view an outline of the requirements for this approval step by clicking **Step Details** .

Do not use this approval process to modify an existing course.

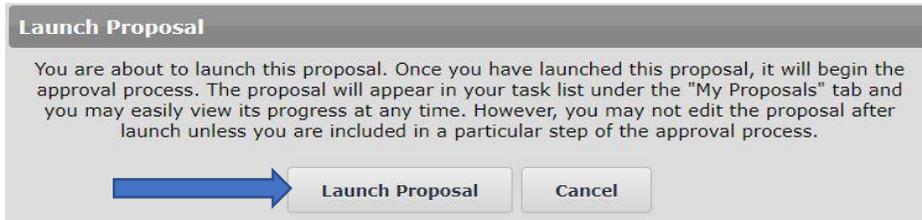


### Reminders Before You Begin

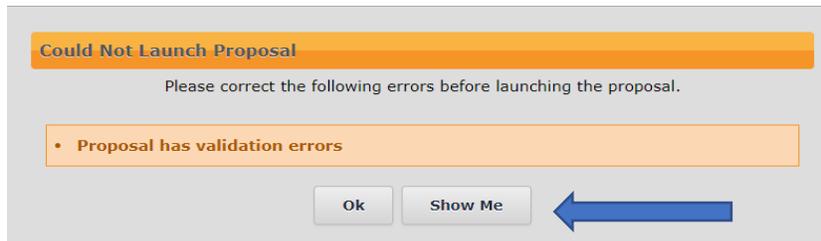
- Do not Launch a Course New proposal until all information has been entered regarding the course.
- If a new course Prefix has been established and is being used for this course, you will need to contact a Walters State Curriculog administrator before proceeding.
- You are encouraged to save your work as you progress by clicking  in the top right corner of the heading bar.

### Completion of the Proposal Origination Step:

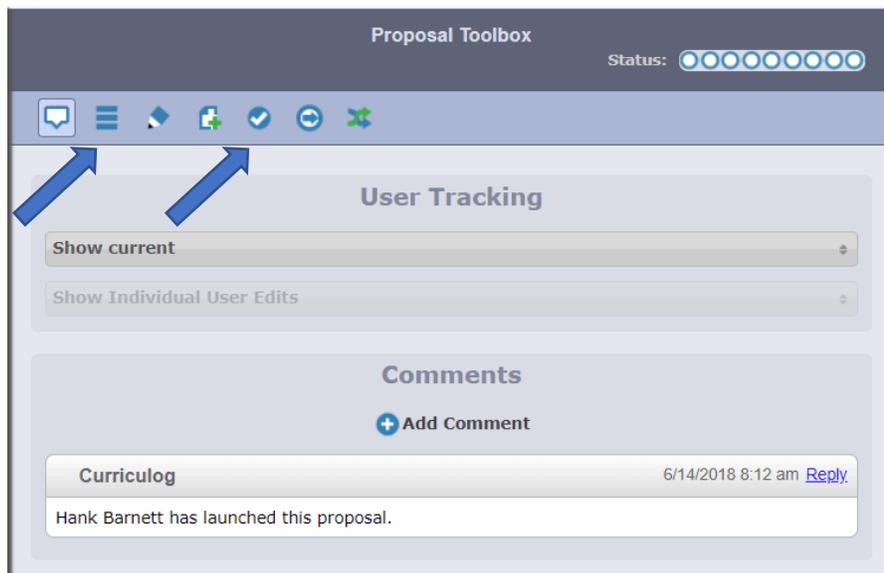
1. TURN ON help text before starting the proposal by clicking the **Help icon**  in the top right corner of the heading bar.
2. FILL IN all applicable fields. All fields marked with an **orange asterisk (\*)** are required and must be entered. You will not be able to Launch the proposal without completing the required fields. See Form Completion Instructions by Item Listed.
3. LAUNCH the proposal by clicking the **Launch icon**  in the top left corner of the heading bar. The following **Launch Proposal** message will appear if all required fields have been entered.



If the **Could Not Launch Proposal** message box appears, you have not entered all the required information indicated with an **orange asterisk (\*)**. Click the **Show Me** option on the message to be taken to the missing information fields within the form. Input the required information and return to Step 3. and Launch the proposal again.



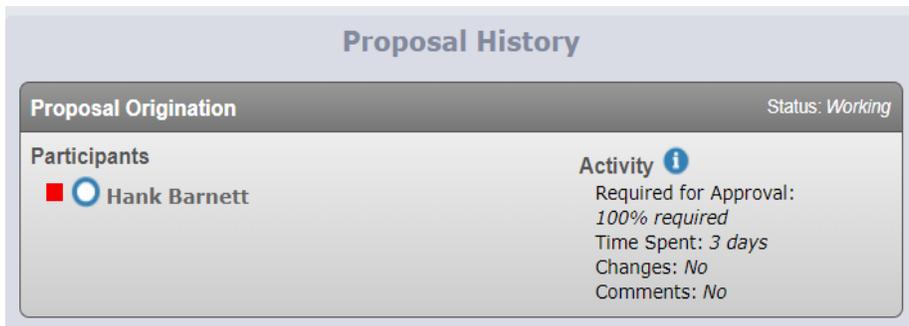
When the **Launch Proposal** message box appears, click on the **Launch Proposal** option. Once the Launch is complete, you will be returned to the proposal input screen. On the right side of the screen will be your Proposal Toolbox **Discussion page**  as is shown below.



4. **EDIT** the information on the proposal form as necessary. Information can be added or deleted. These edits will be tracked. **Edits made prior to Launch will be treated as original input and will not be tracked specifically.** When editing a form field after Launch, you will be asked to save your work before moving to a subsequent field.

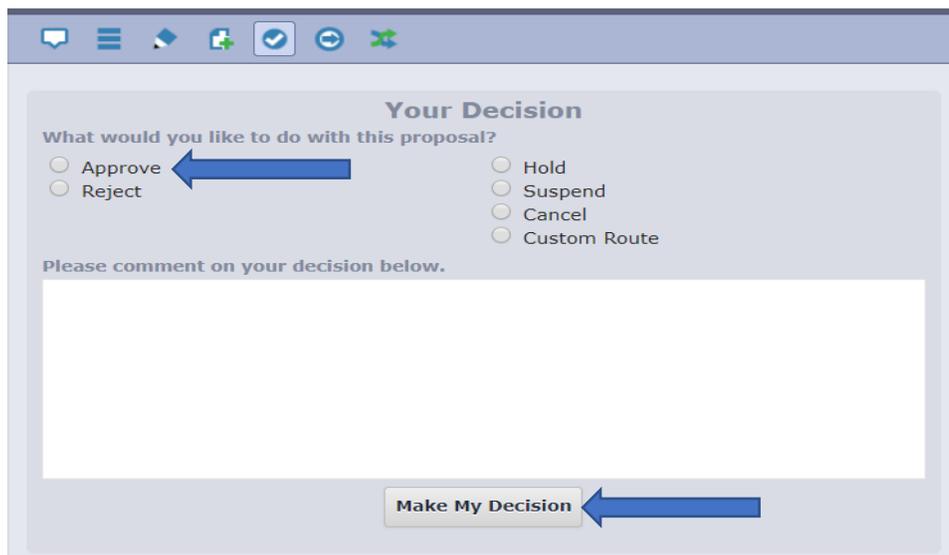
**See Form Completion Instructions by Item Listed.**

After edits are complete and saved, click on the Proposal Toolbox **Status icon**  and Proposal History will appear.



Notice the  symbol next to the originator’s name. This symbol indicates that no decision on the proposal has been made by the originator. Once the proposal has been “approved” by the originator, the symbol will appear as .

5. APPROVE the proposal origination. To approve the Proposal Origination step, click on the Proposal Toolbox **Decision icon** . The following input screen will appear.



The objective at this point is to “Approve” the proposal so it can move on to the Faculty Approval step. You should click  Approve and then click the Make My Decision box to finalize the Proposal’s Origination Step.

If for some reason you do not feel that you can click “Approve,” please contact your Division Dean for assistance with any issues that may be preventing the step’s approval.

## Course New – Form Completion Instructions by Item Listed

Catalog Year Proposal Will Become Effective (if approved)\*

The Catalog Year Proposal Will Become Effective (if approved)\* field is a required field. Select the appropriate academic year corresponding with the year the proposal is being submitted for catalog inclusion.

Request for\*

The Request for\* field is a required field. Select Course New option (which is the only option available).

Applicable Curriculum Unit\*

The Applicable Curriculum Unit\* field is a required field. Select the academic area under which this new course will be managed. Only one unit should be entered.

The purpose of this field is to assign the faculty member who is considered to be proposing the new course and is responsible for its review and approval. Each unit has been assigned a faculty member responsible for this process. This step identifies the Faculty Approval Participant shown under Approval Steps on the Proposal Toolbox side of the form. If you are uncertain as to the Applicable Curriculum Unit, please contact the Division Dean for guidance.

Is this a proposal for a new General Education course requiring TBR approval?\*  Yes  No

The Is this a proposal for a new General Education course requiring TBR approval?\* field is a required field. The answer to this question should be carefully considered. If there is any doubt regarding its answer, please consult with the Office of Academic Affairs for clarification.

The answer determines if the President's approval is included in the required Approval Steps. If this question is answered incorrectly, the entire approval process for the course will have to be deleted and restarted at the Proposal Origination step which will delay the approval of the course.

Course Type\*

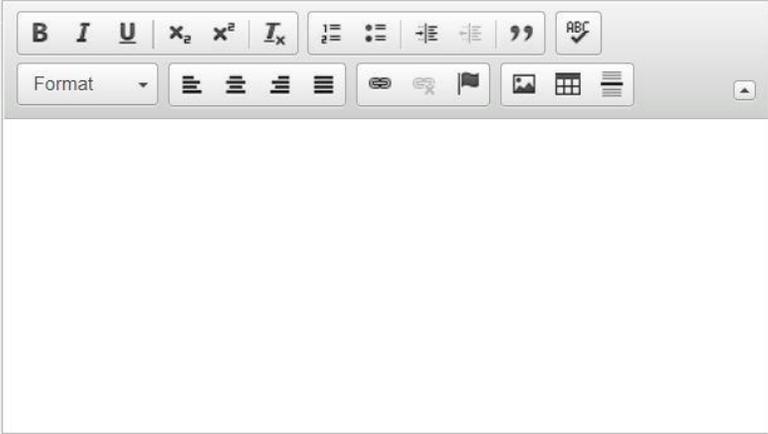
The Course Type\* field is a required field. Select the type that corresponds to the new course's character. Only one type should be entered.

The field is informational in nature. If a suitable type is not listed, contact a Walters State Curriculog administrator for assistance.

- Effective Term\*  Fall, Next Academic Year  
 Spring, Current Academic Year (requires VP approval)  
 Summer, Current Academic Year (requires VP approval)  
 Other (requires VP approval)

The Effective Term\* field is a required field. Enter the semester the new course will appear in the online catalog. Generally, submissions approved by February will be effective the next fall semester. Spring submissions after February are generally effective the fall semester of the next chronological year. Exceptions to these guidelines must be approved by the Vice President for Academic Affairs.

Proposal Summary\*



The Proposal Summary\* field is a required field. Enter a brief description as to why the new course is needed. Address any accreditation issues that may be present. Also, provide a justification for the course. The proposal is not considered complete without a sufficient justification statement. The justification statement is, therefore, required.

The format of the summary is not defined. However, the justification statement should be clearly distinguished in the text.

Prefix\*

The Prefix\* field is a required field. Select the Prefix that has been assigned to the course. Only one prefix should be entered. An example of a Prefix is ENGL.

If a new course Prefix is being used and does not appear on the pull-down list, you will need to contact a Walters State Curriculog administrator before proceeding.

Code\*

The **Code\*** field is a required field. Enter the Code that has been assigned to the course. Only one code should be entered. The Code must consist of four numeric digits. An example of a Code is 1010.

Do not use a Prefix/Code combination that has ever been used for any previous WSCC course without the approval of the Offices of Academic Affairs and Student Affairs.

Course Name (catalog)

The **Course Name (catalog)\*** field is a required field. Enter the name that has been assigned to the course. The name should not exceed 255 characters (including spaces) for catalog presentation purposes.

If a course name has been specified by a TBR Common Curriculum Committee, enter the name exactly as specified by the common curriculum document including abbreviations and special characters.

Course Name (Banner) (complete if Course Name exceeds 30 characters)

Banner allows only 30 characters (including spaces) for a course name. If the course name entered in **Course Name (catalog)\*** above exceeds 30 characters, please provide an appropriate abbreviation for the course name to be included in Banner presentations. If the course name does not exceed 30 characters, leave this field blank.

Course Level\*  College Level  
 Learning Support

The **Course Level\*** field is a required field. Choose the appropriate level. All college-level course numbers begin with 1000 or higher. Learning Support course numbers are those below 1000.

- Choose terms the course will be offered\*  F, S, Su.  
 F.  
 S.  
 Su.  
 F, S.  
 S, Su.  
 F, Su.  
 As Needed.

The Choose terms the course will be offered\* field is a required field. Select the term(s) the course will be offered. Only one term combination should be entered. Select As Needed if uncertainty exists as to the semesters the course will be offered.

The codes will be displayed following the course description in the catalog.

- Course Transfer Status\*  (T)  (NIT)

The Course Transfer Status\* field is a required field. If the proposed course is intended to transfer to senior institutions, choose (T) to reflect that transferability is likely. If the course is not intended to transfer, select (NIT) to reflect that transferability is unlikely. If you are unsure, contact the Office of Academic Affairs.

- Course Grading Mode\*  Standard Course Grading  
 Pass/Fail Course Grading

The Course Grading Mode\* field is a required field. Standard Course Grading assigns grades (A, B, C, D, or F) and assigns quality points included in the student's grade point average. Pass/Fail Course Grading (P or F) indicates whether the student received credit for passing the class but does not assign quality points included in the student's grade point average.

Choose Existing Programs impacted

Choose all degree/certificate programs that will include the new course. If the degree/certificate program is not listed, contact a Walters State Curriculum administrator for assistance. This field can accept multiple selections.

- Check all options that apply (and list pre/co/ or pre-co if applicable)\*  None  
 Pre-requisites  
 Co-requisites  
 Pre/Co-requisites

The Check all options that apply\* field is a required field. Check the appropriate box to specify that the course is subject to prerequisites, corequisites or pre/corequisites. If none, check the None box.

Prerequisite(s)



Format -

[Empty text area]

The Prerequisite(s) listing is required only if the Prerequisite checkbox is marked above. Include only prerequisites. Do not include combined pre/corequisites in this box. Separate more than one course with a comma. Separate "or" classes with "or." For example, in the box type MATH 1710, MATH 1720, INFS 1010 or BUSN 1360.

Insert a period at the end of the string.

Corequisite(s)



Format -

[Empty text area]

The Corequisite(s) listing is required only if the Corequisite checkbox is marked above. Include only corequisites. Do not include combined pre/corequisites in this box. Separate more than one course with a comma. Separate "or" classes with "or." For example, in the box type MATH 1710, MATH 1720, INFS 1010 or BUSN 1360.

Insert a period at the end of the string.

Pre/Corequisite(s)

The Pre/Corequisite(s) listing is required only if the Pre/Corequisite checkbox is marked above. List course(s) that must be taken either before or at the same time as this course. Separate more than one course with a comma. Separate "or" classes with "or". For example: MATH 1710, MATH 1720, INFS 1010 or BUSN 1360.

Insert a period at the end of the string.

This class can be  Yes  No  
repeated/ counted  
multiple times.

If yes, enter max  
number of hours  
allowed

If the class can be counted for a new grade and credit more than once, check the “Yes” button and enter the maximum number of allowed credit hours in the box below the question (i.e. Choir). If the class can only be counted for credit once in a student’s GPA, check the “Yes” button.

Faculty Workload  Yes  No  
(FLAC) standard  
calculation\*

The Faculty Workload (FLAC) standard calculation\* field is a required field. Select “Yes” if the workload calculation should be computed by the standard formula  $(\text{Credit Hours} + \text{Contact Hours})/2$ . Select No if the standard calculation does not apply to this class. If uncertain, contact the Office of Academic Affairs.

Course Credit Hrs\*

The Course Credit Hrs.\* field is a required field. Enter the number of credit hours the student will earn for successfully completing this course. This number is also the billed hours.

**Contact Hours Breakdown**

Lecture Hrs	<input type="text"/>	Lab Hrs	<input type="text"/>
Clinical Hrs	<input type="text"/>	Lec/Lab Combo Hrs	<input type="text"/>
Other Hrs	<input type="text"/>	Practicum Hrs	<input type="text"/>
Specify Other	<input type="text"/>		

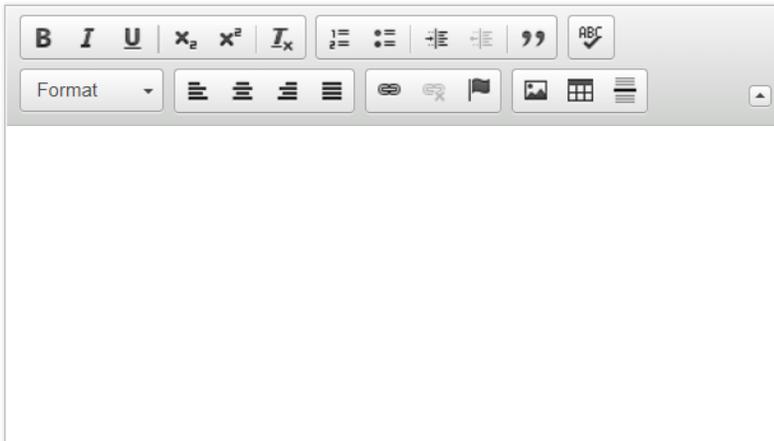
The seven fields above relate to Contact Hours. Enter the number of hours for each contact hour type. This may or may not add up to the Course Credit Hrs. entered above. For example, CITC 1300 is a 3 credit hour course with 2 contact hours for lecture and 2 contact hours for lab. Thus, because this course is a lecture/lab combo course, 3 should be entered in the Course Credit Hrs. field and 4 in the *Lec/Lab Combo Hrs.* field.

If this same class had a separate lab with a course number of its own, (i.e. CITC 1301) with 0 credit hours, CITC 1300 would be entered as 3 in the Course Credit Hrs. field and 2 in the *Lecture Hrs.* field. The Lab (CITC 1301) would be entered as 0 in the Course Credit Hrs. field and 2 in the *Lab Hrs.* field.

Most standard 3-hour courses will be shown as Course Credit Hrs. = 3 and *Lecture Hrs.* = 3.

Clinical hours, Practicum hours and Other hours should be entered as appropriate in the fields provided in the same manner as Lecture hrs.

List all past course(s) this new course will equate



A rich text editor toolbar is shown with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, insert link, image, table, and undo. Below the toolbar is a large, empty white text area for entering course numbers.

List all the previously taught courses to which this new course should equate. For example, if a new Computer Competency course were to be developed, but all the courses taught in the past seven years would still meet the requirements for all programs, in the box enter both INFS 1010 and CPSC 1100.

Course Description\*

The Course Description\* field is a required field. Enter the description narrative for the new course. The description listed will appear exactly as written in the catalog.

For a TBR Common Curriculum, the description must match the description in the Common Course Library.

This field is solely reserved for the Course Description. Do not include supplemental information such as statements about the ability to repeat the course for credit; the course not being allowed for credit if a similar course was previously taken; credit hours earned; prerequisites; etc. This information is entered elsewhere on the form.

Supplemental Information (follows course description)

Add any additional guidance needed to complete course information presented in the catalog. Examples include: May be repeated for a maximum of four (4) credit hours; Students cannot receive credit for both HUM 2200 and HIST 2200; MATH 1030 is not a general education mathematics course; Designed to be taken concurrently with MUS 1110; Required for freshman music majors. This information will follow the Course Description and appear before Pre/Corequisites, Terms offered and transferability status.

Course Credit  
Hours (contact  
hours catalog  
display)

This field is the catalog contact hours description field. It will appear at the end of the course description in the catalog. Enter the breakdown of contact hours **ONLY** if different than the credit hours and/or consists of more than one contact hour type.

Examples of the format used for most courses:

- 3 hours lecture/2 hours laboratory
- 3 hours lecture
- 2 hours laboratory
- 3 hours lecture/2 hours clinical/laboratory
- 1 hour lecture/3 hours clinical

This field will automatically be italicized.

Do not add a period at the end of the entry.

Is syllabus  Yes  No  
attached?\*

The **Is Syllabus attached\*** field is a required field. A proforma syllabus should be attached for all new courses not associated with the implementation of a mandated TBR Common Curriculum. For a mandated Common Curriculum change, if the new course is basically the replacement of a course currently being taught, the syllabus is not required to be attached. However, if the course is, in essence, a new course with content never taught, an attached proforma syllabus would be required.

Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.

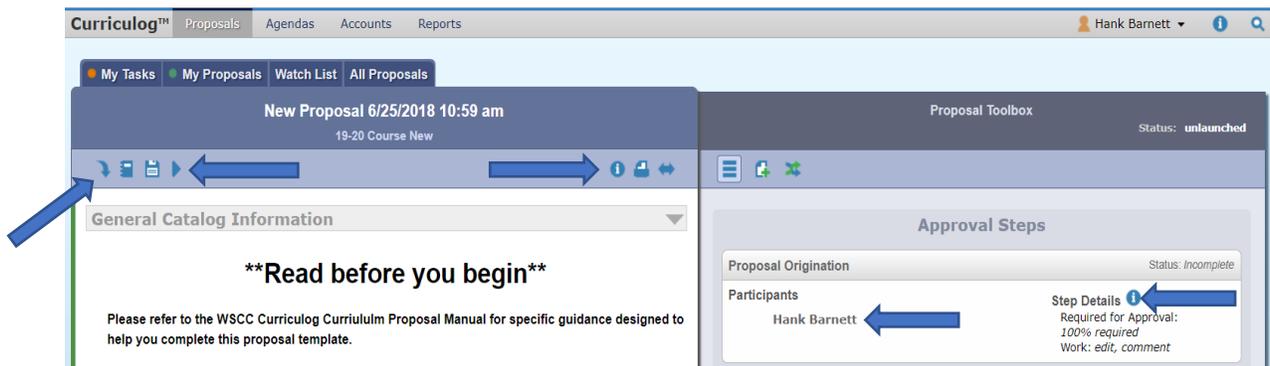
 Save All Changes

Be sure and save all changes by clicking  Save All Changes before exiting the form. Otherwise, your work could be lost.

# Chapter 4: Course Modification Proposal Approval Process

## Course Modification – Origination Steps

**Introduction:** Any person with Login credentials can originate a proposal within the system. To originate a proposal designed to modify an existing course in Curriculog, please follow the instructions below. As shown below, your name will appear as the Proposal Origination Participant shown under Approval Steps on the Proposal Toolbox side of the form. You can view an outline of the requirements for this approval step by clicking **Step Details** .

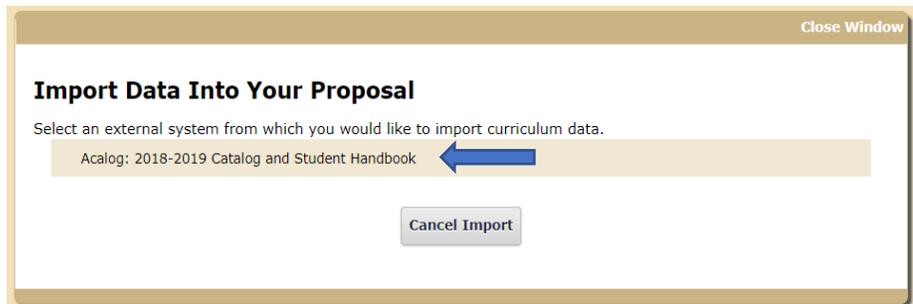


### Reminders Before You Begin

- Import existing course data from the catalog before entering any information on the proposal form.
- **Important:** After the Import process, make sure all required information has been imported into fields marked with an **orange asterisk (\*)**; however, it is best **NOT** make any other edits to the information until after the proposal has been Launched.
- You are encouraged to save your work as you progress by clicking  in the top right corner of the heading bar.

### Completion of the Proposal Origination Step:

1. **IMPORT** existing course data into the proposal. Click on the **Import icon**  in the top left corner of the heading bar. The following screen will appear.



Point to the external system listed. (Regarding the dates in the examples, only the current external system will be available for your selection.) Click on the  icon that will appear on the right side of the window. The Search screen will appear.

Click on the “Filter by field” box and choose the “Prefix” search option. Enter the prefix of the course you want to import for modification into the search field that appears. For example, use ENGL for English courses; use BUSN for business courses, etc.

Click on **Search Available Curriculum** and a listing of all courses with the specified prefix will appear. Choose the appropriate course from the listing to import into your course modification proposal.

Field Name	Data Preview	Import Field
General Catalog Information: Request for	Accounting Practice III No match was found The following option could not be imported: Accounting Practice III	<input type="checkbox"/>
General Catalog Information: Applicable Curriculum Unit	Walters State Community College No matches were found The following option could not be imported: Walters State Community College	<input type="checkbox"/>
General Catalog Information: Course Type	Accounting	<input checked="" type="checkbox"/>
General Catalog Information: Prefix	ACCT	<input checked="" type="checkbox"/>
General Catalog Information: Code	2414	<input checked="" type="checkbox"/>
General Catalog Information: Course Name (Catalog)	Accounting Practice III	<input checked="" type="checkbox"/>
General Catalog Information: Choose terms the course will be offered	S.	<input checked="" type="checkbox"/>
General Catalog Information: Course Transfer Status	(T) No match was found The following option could not be imported: (T)	<input type="checkbox"/>
General Catalog Information: Prerequisite(s)	ACCT 2412 with a grade of C or better.	<input checked="" type="checkbox"/>
General Catalog Information: Corequisite(s)	[no data]	<input type="checkbox"/>
General Catalog Information: Pre/Corequisite(s)	ACCT 2413.	<input checked="" type="checkbox"/>
General Catalog Information: Course Credit Hours	4	<input checked="" type="checkbox"/>
General Catalog Information: Course Description	This course applies accounting practice environment skills and develops advanced accounting problem-solving abilities related to practice engagement objectives and outcomes.	<input checked="" type="checkbox"/>
General Catalog Information: Supplemental Information (follows course description)	[no data]	<input type="checkbox"/>
General Catalog Information: Course Credit Hours (contact hours catalog display)	[no data]	<input type="checkbox"/>

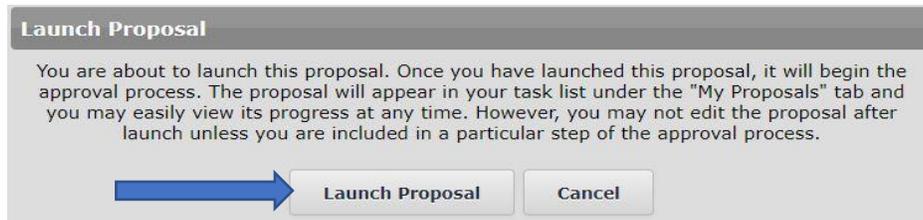
The Import Data Into Your Proposal box will appear. Do not concern yourself with the orange error messages. Simply click the **Import This Item** selection and the appropriate information will populate the proposal form.

2. TURN ON help text before starting the proposal by clicking the **Help icon**  in the top right corner of the heading bar.

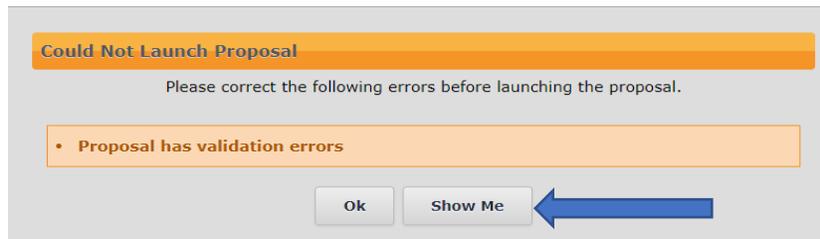
3. **FILL IN** only those fields marked with an **orange asterisk (\*)** that are blank or contain error messages. These fields are required and must be entered prior to Launch. Do not change any information imported until the proposal has been Launched. You will not be able to Launch the proposal without completing the required fields. See Form Completion Instructions by Item Listed.

**Important: It is best NOT to edit any information that was imported or add any additional information until the proposal has been Launched.**

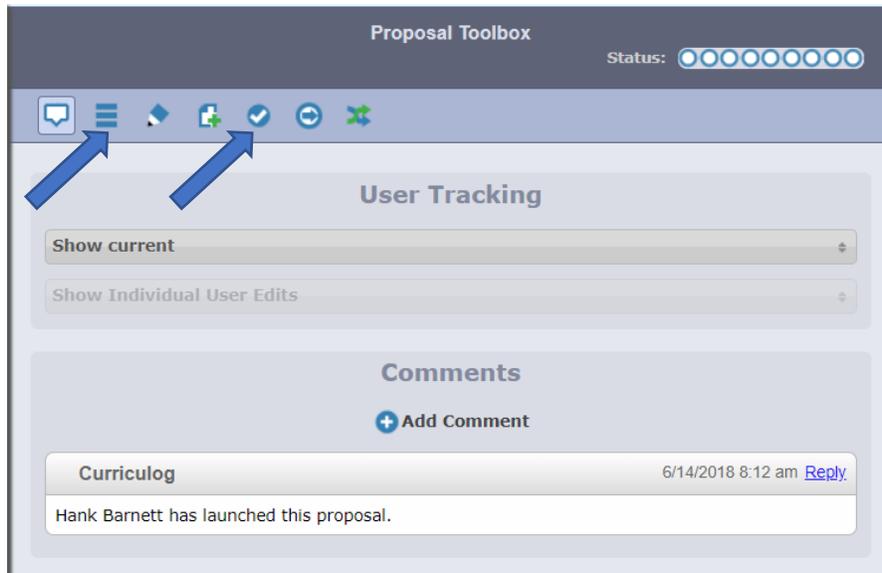
4. **LAUNCH** the proposal by clicking the **Launch icon**  in the top left corner of the heading bar. The following **Launch Proposal** message will appear if all required fields have been entered.



If the **Could Not Launch Proposal** message box appears, you have not entered all the required information indicated with an **orange asterisk (\*)**. Click the **Show Me** option on the message to be taken to the missing information fields within the form. Input the required information and return to Step 4. and Launch the proposal again.



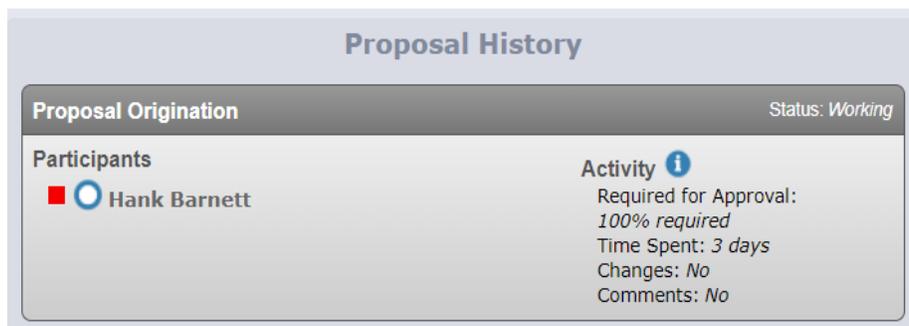
When the **Launch Proposal** message box appears, click on the **Launch Proposal** option. Once the Launch is complete, you will be returned to the proposal input screen. On the right side of the screen will be your Proposal Toolbox **Discussion page**  as is shown below.



5. EDIT the information on the proposal form as necessary. Information can be added or deleted. These edits will be tracked. Edits made prior to Launch will not be fully tracked. When editing a form field after Launch, you will be asked to save your work before moving to a subsequent field.

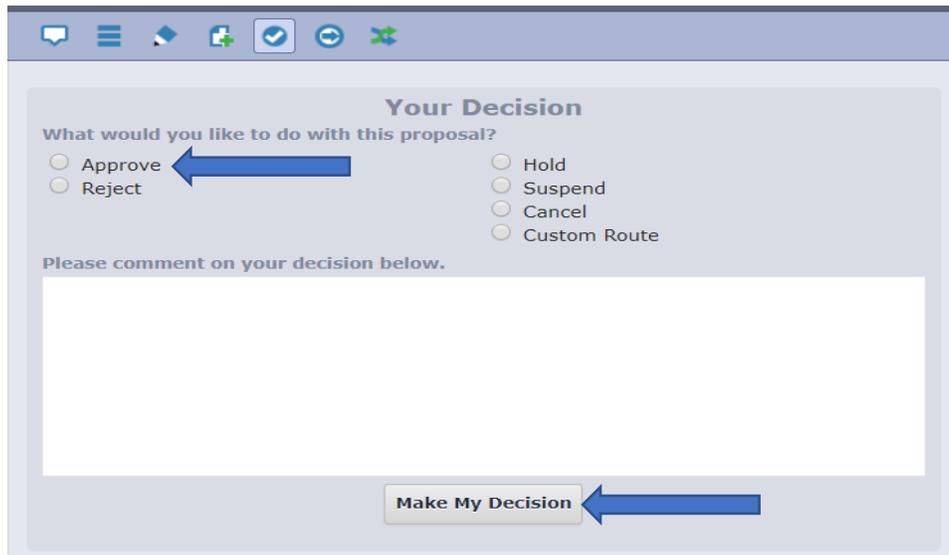
See Form Completion Instructions by Item Listed.

After edits are complete and saved, click on the Proposal Toolbox **Status icon**  and Proposal History will appear.



Notice the  symbol next to the originator's name. This symbol indicates that no decision on the proposal has been made by the originator. Once the proposal has been "approved" by the originator, the symbol will appear as .

6. APPROVE the proposal origination. To approve the **Proposal Origination** step, click on the Proposal Toolbox **Decision icon** . The following input screen will appear as shown below.



**Your Decision**

What would you like to do with this proposal?

Approve 

Reject

Hold

Suspend

Cancel

Custom Route

Please comment on your decision below.

**Make My Decision** 

The objective at this point is to “Approve” the proposal so it can move on to the **Faculty Approval** step. You should click  Approve and then click the **Make My Decision** box to finalize the Proposal’s Origination Step.

If for some reason you do not feel that you can click “Approve,” please contact your Division Dean for assistance with any issues that may be preventing the step’s approval.

## Course Modification – Form Completion Instructions by Item Listed

Catalog Year Proposal Will Become Effective (if approved)\*

The [Catalog Year Proposal Will Become Effective \(if approved\)\\*](#) field is a required field. Select [the appropriate academic year](#) corresponding with the year the proposal is being submitted for catalog inclusion.

Request for\*

The [Request for\\*](#) field is a required field. Select [Course Modification](#) option (which is the only option available).

Applicable Curriculum Unit\*

The [Applicable Curriculum Unit\\*](#) field is a required field. Select the academic area under which this modified course will be managed. Only one unit should be entered.

The purpose of this field is to assign the faculty member who is considered to be proposing the modified course and is responsible for its review and approval. Each unit has been assigned a faculty member responsible for this process. This step identifies the [Faculty Approval Participant](#) shown under Approval Steps on the Proposal Toolbox side of the form. If you are uncertain as to the Applicable Curriculum Unit, please contact the Division Dean for guidance.

Is this a proposal for a new General Education course requiring TBR approval?\*  Yes  No

The [Is this a proposal for a new General Education course requiring TBR approval?\\*](#) field is a required field. The answer to this question should be carefully considered. If there is any doubt regarding its answer, please consult with the Office of Academic Affairs for clarification.

The answer determines if the President's approval is included in the required Approval Steps. If this question is answered incorrectly, the entire approval process for the course will have to be deleted and restarted at the Proposal Origination step which will delay the approval of the course.

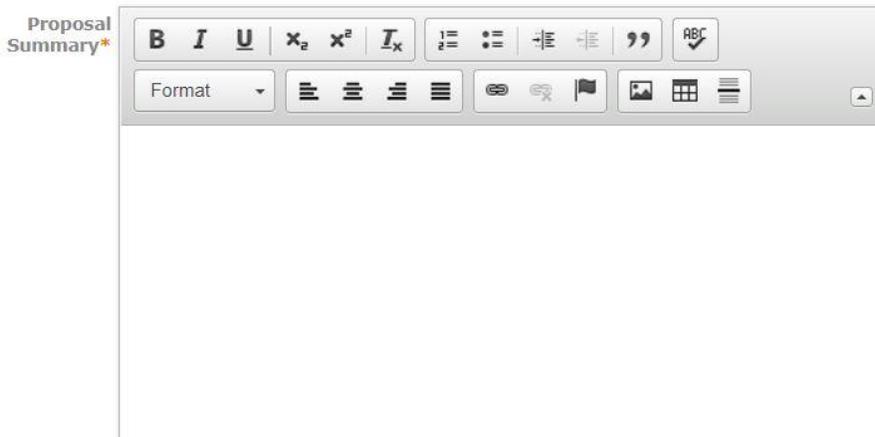
Course Type\*

The **Course Type\*** field is a required field. Select the type that corresponds to the modified course's character. Only one type should be entered.

The field is informational in nature. If a suitable type is not listed, contact a Walters State Curriculog administrator for assistance.

- Effective Term\*  Fall, Next Academic Year  
 Spring, Current Academic Year (requires VP approval)  
 Summer, Current Academic Year (requires VP approval)  
 Other (requires VP approval)

The **Effective Term\*** field is a required field. Enter the semester the modified course will appear in the online catalog. Generally, submissions approved by February will be effective the next fall semester. Spring submissions after February are generally effective the fall semester of the next chronological year. Exceptions to these guidelines must be approved by the Vice President for Academic Affairs.



The **Proposal Summary\*** field is a required field. Enter a brief description as to why the course is being modified. Address any accreditation issues that may be present. Also, provide a justification for course changes. The proposal is not considered complete without a sufficient justification statement. The justification statement is, therefore, required.

The format of the summary is not defined. However, the justification statement should be clearly distinguished in the text.

Prefix\*

The **Prefix\*** field is a required field. Select the Prefix that has been assigned to the course. Only one prefix should be entered. An example of a Prefix is ENGL.

Code\*

The **Code\*** field is a required field. Enter the Code that has been assigned to the course. Only one code should be entered. The Code must consist of four numeric digits. An example of a Code is 1010.

Do not use a Prefix/Code combination that has ever been used for any previous WSCC course without the approval of the Offices of Academic Affairs and Student Affairs.

Course Name (catalog)

The **Course Name (catalog)\*** field is a required field. Enter the name that has been assigned to the course. The name should not exceed 255 characters (including spaces) for catalog presentation purposes.

If a course name has been specified by a TBR Common Curriculum Committee, enter the name exactly as specified by the common curriculum document including abbreviations and special characters.

Course Name (Banner)   
(complete if Course Name exceeds 30 characters)

Banner allows only 30 characters (including spaces) for a course name. If the course name entered in **Course Name (catalog)\*** above exceeds 30 characters, please provide an appropriate abbreviation for the course name to be included in Banner presentations. If the course name does not exceed 30 characters, leave this field blank.

Course Level\*  College Level  
 Learning Support

The **Course Level\*** field is a required field. Choose the appropriate level. All college-level course numbers begin with 1000 or higher. Learning Support course numbers are those below 1000.

- Choose terms the course will be offered\*  F, S, Su.  
 F.  
 S.  
 Su.  
 F, S.  
 S, Su.  
 F, Su.  
 As Needed.

The Choose terms the course will be offered\* field is a required field. Select the term(s) the course will be offered. Only one term combination should be entered. Select As Needed if uncertainty exists as to the semesters the course will be offered.

The codes will be displayed following the course description in the catalog.

- Course Transfer Status\*  (T)  (NIT)

The Course Transfer Status\* field is a required field. If the modified course is intended to transfer to senior institutions, choose (T) to reflect that transferability is likely. If the course is not intended to transfer, select (NIT) to reflect that transferability is unlikely. If you are unsure, contact the Office of Academic Affairs.

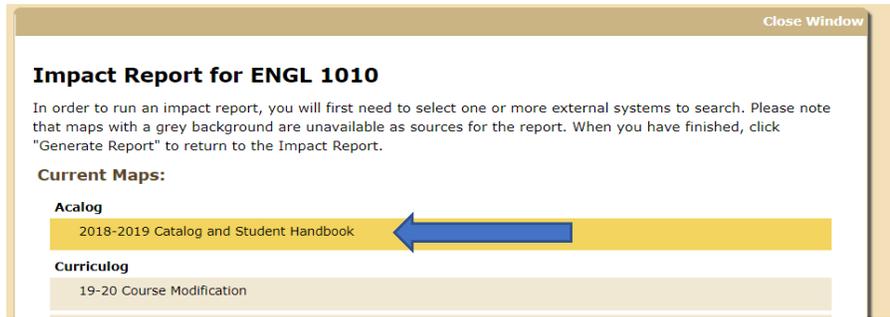
- Course Grading Mode\*  Standard Course Grading  
 Pass/Fail Course Grading

The Course Grading Mode\* field is a required field. Standard Course Grading assigns grades (A, B, C, D, or F) and assigns quality points included in the student's grade point average. Pass/Fail Course Grading (P or F) indicates whether the student received credit for passing the class but does not assign quality points included in the student's grade point average.

Choose Existing Programs impacted

Choose all degree/certificate programs that include the modified course. If the degree/certificate program is not listed, contact a Walters State Curriculum administrator for assistance. This field can accept multiple selections.

If the course is a requirement of more than five degree/certificate programs, please attach an **Impact Report**. To run the Impact Report, click on  in the top left corner of the heading bar. The Impact Report screen will appear as shown below.

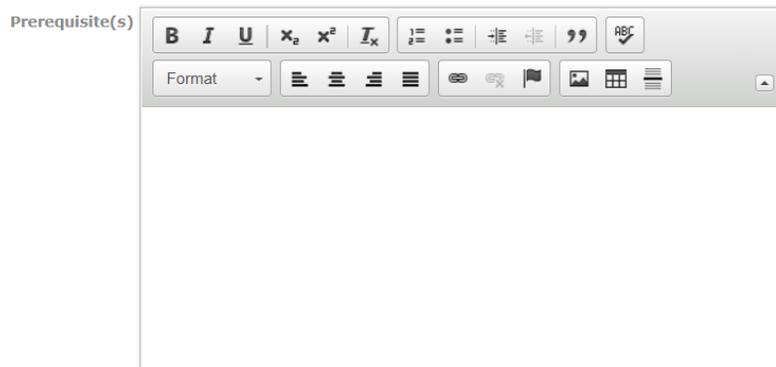


Click on the Acalog Current Map and it will change to a golden color. (Do not click on any Curriculog Map.) Click on **Generate Report** at the bottom of the screen to run the report. Print the Impact Report to a .pdf file and attach it to the proposal.

Attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.

- Check all options that apply (and list pre/co/ or pre-co if applicable)\*
- None
  - Pre-requisites
  - Co-requisites
  - Pre/Co-requisites

The Check all options that apply\* field is a required field. Check the appropriate box to specify that the course is subject to prerequisites, corequisites or pre/corequisites. If none, check the None box.



The Prerequisite(s) listing is required only if the Prerequisite checkbox is marked above. Include only prerequisites. Do not include combined pre/corequisites in this box. Separate more than one course with a comma. Separate "or" classes with "or." For example, in the box type MATH 1710, MATH 1720, INFS 1010 or BUSN 1360.

Insert a period at the end of the string.

Corequisite(s)

The Corequisite(s) listing is required only if the Corequisite checkbox is marked above. Include only corequisites. Do not include combined pre/corequisites in this box. Separate more than one course with a comma. Separate "or" classes with "or." For example, in the box type MATH 1710, MATH 1720, INFS 1010 or BUSN 1360.

Insert a period at the end of the string.

Pre/Corequisite(s)

The Pre/Corequisite(s) listing is required only if the Pre/Corequisite checkbox is marked above. List course(s) that must be taken either before or at the same time as this course. Separate more than one course with a comma. Separate "or" classes with "or". For example: MATH 1710, MATH 1720, INFS 1010 or BUSN 1360.

Insert a period at the end of the string.

This class can be  Yes repeated/ counted multiple times

If yes, enter max number of hours allowed

If the class can be counted for a new grade and credit more than once, check the “Yes” button and enter the maximum number of allowed credit hours in the box below the question (i.e. Choir). If the class can only be counted for credit once in a student’s GPA, leave the questions unanswered.

Faculty Workload (FLAC) standard calculation\*  Yes  No

The Faculty Workload (FLAC) standard calculation\* field is a required field. Select “Yes” if the workload calculation should be computed by the standard formula  $(\text{Credit Hours} + \text{Contact Hours})/2$ . Select No if the standard calculation does not apply to this class. If uncertain, contact the Office of Academic Affairs.

Course Credit Hrs\*

The Course Credit Hrs.\* field is a required field. Enter the number of credit hours the student will earn for successfully completing this course. This number is also the billed hours.

**Contact Hours Breakdown**

Lecture Hrs	<input type="text"/>	Lab Hrs	<input type="text"/>
Clinical Hrs	<input type="text"/>	Lec/Lab Combo Hrs	<input type="text"/>
Other Hrs	<input type="text"/>	Practicum Hrs	<input type="text"/>
Specify Other	<input type="text"/>		

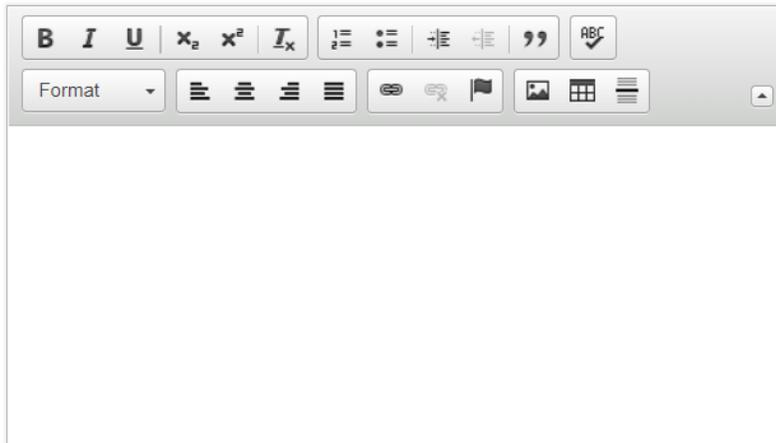
The seven fields above relate to Contact Hours. Enter the number of hours for each contact hour type. This may or may not add up to the Course Credit Hrs. entered above. For example, CITC 1300 is a 3 credit hour course with 2 contact hours for lecture and 2 contact hours for lab. Thus, because this course is a lecture/lab combo course, 3 should be entered in the Course Credit Hrs. field and 4 in the *Lec/Lab Combo Hrs.* field.

If this same class had a separate lab with a course number of its own (i.e. CITC 1301) with 0 credit hours, CITC 1300 would be entered as 3 in the Course Credit Hrs. field and 2 in the *Lecture Hrs.* field. The Lab (CITC 1301) would be entered as 0 in the Course Credit Hrs. field and 2 in the *Lab Hrs.* field.

Most standard 3-hour courses will be shown as Course Credit Hrs. = 3 and *Lecture Hrs.* = 3.

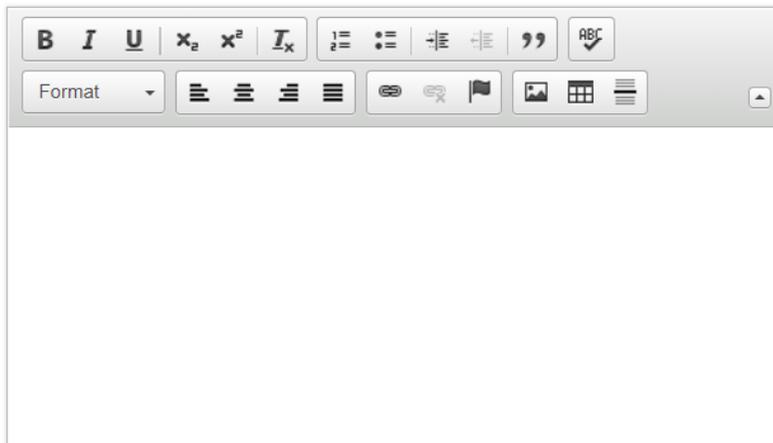
Clinical hours, Practicum hours and Other hours should be entered as appropriate in the fields provided in the same manner as Lecture hrs.

List all past course(s) this new course will equate



List all the previously taught courses to which this modified course should equate. For example, if the modified course is INFS 1010 (which is a computer competency course) and all the competency courses taught in the past seven years would still meet the requirements for all programs, in the box enter CPSC 1100.

Course Description\*

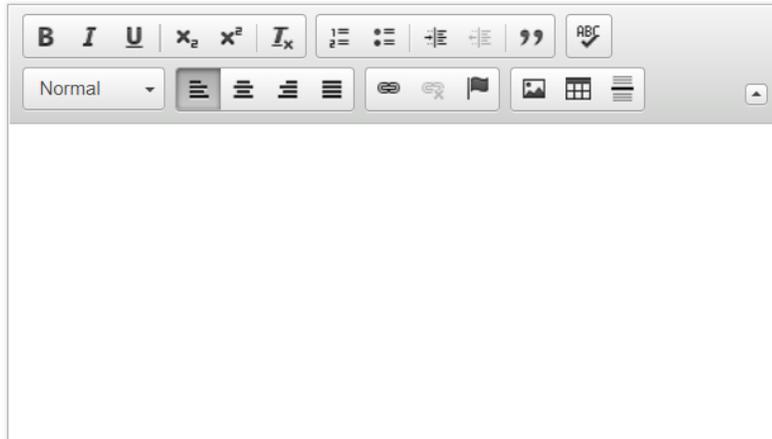


The Course Description\* field is a required field. Enter the description narrative for the modified course. The description listed will appear exactly as written in the catalog.

For a TBR Common Curriculum, the description must match the description in the Common Course Library.

This field is solely reserved for the Course Description. Do not include supplemental information such as statements about the ability to repeat the course for credit; the course not being allowed for credit if a similar course was previously taken; credit hours earned; prerequisites; etc. This information is entered elsewhere on the form.

Supplemental Information (follows course description)



Add any additional guidance needed to complete course information presented in the catalog. Examples include: May be repeated for a maximum of four (4) credit hours; Students cannot receive credit for both HUM 2200 and HIST 2200; MATH 1030 is not a general education mathematics course; Designed to be taken concurrently with MUS 1110; Required for freshman music majors. This information will follow the Course Description and appear before Pre/Corequisites, Terms Offered and Transferability status.

Course Credit Hours (contact hours catalog display)

This field is the catalog contact hours description field. It will appear at the end of the course description in the catalog. Enter the breakdown of contact hours ONLY if different than the credit hours and/or consists of more than one contact hour type.

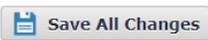
Examples of the format used for most courses:

- 3 hours lecture/2 hours laboratory
- 3 hours lecture
- 2 hours laboratory
- 3 hours lecture/2 hours clinical/laboratory
- 1 hour lecture/3 hours clinical

This field will automatically be italicized.

Do not add a period at the end of the entry.

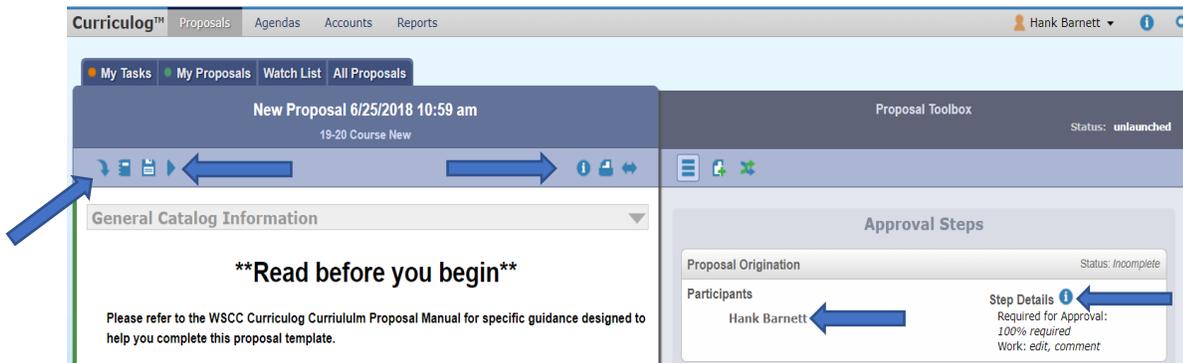


Be sure and save all changes by clicking  before exiting the form. Otherwise, your work could be lost.

# Chapter 5: Course Termination Proposal Approval Process

## Course Termination – Origination Steps

**Introduction:** Any person with Login credentials can originate a proposal within the system. To originate a proposal designed to terminate an existing course in Curriculog, please follow the instructions below. As shown below, your name will appear as the Proposal Origination Participant shown under Approval Steps on the Proposal Toolbox side of the form. You can view an outline of the requirements for this approval step by clicking **Step Details** .

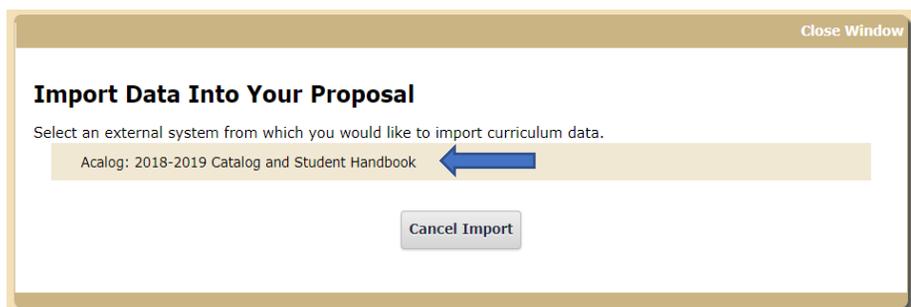


### Reminders Before You Begin

- Import existing course data from the catalog before entering any information on the proposal form.
- After the Import process, make sure all required information has been entered into fields marked with an **orange asterisk (\*)**. You will not be able to Launch the proposal without completing the required fields.
- You are encouraged to save your work as you progress by clicking  in the top right corner of the heading bar.

### Completion of the Proposal Origination Step:

1. IMPORT existing course data into the proposal. Click on the **Import icon**  in the top left corner of the heading bar. The following screen will appear.



Point to the external system listed. (Regarding the dates in the examples, only the current external system will be available for your selection.) Click on the  icon that will appear on the right side of the window. The Search screen will appear.

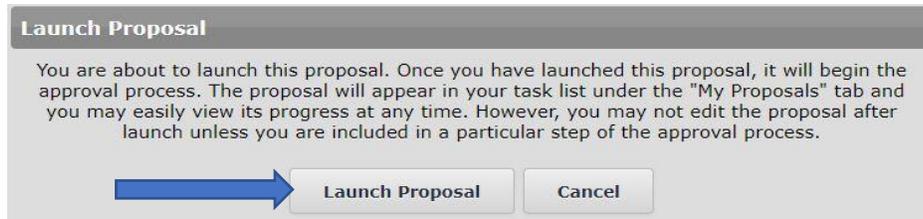
Click on the “Filter by field” box and choose the “Prefix” search option. Enter the prefix of the course you want to import for termination into the search field that appears. For example, use ENGL for English courses; use BUSN for business courses, etc.

Click on  and a listing of all courses with the specified prefix will appear. Choose the appropriate course from the listing to import into your course termination proposal.

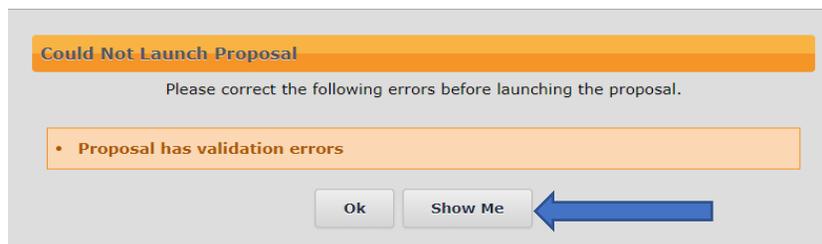
Field Name	Data Preview	Import Field
General Catalog Information: Request for	Accounting Practice III No match was found The following option could not be imported: Accounting Practice III	<input type="checkbox"/>
General Catalog Information: Applicable Curriculum Unit	Walters State Community College No matches were found The following option could not be imported: Walters State Community College	<input type="checkbox"/>
General Catalog Information: Course Type	Accounting	<input checked="" type="checkbox"/>
General Catalog Information: Prefix	ACCT	<input checked="" type="checkbox"/>
General Catalog Information: Code	2414	<input checked="" type="checkbox"/>
General Catalog Information: Course Name (Catalog)	Accounting Practice III	<input checked="" type="checkbox"/>
General Catalog Information: Choose terms the course will be offered	S.	<input checked="" type="checkbox"/>
General Catalog Information: Course Transfer Status	(1) No match was found The following option could not be imported: (1)	<input type="checkbox"/>
General Catalog Information: Prerequisite(s)	ACCT 2412 with a grade of C or better.	<input checked="" type="checkbox"/>
General Catalog Information: Corequisite(s)	[no data]	<input type="checkbox"/>
General Catalog Information: Pre/Corequisite(s)	ACCT 2413.	<input checked="" type="checkbox"/>
General Catalog Information: Course Credit Hours	4	<input checked="" type="checkbox"/>
General Catalog Information: Course Description	This course applies accounting practice environment skills and develops advanced accounting problem-solving abilities related to practice engagement objectives and outcomes.	<input checked="" type="checkbox"/>
General Catalog Information: Supplemental Information (follows course description)	[no data]	<input type="checkbox"/>
General Catalog Information: Course Credit Hours (contact hours catalog display)	[no data]	<input type="checkbox"/>

The Import Data Into Your Proposal box will appear. Do not concern yourself with the orange error messages. Simply click the  selection and the appropriate information will populate the proposal form.

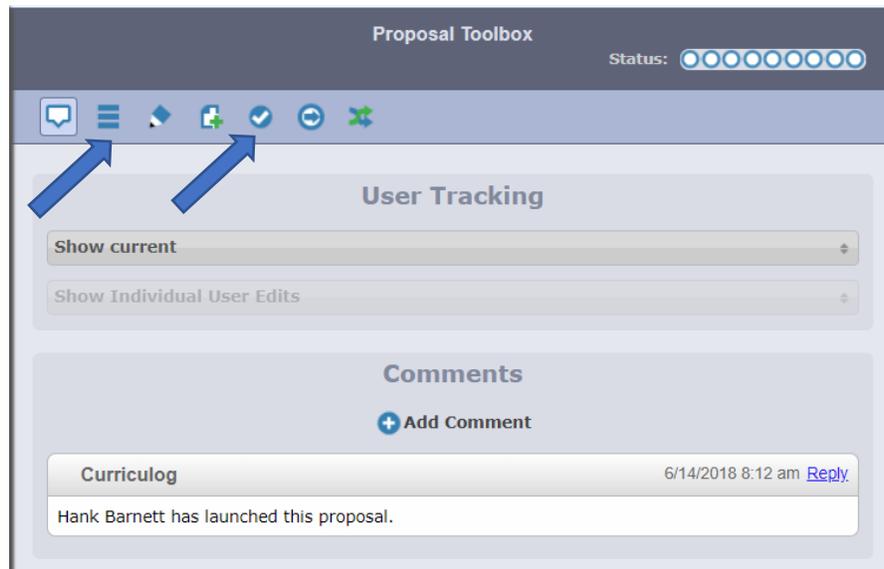
2. **TURN ON** help text before starting the proposal by clicking the **Help icon**  in the top right corner of the heading bar.
3. **FILL IN** all applicable fields. All fields marked with an **orange asterisk (\*)** are required and must be entered. You will not be able to Launch the proposal without completing the required fields. See Form Completion Instructions by Item Listed.
4. **LAUNCH** the proposal by clicking the **Launch icon**  in the top left corner of the heading bar. The following **Launch Proposal** message will appear if all required fields have been entered.



If the **Could Not Launch Proposal** message box appears, you have not entered all the required information indicated with an **orange asterisk (\*)**. Click the **Show Me** option on the message to be taken to the missing information fields within the form. Input the required information and return to Step 4. and Launch the proposal again.



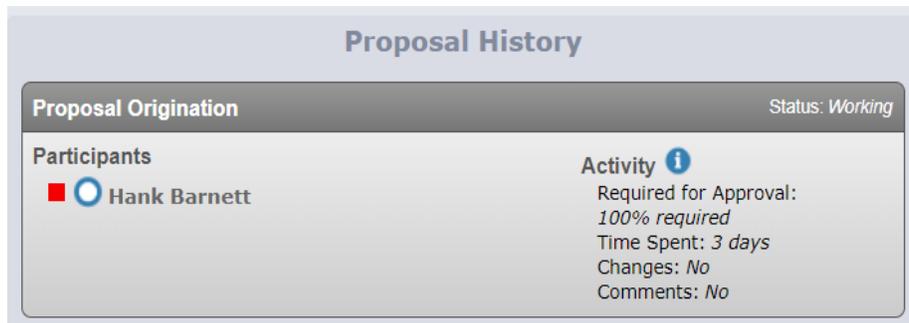
When the **Launch Proposal** message box appears, click on the **Launch Proposal** option. Once the Launch is complete, you will be returned to the proposal input screen. On the right side of the screen will be your Proposal Toolbox **Discussion page**  as is shown below.



5. EDIT the information on the proposal form as necessary. Information can be added or deleted. These edits will be tracked. Edits made prior to Launch will not be fully tracked. When editing a form field after Launch, you will be asked to save your work before moving to a subsequent field.

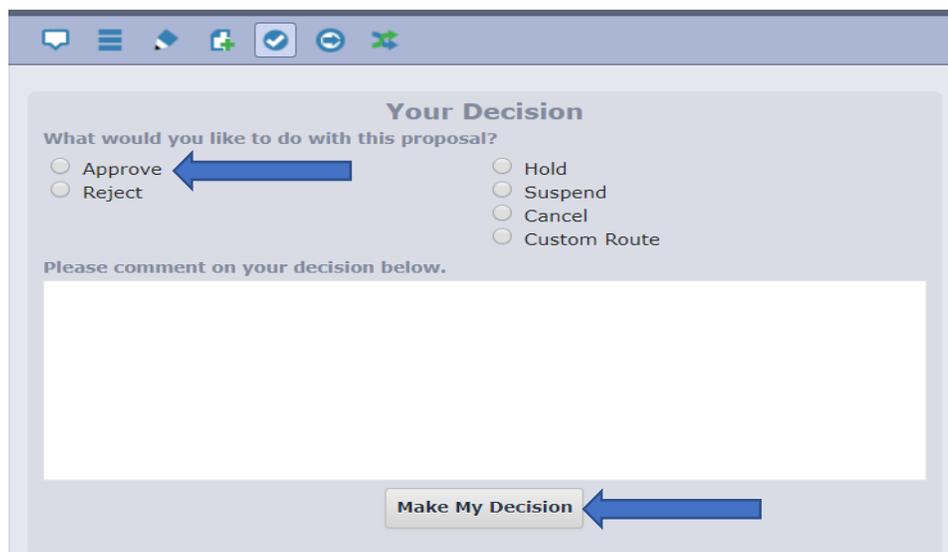
See Form Completion Instructions by Item Listed.

After edits are complete and saved, click on the Proposal Toolbox **Status icon**  and Proposal History will appear.



Notice the  symbol next to the originator’s name. This symbol indicates that no decision on the proposal has been made by the originator. Once the proposal has been “approved” by the originator, the symbol will appear as .

6. **APPROVE** the proposal origination. To approve the Proposal Origination step, click on the Proposal Toolbox Decision icon . The following input screen will appear as shown below.



The objective at this point is to “Approve” the proposal so it can move on to the **Faculty Approval** step. You should click  Approve and then click the **Make My Decision** box to finalize the Proposal’s Origination Step.

If for some reason you do not feel that you can click “Approve,” please contact your Division Dean for assistance with any issues that may be preventing the step’s approval.

## Course Termination – Form Completion Instructions by Item Listed

Catalog Year Proposal Will Become Effective (if approved)\*

The Catalog Year Proposal Will Become Effective (if approved)\* field is a required field. Select the appropriate academic year corresponding with the year the proposal is being submitted for catalog inclusion.

Request for\*

The Request for\* field is a required field. Select Course Termination option (which is the only option available).

Applicable Curriculum Unit\*

The Applicable Curriculum Unit\* field is a required field. Select the academic area under which this terminated course has been managed. Only one unit should be entered.

The purpose of this field is to assign the faculty member who is considered to be proposing the course termination and is responsible for its review and approval. Each unit has been assigned a faculty member responsible for this process. This step identifies the Faculty Approval Participant shown under Approval Steps on the Proposal Toolbox side of the form. If you are uncertain as to the Applicable Curriculum Unit, please contact the Division Dean for guidance.

Is this a proposal to terminate a General Education course requiring TBR approval?\*  Yes  No

The Is this a proposal to terminate a General Education course requiring TBR approval?\* field is a required field. The answer to this question should be carefully considered. If there is any doubt regarding its answer, please consult with the Office of Academic Affairs for clarification.

The answer determines if the President's approval is included in the required Approval Steps. If this question is answered incorrectly, the entire approval process for the course will have to be deleted and restarted at the Proposal Origination step which will delay the approval of the course.

Course Type\*

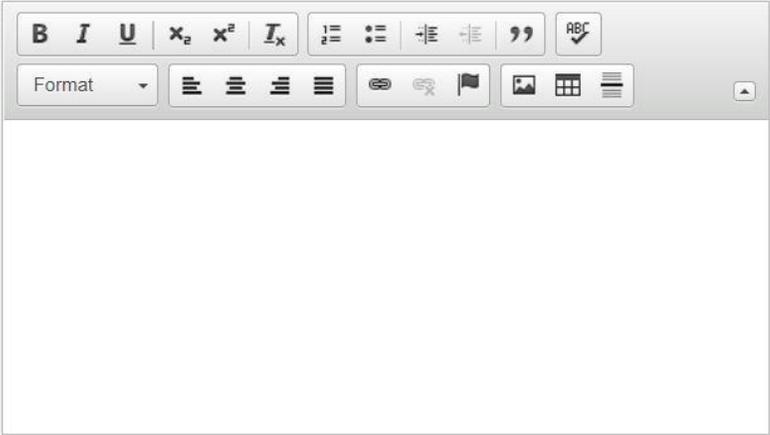
The Course Type\* field is a required field. Select the type that corresponds to the terminated course's character. Only one type should be entered.

The field is informational in nature. If a suitable type is not listed, contact a Walters State Curriculog administrator for assistance.

- Effective Term\*  Fall, Next Academic Year  
 Spring, Current Academic Year (requires VP approval)  
 Summer, Current Academic Year (requires VP approval)  
 Other (requires VP approval)

The Effective Term\* field is a required field. Enter the semester the terminated course will be deleted from the online catalog. Generally, submissions approved by February will be effective the next fall semester. Spring submissions after February are generally effective the fall semester of the next chronological year. Exceptions to these guidelines must be approved by the Vice President for Academic Affairs.

Proposal Summary\*



The Proposal Summary\* field is a required field. Enter a brief description as to why the course is being terminated. Provide a justification for terminating the course. The proposal is not considered complete without a sufficient justification statement. The justification statement is, therefore, required.

The format of the summary is not defined. However, the justification statement should be clearly distinguished in the text.

- Select to Convert  Inactive-Hidden  
to Inactive Status  
(Required)\*

The Select to Convert to Inactive Status\* field is a required field. Marking the “Inactive-  
Hidden” selection is required; otherwise, the course will not be terminated and will continue to appear in the catalog.

Prefix\*

The **Prefix\*** field is a required field. Select the Prefix that has been assigned to the course. Only one prefix should be entered. An example of a Prefix is ENGL.

Code\*

The **Code\*** field is a required field. Enter the Code that has been assigned to the course. Only one code should be entered. The Code must consist of four numeric digits. An example of a Code is 1010.

Course Name (catalog)

The **Course Name (catalog)\*** field is a required field. Enter the name that has been assigned to the course.

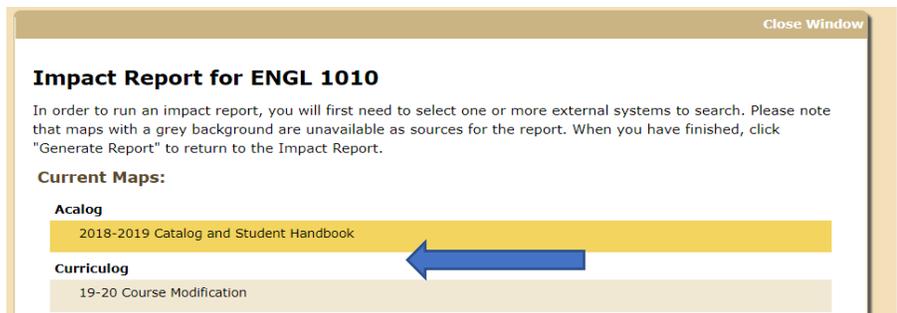
Course Level\*  College Level  
 Learning Support

The **Course Level\*** field is a required field. Choose the appropriate level. All college-level course numbers begin with 1000 or higher. Learning Support course numbers are those below 1000.

Choose Existing Programs impacted

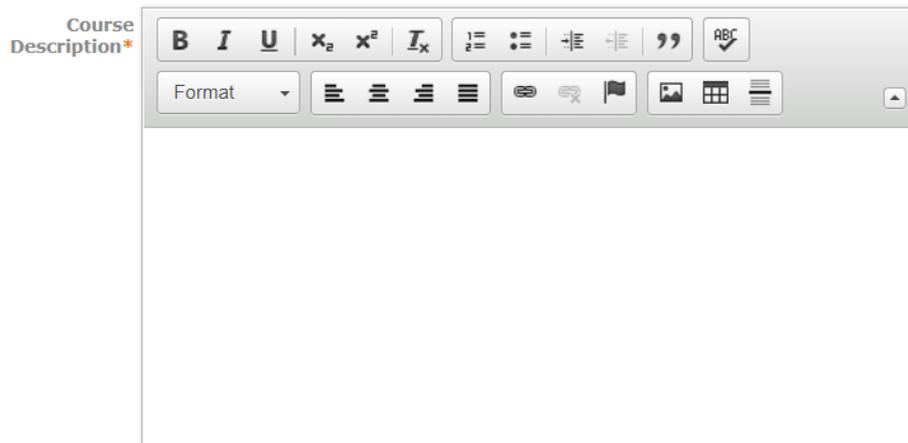
Choose all degree/certificate programs that include the terminated course. If the degree/certificate program is not listed, contact a Walters State Curriculum administrator for assistance. This field can accept multiple selections.

If the course is a requirement of more than five degree/certificate programs, please attach an **Impact Report in lieu of completing this field.** To run the Impact Report, click on  in the top left corner of the heading bar. The Impact Report screen will appear as shown below.



Click on the Acalog Current Map and it will change to a golden color. (Do not click on any Curriculog Map.) Click on  at the bottom of the screen to run the report. Print the Impact Report to a .pdf file and attach it to the proposal.

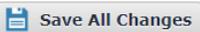
Attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.



The image shows a rich text editor interface. On the left, the text "Course Description\*" is displayed. The editor's toolbar includes the following icons from left to right: Bold (B), Italic (I), Underline (U), Subscript (x<sub>2</sub>), Superscript (x<sup>2</sup>), Strikethrough (I~~x~~), Bulleted List, Numbered List, Indent, Outdent, Quote, and ABC. Below the toolbar is a "Format" dropdown menu and a set of alignment icons (left, center, right, justified). The main editing area is currently empty.

The Course Description\* field is a required field. Importing the course will enter the description narrative for the terminated course. No edits should be required.



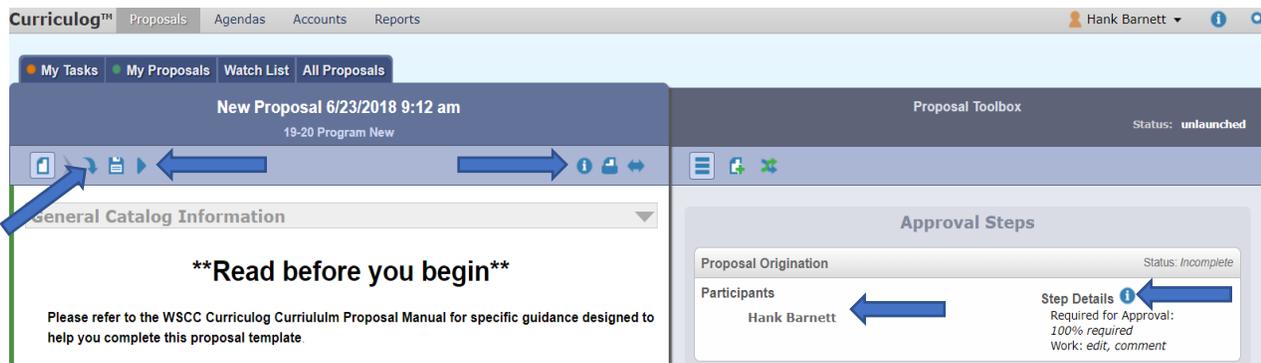
Be sure and save all changes by clicking  before exiting the form. Otherwise, your work could be lost.

## Chapter 6: Program New Proposal Approval Process

### Program New – Origination Steps

**Introduction:** Any person with Login credentials can originate a proposal within the system. To originate a proposal creating an entirely new academic program (degree/certificate) in Curriculog, please follow the instructions below. As shown below, your name will appear as the Proposal Origination Participant shown under Approval Steps on the Proposal Toolbox side of the form. You can view an outline of the requirements for this approval step by clicking Step Details .

Do not use this approval process to modify an existing program.

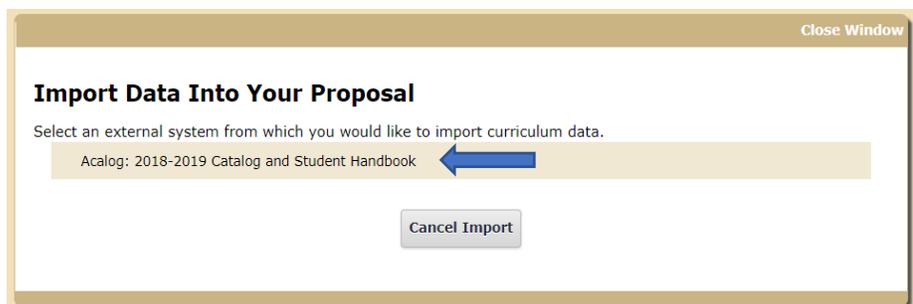


### Reminders Before You Begin

- Through Curriculog, create all Course New proposals that will be included in the new program prior to creating a Program New proposal.
- Import the degree-specific or certificate program template from the catalog before entering any information on the proposal form.
- **Important:** After the Import process, make sure all required information has been imported into fields marked with an **orange asterisk (\*)**.
- You are encouraged to save your work as you progress by clicking  in the top right corner of the heading bar.

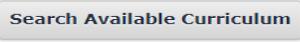
### Completion of the Proposal Origination Step:

1. IMPORT the degree-specific or certificate program template into the proposal. Click on the **Import icon**  in the top left corner of the heading bar. The following screen will appear.

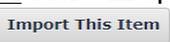


Point to the external system listed. (Regarding the dates in the examples, only the current external system will be available for your selection.) Click on the  icon that will appear on the right side of the window. The Search screen will appear.

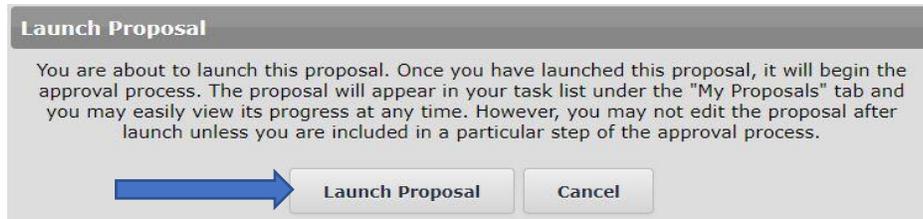
Click on the “Filter by field” box and choose the “Name” search option. Enter **Template** into the search field that appears.

Click on  and a listing of all available degree and certificate program templates will appear. Choose the appropriate degree or certificate program template from the listing to import it into your new program proposal. If your degree type is not listed, please contact a WSCC Curriculog administrator for assistance.

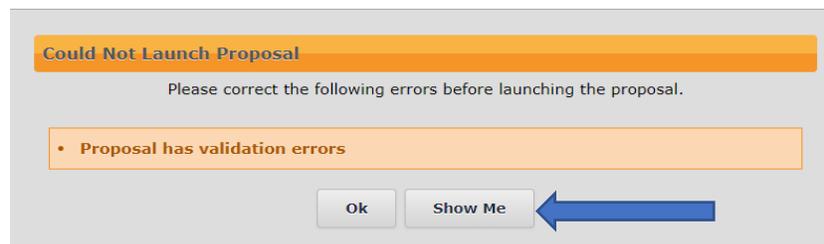
Field Name	Data Preview	Import Field
General Catalog Information: Request for	Template for A.S Degree Program No matches were found The following option could not be imported: Template for A.S Degree Program	<input type="checkbox"/>
General Catalog Information: Applicable Curriculum Unit	Walters State Community College No matches were found The following option could not be imported: Walters State Community College	<input type="checkbox"/>
General Catalog Information: Program Type	Degrees	<input checked="" type="checkbox"/>
General Catalog Information: Degree Type	Associate of Science	<input checked="" type="checkbox"/>
General Catalog Information: Program Name	Template for A.S Degree Program	<input checked="" type="checkbox"/>
General Catalog Information: Total Program Hours	[no data]	<input type="checkbox"/>
General Catalog Information: Program Description	Degree: Associate of Science Emphasis: This program is designed for the student who does intend to transfer to a baccalaureate degree program.	<input checked="" type="checkbox"/>
General Catalog Information: Prospective Curriculum	Program has 17 cores and 0 courses.	<input checked="" type="checkbox"/>

The Import Data Into Your Proposal box will appear. Do not concern yourself with the orange error messages. Simply click the  selection and the appropriate information will populate the proposal form.

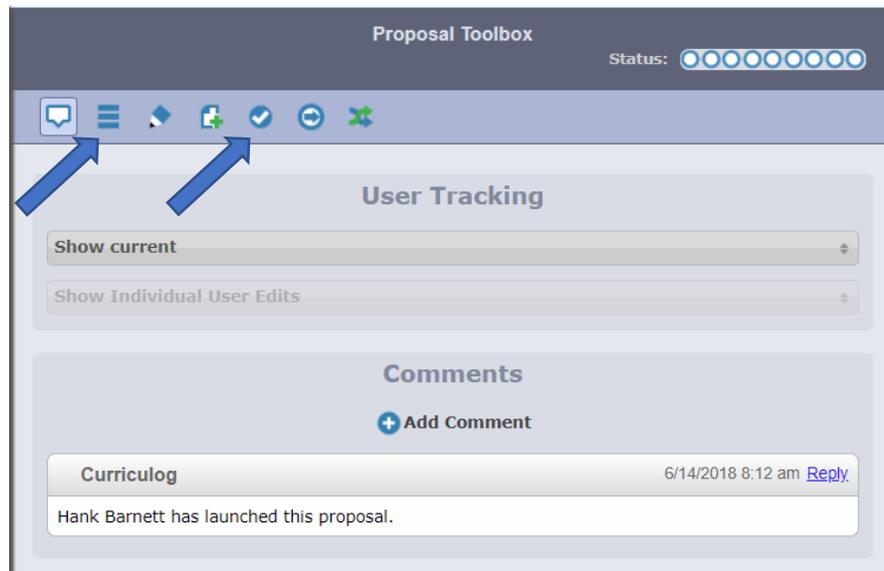
2. TURN ON help text before starting the proposal by clicking the **Help icon**  in the top right corner of the heading bar.
3. FILL IN all applicable fields. All fields marked with an **orange asterisk (\*)** are required and must be entered. You will not be able to Launch the proposal without completing the required fields. See Form Completion Instructions by Item Listed.
4. LAUNCH the proposal by clicking the **Launch icon**  in the top left corner of the heading bar. The following **Launch Proposal** message will appear if all required fields have been entered.



If the **Could Not Launch Proposal** message box appears, you have not entered all the required information indicated with an **orange asterisk (\*)**. Click the **Show Me** option on the message to be taken to the missing information fields within the form. Input the required information and return to Step 4. and Launch the proposal again.



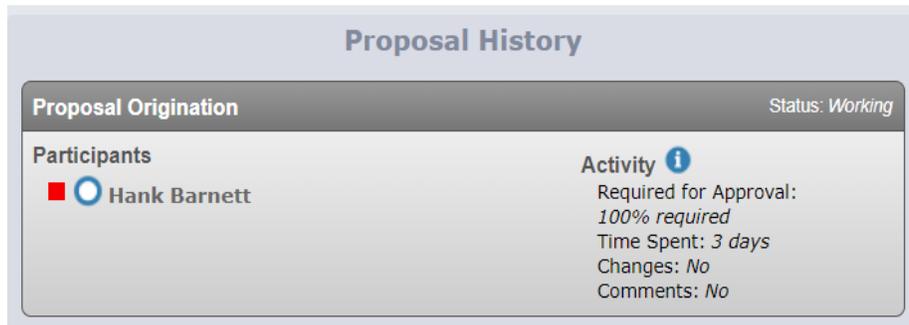
When the **Launch Proposal** message box appears, click on the **Launch Proposal** option. Once the Launch is complete, you will be returned to the proposal input screen. On the right side of the screen will be your Proposal Toolbox **Discussion page**  as is shown below.



- EDIT the information on the proposal form as necessary. Information can be added or deleted. These edits will be tracked. Edits made prior to Launch will be treated as original input and will not be tracked specifically. When editing a form field after Launch, you will be asked to save your work before moving to a subsequent field.

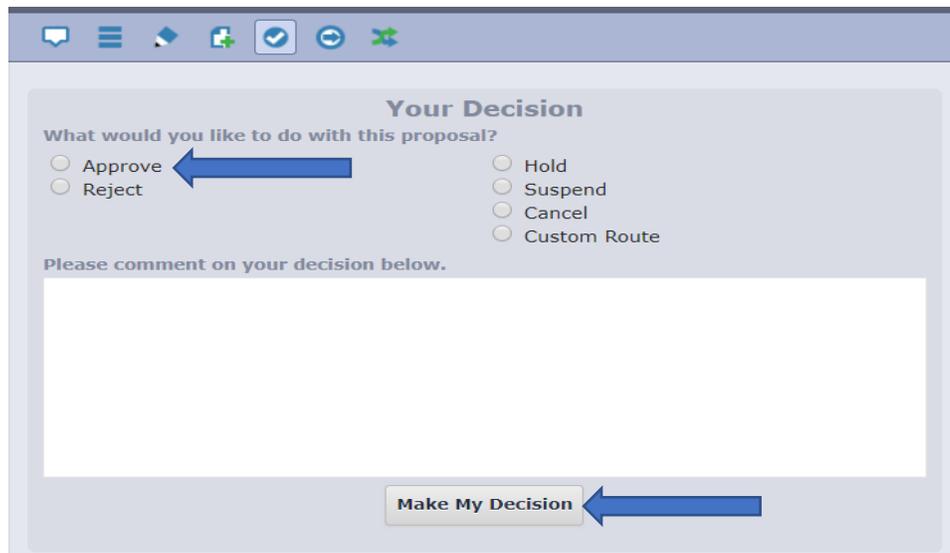
See Form Completion Instructions by Item Listed.

After edits are complete and saved, click on the Proposal Toolbox **Status icon**  and Proposal History will appear.



Notice the  symbol next to the originator’s name. This symbol indicates that no decision on the proposal has been made by the originator. Once the proposal has been “approved” by the originator, the symbol will appear as .

- APPROVE the proposal origination. To approve the **Proposal Origination** step, click on the Proposal Toolbox **Decision icon** . The following input screen will appear as shown below.



The objective at this point is to “Approve” the proposal so it can move on to the **Faculty Approval** step. You should click  Approve and then click the **Make My Decision** box to finalize the Proposal’s Origination Step.

If for some reason you do not feel that you can click “Approve,” please contact your Division Dean for assistance with any issues that may be preventing the step’s approval.

## Program New – Form Completion Instructions by Item Listed

Catalog Year Proposal Will Become Effective (if approved)\*

The Catalog Year Proposal Will Become Effective (if approved)\* field is a required field. Select the appropriate academic year corresponding with the year the proposal is being submitted for catalog inclusion.

Request for\*

The Request for\* field is a required field. Select Program New option (which is the only option available).

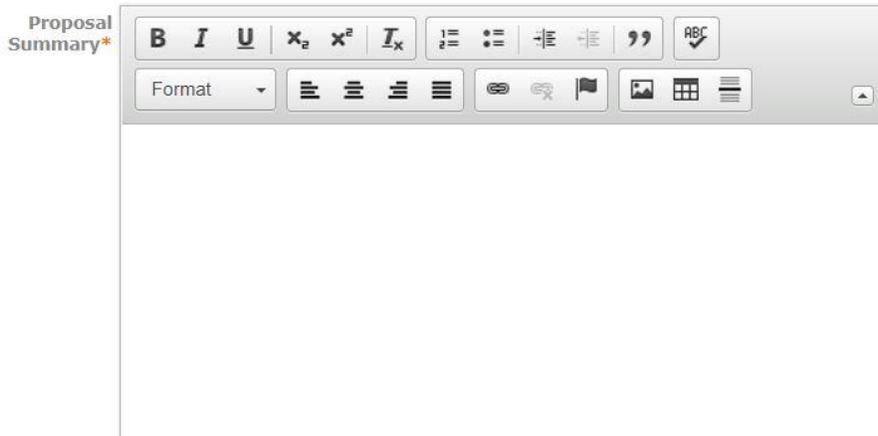
Applicable Curriculum Unit\*

The Applicable Curriculum Unit\* field is a required field. Select the academic area under which this new program will be managed. Only one unit should be entered.

The purpose of this field is to assign the faculty member who is considered to be proposing the new program and is responsible for its review and approval. Each unit has been assigned a faculty member responsible for this process. This step identifies the Faculty Approval Participant shown under Approval Steps on the Proposal Toolbox side of the form. If you are uncertain as to the Applicable Curriculum Unit, please contact the Division Dean for guidance.

Effective Term\*  Fall, Next Academic Year  
 Spring, Current Academic Year (requires VP approval)  
 Summer, Current Academic Year (requires VP approval)  
 Other (requires VP approval)

The Effective Term\* field is a required field. Enter the semester the new program will appear in the online catalog. Generally, submissions approved by February will be effective the next fall semester. Spring submissions after February are generally effective the fall semester of the next chronological year. Exceptions to these guidelines must be approved by the Vice President for Academic Affairs.



The Proposal Summary\* field is a required field. Enter a brief description as to why the new program is needed. Address any accreditation issues that may be present. Also, provide a justification for the program. The proposal is not considered complete without a sufficient justification statement. The justification statement is, therefore, required.

The format of the summary is not defined. However, the justification statement should be clearly distinguished in the text.

**Program Type\***

The Program Type\* field is a required field. Select the Program Type that is applicable. Only one type should be entered. An example of a Program Type is Degrees.

**Degree Type\***

The Degree Type\* field is a required field. Enter the Degree Type that is applicable. Only one type should be entered. An example of a Degree Type is Associate of Science. If the applicable type is not listed, please contact a WSCC Curriculog administrator for assistance.

**Program Name\***

The Program Name\* field is a required field. Remove the Template name and enter the name that has been assigned to the program. The name should not exceed 255 characters (including spaces) for catalog presentation purposes. An example of a Program Name is Agriculture.

If a program name has been specified by a TBR Common Curriculum Committee, enter the name as specified by the common curriculum document.

Total Program Hours\*

The **Total Program Hours\*** field is a required field. Enter the total number of semester credit hours assigned to the program for catalog purposes. Generally, for degree programs, 60 hours is the required number of hours assigned. If the amount exceeds 60 hours, it must have been approved by TBR. Please contact the Office of Academic Affairs if program hours are in excess of 60 for approval. Certificate program hours may vary.

If new program, enter CIP Code (if known)

Enter the assigned CIP code for the program. Contact the Office of Planning and Research or the Office of Academic Affairs for assistance.

Is this a mandated change?\*  Yes  No

If yes, by whom:  THEC  
 TBR  
 TBR/THEC

Is TBR approval required?\*  Yes  No

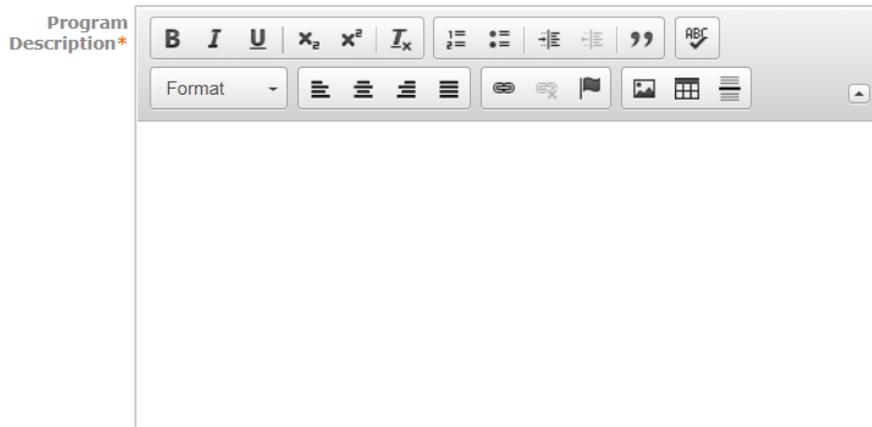
Is this a TBR AAS Common Curriculum proposal or modification to such a proposal?\*  Yes  No

Is SACS notification required?\*  Yes  No

The **above four questions\*** are required fields. Choose the applicable answers.

The answers to these questions should be carefully considered. If there is any doubt regarding the answer for each, please consult with the Office of Academic Affairs for clarification.

The answers determine if the President's approval is included in the required Approval Steps. If any of these questions are answered incorrectly, the entire approval process for the program will have to be deleted and restarted at the Proposal Origination step which will delay the approval of the program.



The Program Description\* field is a required field. This field is the catalog presentation of the program’s purpose statement, degree, emphasis, concentration and/or specialization identification, admission requirements, and other relevant disclosure statements.<sup>1</sup> This field appears in the catalog above the “Recommended Full Time Schedule” section.

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**Note:**

<sup>1</sup>The format for this will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

Examples of Program Descriptions follow below.

Geography, through a study of the physical environment and spatial variation in human activity, provides a program of study about the relationship between the natural and social sciences.

**This program is designed for the student who does intend to transfer to a baccalaureate degree program.**

**Degree: Associate of Science**

**Emphasis: Geography**

The Management concentration prepares graduates for entry-level positions and/or career advancement in business, industry, and government. The AAS in Business, Management Concentration was developed in compliance with the Complete College Tennessee Act of 2010. Students who begin this program at Walters State Community College and transfer to another Tennessee public community college are guaranteed that their credits will transfer and will be credited toward completion of the AAS degree in Business, Management Concentration at the receiving institution.

**This program is designed for the student who does not intend to transfer to a baccalaureate degree program.**

**Degree: Associate of Applied Science**

**Emphasis: Business**

**Concentration: Management**

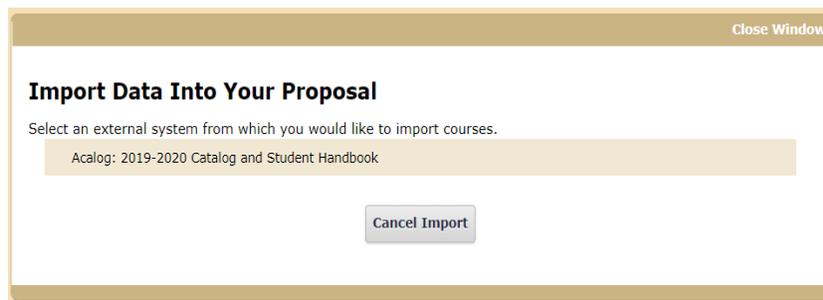
At this point in the process, it would be prudent to save all changes to your proposal. Scroll to the bottom of the input screen and click . The save process should be executed often.

The process that follows are the steps necessary to build the program’s catalog presentation within Curriculog. Once approved, this outline will appear in the online catalog as developed under these guidelines.

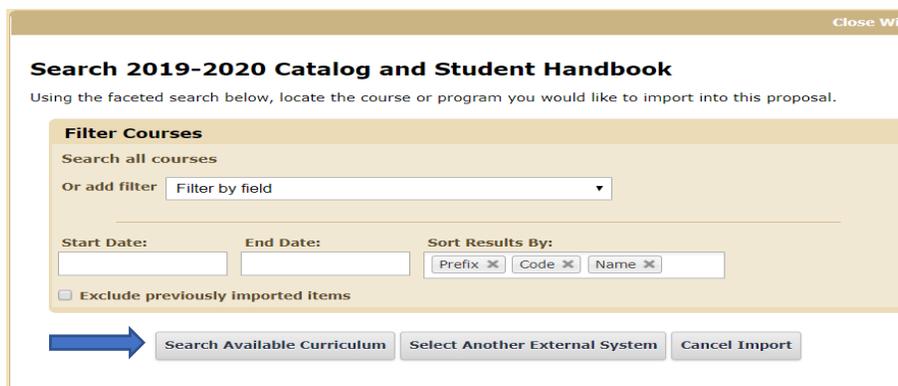
### **Importing/Adding Courses to the Program:**



To add Existing courses to the program’s curriculum, click on **Import Course**. The **Import Data Into Your Proposal** box will appear.



Point to the external system listed. (Regarding the dates in the examples, only the current external system will be available for your selection.) Click on the  icon that will appear on the right side of the window. The Search screen will appear.



Click on the “Filter by field” box and choose the “Prefix” search option. Enter the prefix of the course you want to import into the search field that appears. For example, use ENGL for English courses; use BUSN for business courses, etc.

Click on **Search Available Curriculum** and a listing of all courses with the specified prefix will appear. Choose the appropriate courses from the listing to import into your new program proposal. When you click on a course, its background will change to a golden color. You can select as many courses on the list that are needed. To choose courses under a different Prefix, repeat the process until all existing courses used in the curriculum are showing on the Prospective Curriculum list.

After course selection, the “selected courses” will appear below the Search screen as follows:

**Search Results** (1 to 5 of 5)

ECON 2010 Macroeconomics
ECON 2020 Microeconomics
ECON 2100 Principles of Macroeconomics
ECON 2200 Principles of Microeconomics
ECON 2210 Business Statistical Applications

Previous Next

**Selected Courses**

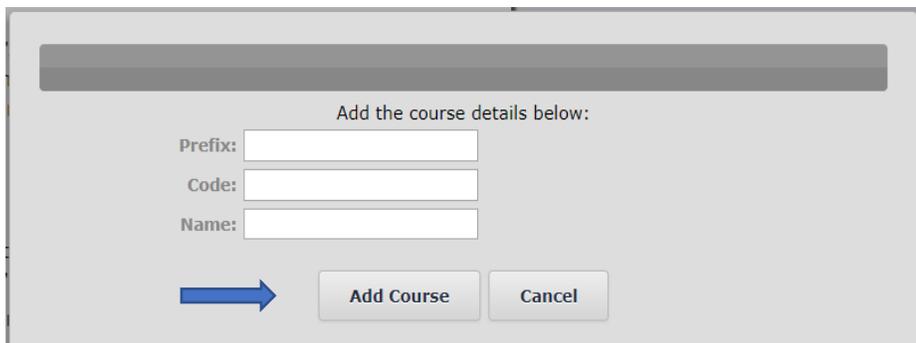
ECON 2010 Macroeconomics
ECON 2020 Microeconomics
ECON 2100 Principles of Macroeconomics
ECON 2200 Principles of Microeconomics
ECON 2210 Business Statistical Applications

➔ Add Courses to Proposal Select Another External System Cancel Import

Click on **Add Courses to Proposal** to move the Selected Courses to the Prospective Curriculum list.

Note that “elective” courses that are not specified by Prefix/Course Number cannot be added through this process. To use the Import function, the specific course must be used in the Curriculum Map (Schema) presented in the catalog. Course requirements that can be selected from approved lists (such as General Education courses) or approved by faculty advisors are added to the curriculum map through a different process.

 To add New courses to the program’s curriculum (those that have been proposed to support this Program New proposal and that are not yet in the college catalog and available for import), click **Add Course**. The following screen will appear.



Input the Prefix/Code/Name combination as they appear in the Course New proposals associated with this Program New proposal. These fields must match exactly the Course New proposals. Prefixes should be in all Caps and the Code should be four digits (i.e. MATH 1530). Only

abbreviate the Name field if abbreviated in the Course New proposal. Click on **Add Course** to add the course to the Prospective Curriculum list.

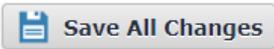
To delete an unnecessary course from the curriculum list, simply point to the course on the list and click on the **X** icon and the course will be removed from the Prospective Curriculum list.

 Below is an example of a complete Prospective Curriculum list.



The screenshot shows a web interface for managing a 'Prospective Curriculum'. On the left, there are three list icons, with the third one selected. The main area contains a list of course titles, each with a small 'X' icon to its left for deletion. At the bottom of the list are two buttons: 'Add Course' and 'Import Course'.

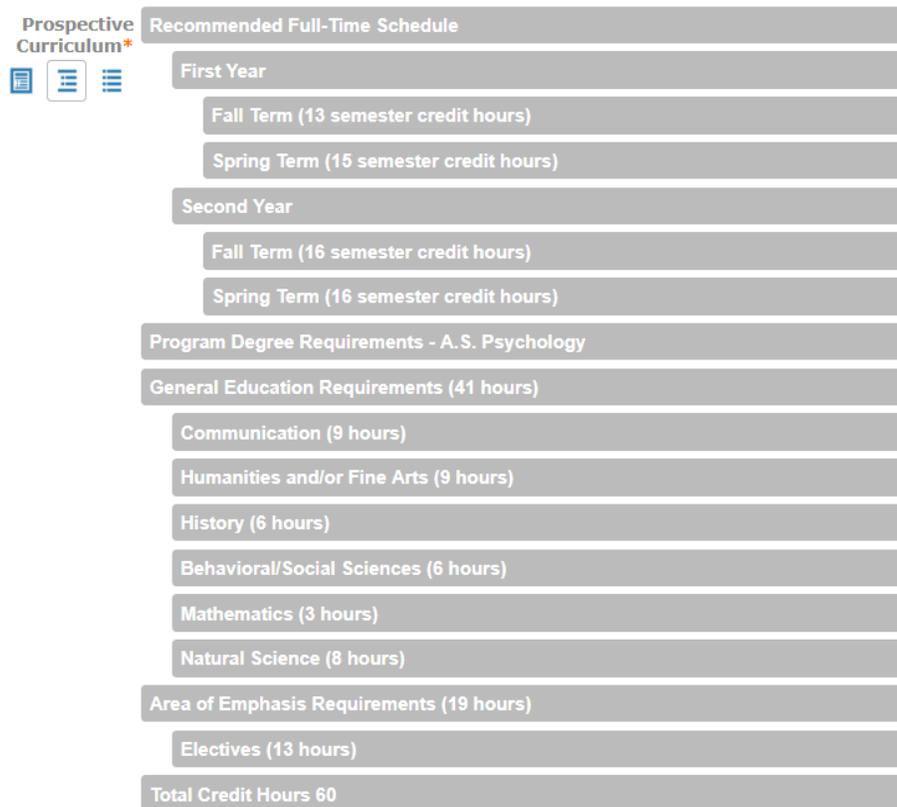
Course ID	Course Name
BIOL - 1010	Introduction to Biology
BIOL - 1011	Introduction to Biology Lab
BIOL - 1020	Diversity of Life
BIOL - 1021	Diversity of Life Lab
BIOL - 1110	General Biology I
BIOL - 1111	General Biology I Lab
BIOL - 1120	General Biology II
BIOL - 1121	General Biology II Lab
COMM - 2025	Fundamentals of Communication
ENGL - 1010	English Composition I
ENGL - 1020	English Composition II
MATH - 1530	Introductory Statistics
PSYC - 1030	Introduction to Psychology
PSYC - 2110	Psychology of Adjustment
PSYC - 2120	Social Psychology
PSYC - 2130	Lifespan Development Psychology



Be sure and save all changes by clicking  before exiting the form. Otherwise, your work could be lost.

### **Adding Program Curriculum Map and Program Requirements (Schema) Presentation:**

 Curriculog calls the catalog presentation of the academic program the “Schema.” The Schema is composed of a set of individual “Cores.” Each core is a self-contained unit with related curriculum information presented. Below is an example of individual cores making up a program Schema. Each gray box is a unique core of information presented in the catalog.



**Prospective Curriculum\***

**Recommended Full-Time Schedule**

**First Year**

- Fall Term (13 semester credit hours)
- Spring Term (15 semester credit hours)

**Second Year**

- Fall Term (16 semester credit hours)
- Spring Term (16 semester credit hours)

**Program Degree Requirements - A.S. Psychology**

- General Education Requirements (41 hours)
  - Communication (9 hours)
  - Humanities and/or Fine Arts (9 hours)
  - History (6 hours)
  - Behavioral/Social Sciences (6 hours)
  - Mathematics (3 hours)
  - Natural Science (8 hours)
- Area of Emphasis Requirements (19 hours)
  - Electives (13 hours)

**Total Credit Hours 60**

The specific degree/certificate program template imported into the Program New proposal has a basic “shell” Schema in place. This shell looks very similar to the example above. The instructions that follow provide guidance associated with populating each core with curriculum information for presentation in the college catalog. The shell Schema will not totally apply to all catalog presentation possibilities. Additional cores may need to be added in certain situations, and cores may need to be rearranged or removed. Contact a WSCC Curriculog administrator for assistance with modifying shell Schemas.

## Schema Instructions:

**Recommended Full-Time Schedule**

**Title**  
Recommended Full-Time Schedule

**Description**

**Courses**  
No Courses

- **Title:** Recommended Full-Time Schedule (required).
- **Description:** This area (which allows formatting) is used to provide the narrative associated with meeting curriculum requirements, footnotes associated with advising, student progression, general education disclosures, transfer options, notes related to computer competency, learning support, and other similar information. This area varies greatly from program to program.<sup>1</sup>
- **Courses:** Not used.

An example of the **Description** field for Recommended Full Time Schedule follows:

The following **Recommended Full-Time Schedule** is not a substitute for academic advising. You must meet with an academic advisor each semester to be cleared for registration. Consult with your advisor about scheduling and degree requirements. Also, see the current undergraduate catalog (catalog.ws.edu) for a complete list of requirements and electives. Requirements are continually under revision, and there is no guarantee they will not be changed or revoked. Contact the academic division or department for current information.

*Factors that affect your progression include required Learning Support courses, completion of computer competency and your choices regarding campus location, course delivery method, and the days and times selected to take classes.*

<sup>1</sup>General Education electives in each category must be chosen from approved courses listed in the [General Education Program](#).

<sup>2</sup>Students who plan to transfer to The University of Tennessee, Knoxville should take the following courses: BUSN 2390 and BUSN 2330. Students who plan to transfer to East Tennessee State University should take the following courses: ECON 2210 and a Behavioral/Social Science elective from the General Education course listing.

<sup>3</sup>Students who plan to transfer to The University of Tennessee, Knoxville, College of Business, should take MATH 2050, Calculus Based Probability and Statistics.

<sup>4</sup>Students transferring to The University of Tennessee, Knoxville should enroll in HIST 2310 and HIST 2320.

Notes:

- Walters State students are required to meet computer competency during the first 30 hours of coursework. Taking INFS 1010 will fulfill this computer competency requirement.
- Learning Support co-requisite courses must be taken every semester until completed.
- \*Students transferring to UT Knoxville should complete MATH 2050, Calculus-Based Probability and Statistics.
- \*\*Students transferring to ETSU, MTSU or UT Knoxville should take MATH 1630. Students transferring to TSU, TTU, University of Memphis, UT Chattanooga or UT Martin should take a college algebra course.
- \*\*\*MATH 1830, Applied Calculus or equivalent calculus course is required at ETSU, UT Knoxville, University of Memphis, UT Chattanooga, TSU and TTU. MATH 1830, Applied Calculus or equivalent is NOT required at UT Martin, APSU or MTSU.

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### Note:

<sup>1</sup>The format for this section will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

## Schema Instructions (continued):

First Year
<b>Title</b> First Year
<b>Description</b>  
<b>Courses</b> No Courses
<input type="button" value="Add Courses"/> <input type="button" value="Add Custom Text"/>

- **Title:** First Year (required)
- **Description:** Not used.
- **Courses:** Not used.

Fall Term (XX semester credit hours)
<b>Title</b> Fall Term (15 semester credit hours)
<b>Description</b>  
<b>Courses</b> ECON - 2100 - Principles of Macroeconomics (3 hrs.)  ENGL - 1010 - English Composition I (3 hrs.)  INFS - 1010 - Computer Applications (3 hrs.)  MATH - 1530 - Introductory Statistics (3 hrs.)  1 History Elective (3 hrs.) (Select from Walters State approved general education list) <sup>1</sup>
<input type="button" value="Add Courses"/> <input type="button" value="Add Custom Text"/>

## Schema Instructions (continued):

- **Title:** Fall Term (or First Term) (required). Include total credit hours for term.
- **Description:** This area (which allows formatting) is used to add non-specific electives when No courses are added under the Courses section below. This will only occur if all course requirements for the term are non-specific elective requirements chosen from a list (such as General Education) or approved by faculty advisors. (See example below, First Year, Spring Semester).
- **Courses:** To add courses from the Prospective Curriculum list, click on  and choose the courses to be added to the term. Click all courses associated with the term and then click  on the **Choose courses to add** screen as shown below. Note: Specific courses must first be added to the Prospective Curriculum list to be included in the Courses section. Do not input them directly into the core.

The courses should be arranged in alphabetical order within the core. Electives should follow specific courses.

Choose courses to add

- ECON - 2100 - Principles of Macroeconomics
- ENGL - 1010 - English Composition I
- INFS - 1010 - Computer Applications
- MATH - 1530 - Introductory Statistics

→

## Schema Instructions (continued):

Custom Text is “associated text” related to specific courses added to the Course section or related to “elective” courses where no one specific course meets the requirement. Notice the Custom Text on page 52 – (3 hrs.) under each course. The (3 hrs.) will appear in the catalog immediately after the course as shown below. The History elective is also Custom Text.

- **ECON 2100 - Principles of Macroeconomics (3 hrs.)** ←

To add Custom Text, click on **Add Custom Text** and the following screen will appear.

- **Name:** Enter “CT” (for custom text)(required).
- **Position:** Choose the position of the custom text relative to the associated item. Choices are Before, After, Left and Right. The most common choices will be After and Right.
- **Credits:** Used specifically to associate credit hours with a specific course. The format for this field is (X hrs.), (X hr.). For example, (3 hrs.), (1 hr.).

Use the formatting box in the center of the screen to input non-specific course electives such as the history elective shown on page 53. Click on **Add Text** to insert the Custom Text. Curriculog will place the Custom Text at the bottom of the Courses list. Simply drag and drop the Custom Text box below the associated course. If you need a superscript, include it in the Custom Text box and it will attach itself to the end of the text immediately above it. To edit Custom Text, click on the Description text box where the text is entered and click on the  icon. To delete Custom Text, click on the Description text box where the text is entered and click on the  icon.

For electives without specific course requirements, enter them as Custom Text. Some examples are as follows:

## Schema Instructions (continued):

1 History Elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

1 Behavioral/Social Science elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

1 Mathematics Elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

1 Humanities Elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

1 Natural Science Elective with lab (3/1 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

To remove a Course or Custom Text from the term core, highlight the item and click on the **X** icon on the right side. (Note: A Course cannot be deleted unless its related Custom Text is deleted first.)

Description Section (in formatting mode)

- **Title:** Spring Term (or Second Term) (required). Include total credit hours for term.
- **Description:**<sup>1</sup> This area (which allows formatting) is used only if no specific courses from the Perspective Curriculum list are used during the specified term. The elective course(s) must be entered in the Description section under this condition.
- **Courses:** Not used. No specific courses from the Perspective Curriculum list are required during the specified term.

### Note:

<sup>1</sup>The format for this section will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

## Schema Instructions (continued):

**Second Year**

Title  
Second Year

Description

Courses  
No Courses

Add Courses Add Custom Text

- **Title:** Second Year (required)
- **Description:** Not used.
- **Courses:** Not used.

**Fall Term (XX semester credit hours)**

Title  
Fall Term (XX semester credit hours)

Description

Courses  
ENGL - 1020 - English Composition II  
HIST - 2010 - Early United States History  
or  
HIST - 2310 - Early World History  
MATH - 1530 - Introductory Statistics  
PSYC - 1030 - Introduction to Psychology

Add Courses Add Custom Text

- **Title:** Fall Term (or Third Term) (required). Include total credit hours for term.
- **Description:** Not used.
- **Courses:** Add Courses from the Perspective Curriculum list as per above. Use Add Custom Text to insert “or” between HIST – 2010 and HIST – 2310.



## Schema Instructions (continued):

**Spring Term (XX semester credit hours)**

**Title**

**Description**

**Courses**

- **Title:** Spring Term (or Fourth Term) (required). Include total credit hours for term.
- **Description:** See above for input instructions.
- **Courses:** See above for input instructions.

**Program Degree Requirements - A.S. XXXXXXXX**

**Title**

**Description**

**Courses**

- **Title:** Program Degree Requirements or Program Requirements (for certificate programs) – (degree/certificate title). Insert the degree or certificate title. Examples include A.S. – Business; A.A – Art Education; TTP A.S. – Accounting; A.A.S – Engineering Systems Technology – Operations Management; Pharmacy Technician Certificate.
- **Description:** Not used.
- **Courses:** Not used.

## Schema Instructions (continued):

General Education Requirements (XX hours)	
Title	General Education Requirements (XX hours)
Description	
Courses	No Courses
<input type="button" value="Add Courses"/> <input type="button" value="Add Custom Text"/>	

- **Title:** General Education Requirements (# of semester hours required). (This core is required for degree programs only). Enter the total number of General Education semester hours required.
- **Description:** Not used.
- **Courses:** Not used.

Each General Education category is detailed in a separate corresponding Core within the program Schema. These cores are required for degree programs. Data is entered into all category cores consistent with the Schema explanations above. Examples follow.

Communication (X hours)	
Title	Communication (X hours)
Description	
Courses	COMM - 2025 - Fundamentals of Communication ENGL - 1010 - English Composition I ENGL - 1020 - English Composition II
<input type="button" value="Add Courses"/> <input type="button" value="Add Custom Text"/>	

## Schema Instructions (continued):

Humanities and/or Fine Arts (X hours)
<p>Title</p> <p>Humanities and/or Fine Arts (X hours)</p>
<p>Description</p> <p>Approved Philosophy General Education elective<sup>1</sup> 3 credits</p> <p>Approved Literature General Education elective<sup>1</sup> 3 credits</p> <p>Approved Humanities General Education elective<sup>1</sup> 3 credits</p>
<p>Courses</p> <p>No Courses</p> <p><b>Add Courses</b> <b>Add Custom Text</b></p>
Behavioral/Social Sciences (X hours)
History (X hours)
Natural Science (X hours)
<p>Title</p> <p>Natural Science (X hours)</p>
<p>Description</p>
<p>Courses</p> <p>PHYS - 2010 - Non-Calculus Physics I</p> <p>PHYS - 2011 - Non-Calculus Physics I Lab</p> <p>Natural Science elective<sup>3</sup> as required by the transfer institution and as directed by the student's advisor 4 credits</p> <p><b>Add Courses</b> <b>Add Custom Text</b></p>
Mathematics (X hours)

The Area of Emphasis Requirements<sup>1</sup> core varies greatly across all programs. In its simplest form, course and electives which do not consist of General Education requirements should be listed within this core. However, additional cores may be needed depending on individual program options. For assistance with formatting this section, please contact a WSCC Curriculum administrator.

For Certificate programs, use Required Courses as the core heading in place of Area of Emphasis Requirements.

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**Note:**

<sup>1</sup>The format for this section will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

## Schema Instructions (continued):

Area of Emphasis Requirements (XX hours)

Title  
Area of Emphasis Requirements (XX hours)

Description

Courses  
No Courses

Add Courses Add Custom Text

Data is entered into the Area of Emphasis Requirements core consistent with the Schema explanations above.

Total Credit Hours XX

Title  
Total Credit Hours XX

Description

Courses  
No Courses

Add Courses Add Custom Text

- **Title:** Total Credit Hours (# of semester hours required). Enter the total number of semester hours required for the academic program. The total of all core semester hours must add to this total.
- **Description:** Not used.
- **Courses:** Not used.

Add Core Import Core

To add an additional Core to the default cores included in the program template, click on . The following screen will appear.



## Schema Instructions (continued):

The screenshot shows a web form titled "New Core". It has three main sections: "Title" with a text input field containing "New Core"; "Description" with a large empty text area; and "Courses" with a text input field containing "No Courses". At the bottom of the form are two buttons: "Add Courses" and "Add Custom Text".

Data is entered into the new core consistent with the Schema explanations above. Please contact a WSCC Curriculog administrator before undertaking the addition of a new core.

Note: There are no Cores available for import. Please disregard the Import Core option.

### **Viewing the Program Catalog Preview:**

 To view the online catalog presentation of the new program, click on the  icon. A Curriculum Preview Schema will open in a new browser window. The preview will generally show the catalog presentation of the program. However, transferring new Curriculog programs into the existing college catalog requires additional editing once the transfer has taken place. For example, Custom Text must be aligned properly after the transfer has occurred.

This preview will not give an exact preview of the final catalog presentation. An example of a Curriculum Preview Schema follows.

## Recommended Full-Time Schedule

The following **Recommended Full-Time Schedule** is not a substitute for academic advising. You must meet with an academic advisor each semester to be cleared for registration. Consult with your advisor about scheduling and degree requirements. Also, see the current undergraduate catalog ([catalog.ws.edu](http://catalog.ws.edu)) for a complete list of requirements and electives. Requirements are continually under revision, and there is no guarantee they will not be changed or revoked. Contact the academic division or department for current information.

**Factors that affect your progression include required Learning Support courses, completion of computer competency and your choices regarding campus location, course delivery method, and the days and times selected to take classes.**

<sup>1</sup>General Education electives in each category must be chosen from approved courses listed in the [General Education Program](#).

<sup>2</sup>These courses are **prerequisite** requirements that must be completed before beginning the program.

### Notes:

- Walters State students are required to meet computer competency during the first 30 hours of coursework. Students must take INFS 1010, BUSN 1360 or AGRM 2630/2631 or successfully complete a Computer Competency Exam. The Computer Competency Exam does not provide course credit. Consult your advisor. See [www.ws.edu/academics/technical-ed/computer-competency/](http://www.ws.edu/academics/technical-ed/computer-competency/) for additional information.
- Learning Support courses must be taken every semester until completed.

## First Year

### Summer Term (8 semester credit hours)

BIOL 2010• Human Anatomy & Physiology I  
<sup>2</sup> (3 hrs.)  
BIOL 2011• Human Anatomy & Physiology I Lab  
<sup>2</sup> (1 hr.)  
BIOL 2020• Human Anatomy & Physiology II  
<sup>2</sup> (3 hrs.)  
BIOL 2021• Human Anatomy & Physiology II Lab  
<sup>2</sup> (1 hr.)  
Note: All students must complete each BIOL course with a grade of C or higher.

### Fall Term (14 semester credit hours)

HIMT 1300 Medical Terminology  
(3 hrs.)  
HIMT 1308 Introduction to Health-Related Professions  
(3 hrs.)  
SURG 1002 Orientation to Surgical Technology  
(1 hr.)  
SURG 1010 Surgical Technology and Patient Care I  
(3 hrs.)  
SURG 1011 Surgical Technology and Patient Care Laboratory I  
(1 hr.)  
SURG 2010 Surgical Microbiology and Asepsis  
(3 hrs.)

### Spring Term (14 semester credit hours)

BIOL 2230• Introduction to Microbiology  
(3 hrs.)  
BIOL 2231• Introduction to Microbiology Lab  
(1 hr.)  
ENGL 1010• Composition I  
(3 hrs.)  
SURG 1005 Surgical Terminology and Pharmacology  
(3 hrs.)  
SURG 1020 Surgical Technology and Patient Care II  
(3 hrs.)  
SURG 1021 Surgical Technology and Patient Care Laboratory II  
(1 hr.)

## Second Year

### Fall Term (12 semester credit hours)

SURG 2020 Surgical Procedures I  
(3 hrs.)  
SURG 2900 Clinical Practicum I  
(1 hr.)  
SURG 2901 Clinical Practicum II  
(2 hrs.)  
1 Mathematics Elective (3 hrs.) (*Select from Walters State approved general education list*)<sup>1</sup>  
1 Behavioral/Social Science Elective (3 hrs.)  
Choose from PSYC 1030 or PSYC 2130

### Spring Term (12 semester credit hours)

SPCH 1010♦ Fundamentals of Speech Communication  
(3 hrs.)  
SURG 2030 Surgical Procedures II  
(3 hrs.)  
SURG 2902 Clinical Practicum III  
(3 hrs.)  
1 Humanities/Fine Arts Elective (3 hrs.) (*Select from Walters State approved general education list*)<sup>1</sup>

## Program Degree Requirements - A.A.S. Surgical Technology

### General Education Requirements (17 hours)

#### Communication

ENGL 1010♦ Composition I

#### Humanities and/or Fine Arts

Approved Humanities/Fine Arts General Education elective<sup>1</sup> 3 credits

#### Behavioral/Social Sciences

Approved Behavioral/Social Science General Education elective (3 hrs.)  
Choose from PSYC 1030 or PSYC 2130

#### Natural Science

BIOL 2010♦ Human Anatomy & Physiology I  
2  
BIOL 2011♦ Human Anatomy & Physiology I Lab  
2  
BIOL 2020♦ Human Anatomy & Physiology II  
2  
BIOL 2021♦ Human Anatomy & Physiology II Lab  
2

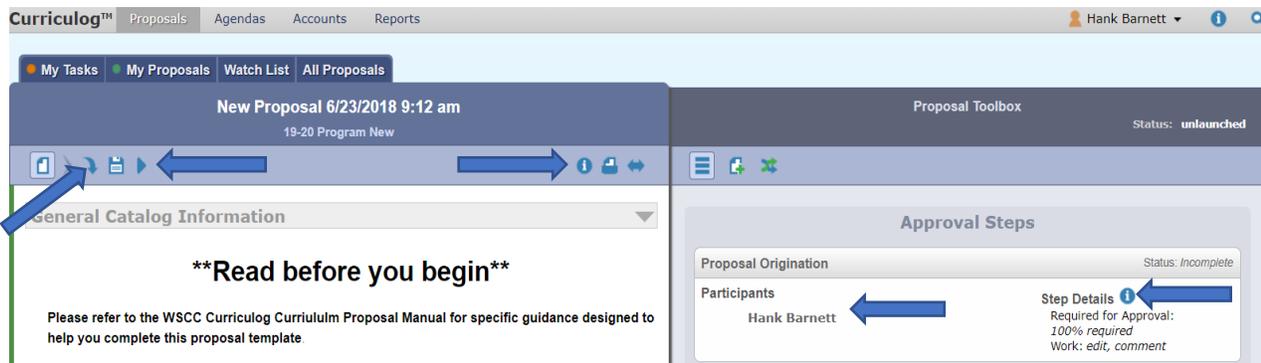
## Area of Emphasis Requirements (43 hours)

BIOL 2230♦ Introduction to Microbiology  
BIOL 2231♦ Introduction to Microbiology Lab  
HIMT 1300 Medical Terminology  
HIMT 1308 Introduction to Health-Related Professions  
SPCH 1010♦ Fundamentals of Speech Communication  
SURG 1002 Orientation to Surgical Technology  
SURG 1005 Surgical Terminology and Pharmacology  
SURG 1010 Surgical Technology and Patient Care I  
SURG 1011 Surgical Technology and Patient Care Laboratory I  
SURG 1020 Surgical Technology and Patient Care II  
SURG 1021 Surgical Technology and Patient Care Laboratory II  
SURG 2010 Surgical Microbiology and Asepsis  
SURG 2020 Surgical Procedures I  
SURG 2030 Surgical Procedures II  
SURG 2900 Clinical Practicum I  
SURG 2901 Clinical Practicum II  
SURG 2902 Clinical Practicum III

# Chapter 7: Program Modification Proposal Approval Process

## Program Modification – Origination Steps

**Introduction:** Any person with Login credentials can originate a proposal within the system. To originate a proposal modifying an academic program (degree/certificate) in Curriculog, please follow the instructions below. As shown below, your name will appear as the Proposal Origination Participant shown under Approval Steps on the Proposal Toolbox side of the form. You can view an outline of the requirements for this approval step by clicking Step Details .

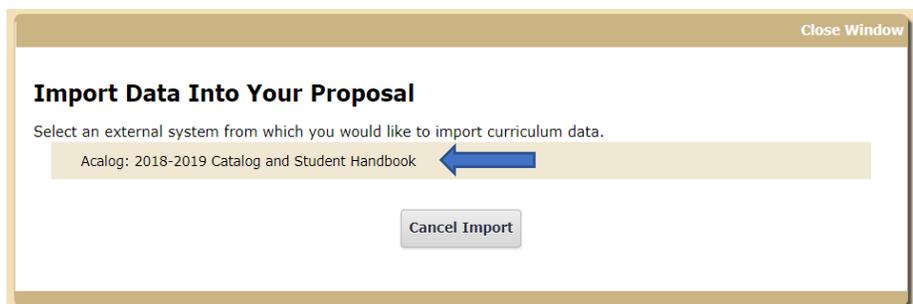


### Reminders Before You Begin

- Through Curriculog, create all Course New proposals that will be included in the modified program prior to creating a Program Modification proposal.
- Import the degree or certificate program from the catalog before entering any information on the proposal form.
- **Important:** After the Import process, make sure all required information has been imported into fields marked with an **orange asterisk (\*)**; however, it is best **NOT** make any other edits to the information until after the proposal has been Launched.
- You are encouraged to save your work as you progress by clicking  in the top right corner of the heading bar.

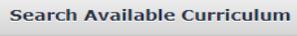
### Completion of the Proposal Origination Step:

1. IMPORT the degree or certificate program into the proposal. Click on the **Import icon**  in the top left corner of the heading bar. The following screen will appear.



Point to the external system listed. (Regarding the dates in the examples, only the current external system will be available for your selection.) Click on the  icon that will appear on the right side of the window. The Search screen will appear.

Click on the “Filter by field” box and choose the “Name” search option. Enter the general name into the search field that appears. For example, for A.A.S. – Computer Information Technology: Cyber Defense, search on Computer Information Technology or just Cyber Defense.

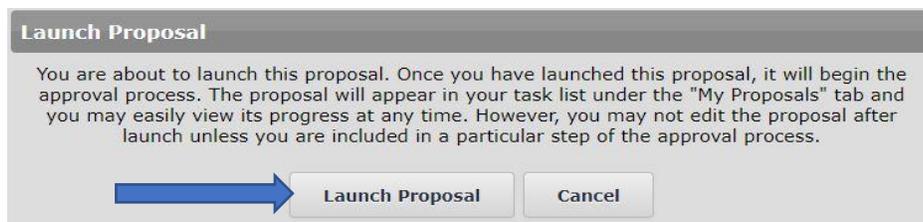
Click on  and a listing of degree and certificate programs will appear. If the search does not provide the appropriate program, modify the search name for better results. Choose the appropriate degree or certificate program from the listing to import it into your program modification proposal. If your program cannot be found through the search process, please contact a WSCC Curriculog administrator for assistance.

The Import Data Into Your Proposal box will appear. Do not concern yourself with the orange error messages. Simply click the  selection and the appropriate information will populate the proposal form.

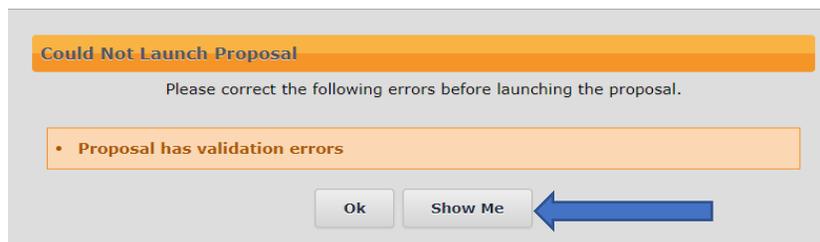
2. TURN ON help text before starting the proposal by clicking the **Help icon**  in the top right corner of the heading bar.
3. FILL IN only those fields marked with an **orange asterisk (\*)** that are blank or contain error messages. These fields are required and must be entered prior to Launch. Do not change any information imported until the proposal has been Launched. You will not be able to Launch the proposal without completing the required fields. See Form Completion Instructions by Item Listed.

**Important: It is best NOT edit any information that was imported or add any additional information until the proposal has been Launched.**

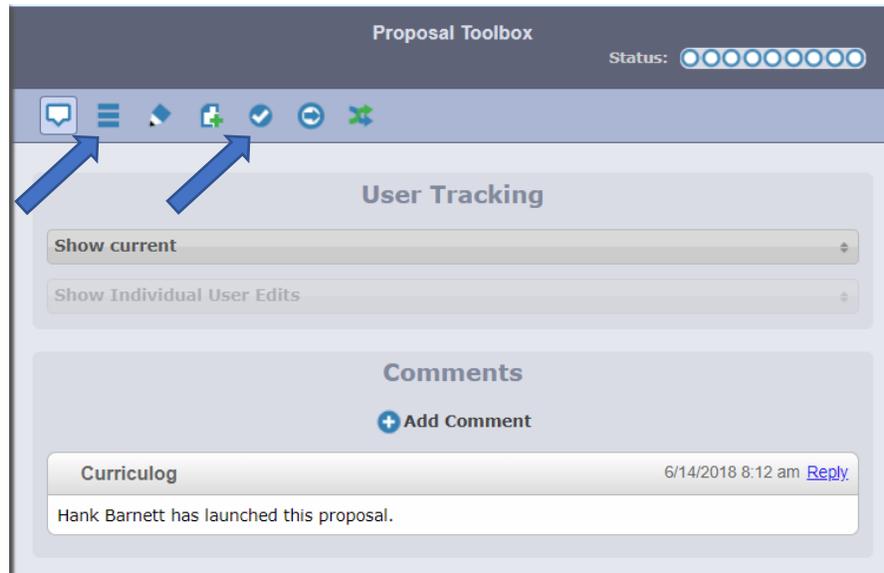
4. LAUNCH the proposal by clicking the **Launch icon**  in the top left corner of the heading bar. The following **Launch Proposal** message will appear if all required fields have been entered.



If the **Could Not Launch Proposal** message box appears, you have not entered all the required information indicated with an **orange asterisk (\*)**. Click the **Show Me** option on the message to be taken to the missing information fields within the form. Input the required information and return to Step 4. and Launch the proposal again.



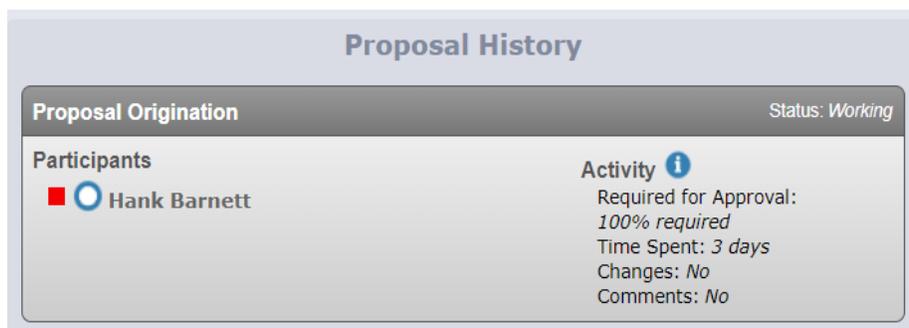
When the **Launch Proposal** message box appears, click on the **Launch Proposal** option. Once the Launch is complete, you will be returned to the proposal input screen. On the right side of the screen will be your Proposal Toolbox **Discussion page**  as is shown below.



5. EDIT the information on the proposal form as necessary. Information can be added or deleted. These edits will be tracked. Edits made prior to Launch will not be fully tracked. When editing a form field after Launch, you will be asked to save your work before moving to a subsequent field.

See Form Completion Instructions by Item Listed.

After edits are complete and saved, click on the Proposal Toolbox **Status icon**  and Proposal History will appear.



Notice the  symbol next to the originator's name. This symbol indicates that no decision on the proposal has been made by the originator. Once the proposal has been "approved" by the originator, the symbol will appear as .

6. APPROVE the proposal origination. To approve the **Proposal Origination** step, click on the Proposal Toolbox **Decision icon** . The following input screen will appear as shown below.

The screenshot shows a web interface titled "Your Decision". At the top, there is a navigation bar with several icons. Below the title, the question "What would you like to do with this proposal?" is followed by two columns of radio buttons. The first column contains "Approve" and "Reject". The second column contains "Hold", "Suspend", "Cancel", and "Custom Route". A blue arrow points to the "Approve" radio button. Below the radio buttons is a text box with the prompt "Please comment on your decision below." At the bottom of the form is a button labeled "Make My Decision", with a blue arrow pointing to it.

The objective at this point is to “Approve” the proposal so it can move on to the **Faculty Approval** step. You should click  Approve and then click the **Make My Decision** box to finalize the Proposal’s **Origination Step**.

If for some reason you do not feel that you can click “Approve,” please contact your Division Dean for assistance with any issues that may be preventing the step’s approval.

## Program Modification – Form Completion Instructions by Item Listed

Catalog Year Proposal Will Become Effective (if approved)\*

The Catalog Year Proposal Will Become Effective (if approved)\* field is a required field. Select the appropriate academic year corresponding with the year the proposal is being submitted for catalog inclusion.

Request for\*

The Request for\* field is a required field. Select Program Modification option (which is the only option available).

Applicable Curriculum Unit\*

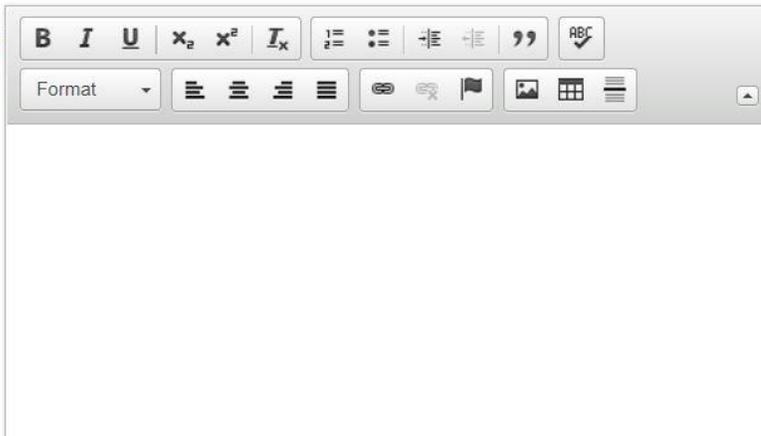
The Applicable Curriculum Unit\* field is a required field. Select the academic area under which this new program will be managed. Only one unit should be entered.

The purpose of this field is to assign the faculty member who is considered to be proposing the program modification and is responsible for its review and approval. Each unit has been assigned a faculty member responsible for this process. This step identifies the Faculty Approval Participant shown under Approval Steps on the Proposal Toolbox side of the form. If you are uncertain as to the Applicable Curriculum Unit, please contact the Division Dean for guidance.

Effective Term\*  Fall, Next Academic Year  
 Spring, Current Academic Year (requires VP approval)  
 Summer, Current Academic Year (requires VP approval)  
 Other (requires VP approval)

The Effective Term\* field is a required field. Enter the semester the program modification will appear in the online catalog. Generally, submissions approved by February will be effective the next fall semester. Spring submissions after February are generally effective the fall semester of the next chronological year. Exceptions to these guidelines must be approved by the Vice President for Academic Affairs.

Proposal  
Summary\*

A screenshot of a rich text editor toolbar. The toolbar includes buttons for bold (B), italic (I), underline (U), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), strikethrough (I~~x~~), bulleted list, numbered list, decrease indent, increase indent, quote, and a checkmark. Below these are icons for text color, background color, link, unlink, insert link, insert image, insert table, and a list icon. A 'Format' dropdown menu is on the left, and a small upward arrow is on the right.

The Proposal Summary\* field is a required field. Enter a brief description as to why the program modification is needed. Address any accreditation issues that may be present. Also, provide a justification for the program modification. The proposal is not considered complete without a sufficient justification statement. The justification statement is, therefore, required.

The format of the summary is not defined. However, the justification statement should be clearly distinguished in the text.

Program Type\*

The Program Type\* field is a required field. Select the Program Type that is applicable. Only one type should be entered. An example of a Program Type is Degrees.

Degree Type\*

The Degree Type\* field is a required field. Enter the Degree Type that is applicable. Only one type should be entered. An example of a Degree Type is Associate of Science. If the applicable type is not listed, please contact a WSCC Curriculog administrator for assistance.

Program Name\*

The Program Name\* field is a required field. Enter the name that has been assigned to the program. The name should not exceed 255 characters (including spaces) for catalog presentation purposes. An example of a Program Name is Agriculture.

If a program name has been specified by a TBR Common Curriculum Committee, enter the name as specified by the common curriculum document.

Total Program Hours\*

The **Total Program Hours\*** field is a required field. Enter the total number of semester credit hours assigned to the program for catalog purposes. Generally, for degree programs, 60 hours is the required number of hours assigned. If the amount exceeds 60 hours, it must have been approved by TBR. Please contact the Office of Academic Affairs if program hours are in excess of 60 for approval. Certificate program hours may vary.

Is this a mandated change?\*  Yes  No

If yes, by whom:  THEC  
 TBR  
 TBR/THEC

Is TBR approval required?\*  Yes  No

Is this a TBR AAS Common Curriculum proposal or modification to such a proposal?\*  Yes  No

Is SACS notification required?\*  Yes  No

The **above four questions\*** are required fields. Choose the applicable answers.

The answers to these questions should be carefully considered. If there is any doubt regarding the answer for each, please consult with the Office of Academic Affairs for clarification.

The answers determine if the President’s approval is included in the required Approval Steps. If any of these questions are answered incorrectly, the entire approval process for the program will have to be deleted and restarted at the Proposal Origination step which will delay the approval of the program.

Program Description\* 

The **Program Description\*** field is a required field. This field is the catalog presentation of the program’s purpose statement, degree, emphasis, concentration and/or specialization identification, admission requirements, and other relevant disclosure statements.<sup>1</sup> This field appears in the catalog above the “Recommended Full Time Schedule” section.

Examples of Program Descriptions follow below.

Geography, through a study of the physical environment and spatial variation in human activity, provides a program of study about the relationship between the natural and social sciences.

**This program is designed for the student who does intend to transfer to a baccalaureate degree program.**

**Degree: Associate of Science**

**Emphasis: Geography**

The Management concentration prepares graduates for entry-level positions and/or career advancement in business, industry, and government. The AAS in Business, Management Concentration was developed in compliance with the Complete College Tennessee Act of 2010. Students who begin this program at Walters State Community College and transfer to another Tennessee public community college are guaranteed that their credits will transfer and will be credited toward completion of the AAS degree in Business, Management Concentration at the receiving institution.

**This program is designed for the student who does not intend to transfer to a baccalaureate degree program.**

**Degree: Associate of Applied Science**

**Emphasis: Business**

**Concentration: Management**

At this point in the process, it would be prudent to save all changes to your proposal. Scroll to the bottom of the input screen and click . The save process should be executed often.

The process that follows are the steps necessary to modify the program’s catalog presentation within Curriculog. Once approved, this modified outline will appear in the online catalog as developed under these guidelines.

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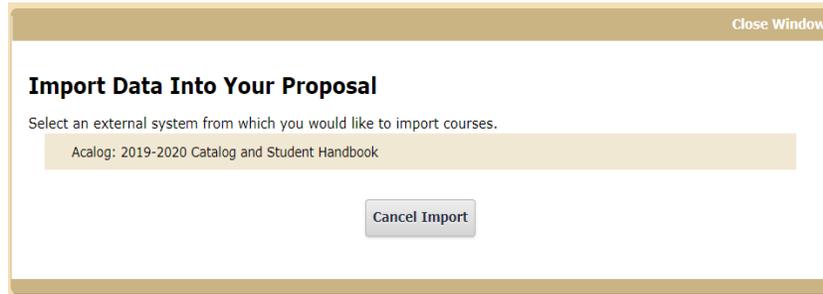
**Note:**

<sup>1</sup>The format for this section will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

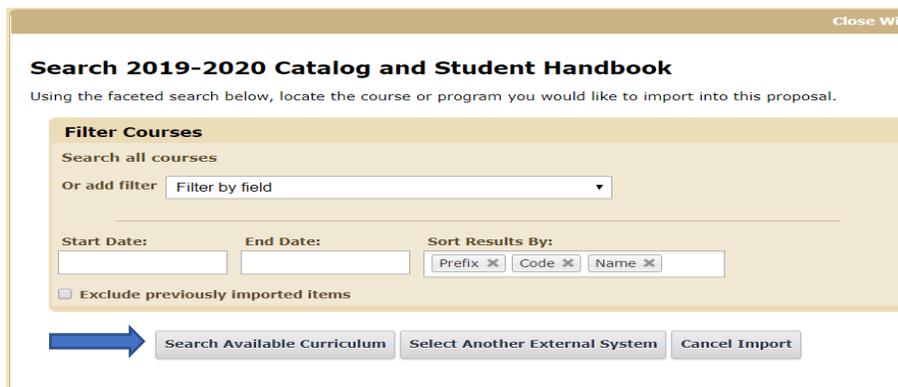
## Importing/Adding Courses to the Program:



To add Existing courses to the program’s curriculum, click on **Import Course**. The **Import Data Into Your Proposal** screen will appear.



Point to the external system listed. (Regarding the dates in the examples, only the current external system will be available for your selection.) Click on the  icon that will appear on the right side of the window. The Search screen will appear.



Click on the “Filter by field” box and choose the “Prefix” search option. Enter the prefix of the course you want to import into the search field that appears. For example, use ENGL for English courses; use BUSN for business courses, etc.

Click on **Search Available Curriculum** and a listing of all courses with the specified prefix will appear. Choose the appropriate courses from the listing to import into your new program proposal. When you click on a course, its background will change to a golden color. You can select as many courses on the list that are needed. To choose courses under a different Prefix, repeat the process until all existing courses used in the curriculum are showing on the Prospective Curriculum list.

After course selection, the “selected courses” will appear below the Search screen as follows:

**Search Results** (1 to 5 of 5)

- ECON 2010 Macroeconomics
- ECON 2020 Microeconomics
- ECON 2100 Principles of Macroeconomics
- ECON 2200 Principles of Microeconomics
- ECON 2210 Business Statistical Applications

Previous Next

**Selected Courses**

- ECON 2010 Macroeconomics
- ECON 2020 Microeconomics
- ECON 2100 Principles of Macroeconomics
- ECON 2200 Principles of Microeconomics
- ECON 2210 Business Statistical Applications

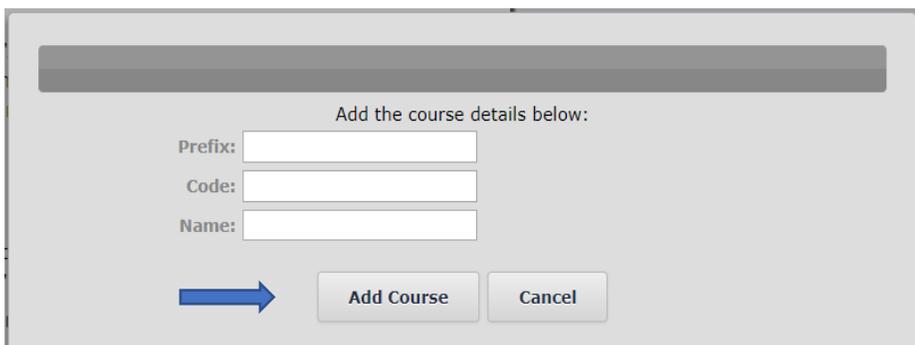


Add Courses to Proposal Select Another External System Cancel Import

Click on **Add Courses to Proposal** to move the Selected Courses to the Prospective Curriculum list.

Note that “elective” courses that are not specified by Prefix/Course Number cannot be added through this process. To use the Import function, the specific course must be used in the Curriculum Map (Schema) presented in the catalog. Course requirements that can be selected from approved lists (such as General Education courses) or approved by faculty advisors are added to the curriculum map through a different process.

 To add New courses to the program’s curriculum (those that have been proposed to support this Program Modification proposal and that are not yet in the college catalog and available for import), click **Add Course**. The following screen will appear.



Input the Prefix/Code/Name combination as they appear in the Course New proposals associated with this Program Modification proposal. These fields must match **exactly** the Course New proposals. Prefixes should be in all Caps and the Code should be four digits (i.e. MATH 1530). Only abbreviate the Name field if abbreviated in the Course New proposal. Click on **Add Course** to add the course to the Prospective Curriculum list.

To delete an unnecessary course from the curriculum list, simply point to the course on the list and click on the **X** icon and the course will be removed from the Prospective Curriculum list.

Delete any courses from the Prospective Curriculum list that are no longer needed. However, you must first remove the unneeded courses from the Curriculum Map and Program Requirements (Schema).

 Below is an example of a complete Prospective Curriculum list.



Prospective Curriculum\*

- BIOL - 1010 - Introduction to Biology
- BIOL - 1011 - Introduction to Biology Lab
- BIOL - 1020 - Diversity of Life
- BIOL - 1021 - Diversity of Life Lab
- BIOL - 1110 - General Biology I
- BIOL - 1111 - General Biology I Lab
- BIOL - 1120 - General Biology II
- BIOL - 1121 - General Biology II Lab
- COMM - 2025 - Fundamentals of Communication
- ENGL - 1010 - English Composition I
- ENGL - 1020 - English Composition II
- MATH - 1530 - Introductory Statistics
- PSYC - 1030 - Introduction to Psychology
- PSYC - 2110 - Psychology of Adjustment
- PSYC - 2120 - Social Psychology
- PSYC - 2130 - Lifespan Development Psychology

Add Course Import Course

 Save All Changes

Be sure and save all changes by clicking  Save All Changes before exiting the form. Otherwise, your work could be lost.

## Adding Program Curriculum Map and Program Requirements (Schema) Presentation:

Curriculog calls the catalog presentation of the academic program the “Schema.” The Schema is composed of a set of individual “Cores.” Each core is a self-contained unit with related curriculum information presented. Below is an example of individual cores making up a program Schema. Each gray box is a unique core of information presented in the catalog.



Prospective Curriculum\*

Recommended Full-Time Schedule
First Year
Fall Term (13 semester credit hours)
Spring Term (15 semester credit hours)
Second Year
Fall Term (16 semester credit hours)
Spring Term (16 semester credit hours)
Program Degree Requirements - A.S. Psychology
General Education Requirements (41 hours)
Communication (9 hours)
Humanities and/or Fine Arts (9 hours)
History (6 hours)
Behavioral/Social Sciences (6 hours)
Mathematics (3 hours)
Natural Science (8 hours)
Area of Emphasis Requirements (19 hours)
Electives (13 hours)
Total Credit Hours 60

The Schema imported into the Program Modification proposal contains the current catalog presentation information for the academic program being modified. The instructions that follow provide guidance associated with modifying each Schema core with revised curriculum information for presentation in the college catalog.

Modification of existing core information is allowed. Courses and their related Custom Text items can be added or deleted. Courses within cores can be moved from one core to another. Cores can be added or deleted. Follow the same procedures for modifying core information as would be followed when creating a new program.<sup>1</sup> If necessary, contact a WSCC Curriculog administrator for assistance with modifications.

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### **Note:**

<sup>1</sup>The format for Schemas will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

## Schema Instructions:

**Recommended Full-Time Schedule**

**Title**  
Recommended Full-Time Schedule

**Description**

**Courses**  
No Courses

- **Title:** Recommended Full-Time Schedule (required).
- **Description:**<sup>1</sup> This area (which allows formatting) is used to provide the narrative associated with meeting curriculum requirements, footnotes associated with advising, student progression, general education disclosures, transfer options, notes related to computer competency, learning support, and other similar information. This area varies greatly from program to program.<sup>1</sup>
- **Courses:** Not used.

An example of the **Description** field for Recommended Full Time Schedule follows:

The following **Recommended Full-Time Schedule** is not a substitute for academic advising. You must meet with an academic advisor each semester to be cleared for registration. Consult with your advisor about scheduling and degree requirements. Also, see the current undergraduate catalog (catalog.ws.edu) for a complete list of requirements and electives. Requirements are continually under revision, and there is no guarantee they will not be changed or revoked. Contact the academic division or department for current information.

*Factors that affect your progression include required Learning Support courses, completion of computer competency and your choices regarding campus location, course delivery method, and the days and times selected to take classes.*

<sup>1</sup>General Education electives in each category must be chosen from approved courses listed in the [General Education Program](#).

<sup>2</sup>Students who plan to transfer to The University of Tennessee, Knoxville should take the following courses: BUSN 2390 and BUSN 2330. Students who plan to transfer to East Tennessee State University should take the following courses: ECON 2210 and a Behavioral/Social Science elective from the General Education course listing.

<sup>3</sup>Students who plan to transfer to The University of Tennessee, Knoxville, College of Business, should take MATH 2050, Calculus Based Probability and Statistics.

<sup>4</sup>Students transferring to The University of Tennessee, Knoxville should enroll in HIST 2310 and HIST 2320.

Notes:

- Walters State students are required to meet computer competency during the first 30 hours of coursework. Taking INFS 1010 will fulfill this computer competency requirement.
- Learning Support co-requisite courses must be taken every semester until completed.
- \*Students transferring to UT Knoxville should complete MATH 2050, Calculus-Based Probability and Statistics.
- \*\*Students transferring to ETSU, MTSU or UT Knoxville should take MATH 1630. Students transferring to TSU, TTU, University of Memphis, UT Chattanooga or UT Martin should take a college algebra course.
- \*\*\*MATH 1830, Applied Calculus or equivalent calculus course is required at ETSU, UT Knoxville, University of Memphis, UT Chattanooga, TSU and TTU. MATH 1830, Applied Calculus or equivalent is NOT required at UT Martin, APSU or MTSU.

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### Note:

<sup>1</sup>The format for this section will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

## Schema Instructions (continued):

First Year
Title
First Year
Description
Courses
No Courses
<input type="button" value="Add Courses"/> <input type="button" value="Add Custom Text"/>

- **Title:** First Year (required)
- **Description:** Not used.
- **Courses:** Not used.

Fall Term (XX semester credit hours)
Title
Fall Term (15 semester credit hours)
Description
Courses
<b>ECON - 2100 - Principles of Macroeconomics</b> (3 hrs.)
<b>ENGL - 1010 - English Composition I</b> (3 hrs.)
<b>INFS - 1010 - Computer Applications</b> (3 hrs.)
<b>MATH - 1530 - Introductory Statistics</b> (3 hrs.)
1 History Elective (3 hrs.) <i>(Select from Walters State approved general education list)</i> <sup>1</sup>
<input type="button" value="Add Courses"/> <input type="button" value="Add Custom Text"/>

## Schema Instructions (continued):

- **Title:** Fall Term (or First Term) (required). Include total credit hours for term.
- **Description:** This area (which allows formatting) is used to add non-specific electives when No courses are added under the Courses section below. This will only occur if all course requirements for the term are non-specific elective requirements chosen from a list (such as General Education) or approved by faculty advisors. (See example below, First Year, Spring Semester).
- **Courses:** To add courses from the Prospective Curriculum list, click on  and choose the courses to be added to the term. Click all courses associated with the term and then click  on the **Choose courses to add** screen as shown below. Note: Specific courses must first be added to the Prospective Curriculum list to be included in the Courses section. Do not input them directly into the core.

The courses should be arranged in alphabetical order within the core. Electives should follow specific courses.

Choose courses to add

- ECON - 2100 - Principles of Macroeconomics
- ENGL - 1010 - English Composition I
- INFS - 1010 - Computer Applications
- MATH - 1530 - Introductory Statistics

## Schema Instructions (continued):

Custom Text is “associated text” related to specific courses added to the Course section or related to “elective” courses where no one specific course meets the requirement. Notice the Custom Text on page 79 – (3 hrs.) under each course. The (3 hrs.) will appear in the catalog immediately after the course as shown below. The History elective is also Custom Text.

- ECON 2100 - Principles of Macroeconomics (3 hrs.) ←

To add Custom Text, click on **Add Custom Text** and the following screen will appear.

- **Name:** Enter “CT” (for custom text)(required).
- **Position:** Choose the position of the custom text relative to the associated item. Choices are Before, After, Left and Right. The most common choices will be After and Right.
- **Credits:** Used specifically to associate credit hours with a specific course. The format for this field is (X hrs.), (X hr.). For example, (3 hrs.), (1 hr.).

Use the formatting box in the center of the screen to input non-specific course electives such as the history elective shown on page 79. Click on **Add Text** to insert the Custom Text. Curriculog will place the Custom Text at the bottom of the Courses list. Simply drag and drop the Custom Text box below the associated course. If you need a superscript, include it in the Custom Text box and it will attach itself to the end of the text immediately above it. To edit Custom Text, click on the Description text box where the text is entered and click on the  icon. To delete Custom Text, click on the Description text box where the text is entered and click on the  icon.

For electives without specific course requirements, enter them as Custom Text. Some examples are as follows:

## Schema Instructions (continued):

1 History Elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

1 Behavioral/Social Science elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

1 Mathematics Elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

1 Humanities Elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

1 Natural Science Elective with lab (3/1 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

To remove a Course or Custom Text from the term core, highlight the item and click on the **X** icon on the right side. (Note: A Course cannot be deleted unless its related Custom Text is deleted first.)

Description Section (in formatting mode)

Spring Term (XX semester credit hours)

1 Agriculture Elective (4 hrs.)<sup>2</sup>  
 1 Humanities Elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>  
 1 Literature Elective (3 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>  
 1 Natural Science Elective with lab (3/1 hrs.) *(Select from Walters State approved general education list)*<sup>1</sup>

Courses  
 No Courses

Add Courses Add Custom Text

- **Title:** Spring Term (or Second Term) (required). Include total credit hours for term.
- **Description:**<sup>1</sup> This area (which allows formatting) is used only if no specific courses from the Perspective Curriculum list are used during the specified term. The elective course(s) must be entered in the Description section under this condition.
- **Courses:** Not used. No specific courses from the Perspective Curriculum list are required during the specified term.

### Note:

<sup>1</sup>The format for this section will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

## Schema Instructions (continued):

**Second Year**

**Title**  
Second Year

**Description**

**Courses**  
No Courses

- **Title:** Second Year (required)
- **Description:** Not used.
- **Courses:** Not used.

**Fall Term (XX semester credit hours)**

**Title**  
Fall Term (XX semester credit hours)

**Description**

**Courses**  
ENGL - 1020 - English Composition II  
HIST - 2010 - Early United States History  
  
or  
  
HIST - 2310 - Early World History  
MATH - 1530 - Introductory Statistics  
PSYC - 1030 - Introduction to Psychology

- **Title:** Fall Term (or Third Term) (required). Include total credit hours for term.
- **Description:** Not used.
- **Courses:** Add Courses from the Perspective Curriculum list as per above. Use Add Custom Text to insert “or” between HIST – 2010 and HIST – 2310.



## Schema Instructions (continued):

Spring Term (XX semester credit hours)

**Title**  
Spring Term (XX semester credit hours)

**Description**

**Courses**  
No Courses

- **Title:** Spring Term (or Fourth Term) (required). Include total credit hours for term.
- **Description:** See above for input instructions.
- **Courses:** See above for input instructions.

Program Degree Requirements - A.S. XXXXXXXX

**Title**  
Program Degree Requirements - A.S. XXXXXXXX

**Description**

**Courses**  
No Courses

- **Title:** Program Degree Requirements or Program Requirements (for certificate programs) – (degree/certificate title). Insert the degree or certificate title. Examples include A.S. – Business; A.A – Art Education; TTP A.S. – Accounting; A.A.S – Engineering Systems Technology – Operations Management; Pharmacy Technician Certificate.
- **Description:** Not used.
- **Courses:** Not used.

## Schema Instructions (continued):

General Education Requirements (XX hours)	
Title	General Education Requirements (XX hours)
Description	
Courses	No Courses
<input type="button" value="Add Courses"/> <input type="button" value="Add Custom Text"/>	

- **Title:** General Education Requirements (# of semester hours required). (This core is required for degree programs only). Enter the total number of General Education semester hours required.
- **Description:** Not used.
- **Courses:** Not used.

Each General Education category is detailed in a separate corresponding Core within the program Schema. These cores are required for degree programs. Data is entered into all category cores consistent with the Schema explanations above. Examples follow.

Communication (X hours)	
Title	Communication (X hours)
Description	
Courses	COMM - 2025 - Fundamentals of Communication ENGL - 1010 - English Composition I ENGL - 1020 - English Composition II
<input type="button" value="Add Courses"/> <input type="button" value="Add Custom Text"/>	

## Schema Instructions (continued):

Humanities and/or Fine Arts (X hours)
<p>Title</p> <p>Humanities and/or Fine Arts (X hours)</p>
<p>Description</p> <p>Approved Philosophy General Education elective<sup>1</sup> 3 credits</p> <p>Approved Literature General Education elective<sup>1</sup> 3 credits</p> <p>Approved Humanities General Education elective<sup>1</sup> 3 credits</p>
<p>Courses</p> <p>No Courses</p> <p><b>Add Courses</b> <b>Add Custom Text</b></p>
Behavioral/Social Sciences (X hours)
History (X hours)
Natural Science (X hours)
<p>Title</p> <p>Natural Science (X hours)</p>
<p>Description</p>
<p>Courses</p> <p>PHYS - 2010 - Non-Calculus Physics I</p> <p>PHYS - 2011 - Non-Calculus Physics I Lab</p> <p>Natural Science elective<sup>3</sup> as required by the transfer institution and as directed by the student's advisor 4 credits</p> <p><b>Add Courses</b> <b>Add Custom Text</b></p>
Mathematics (X hours)

The Area of Emphasis Requirements<sup>1</sup> core varies greatly across all programs. In its simplest form, course and electives which do not consist of General Education requirements should be listed within this core. However, additional cores may be needed depending on individual program options. For assistance with formatting this section, please contact a WSCC Curriculum administrator.

For Certificate programs, use Required Courses as the core heading in place of Area of Emphasis Requirements.

---

**Note:**

<sup>1</sup>The format for this section will be specified in the Catalog Presentations Standards document. This document is currently under development. Please use current catalog presentations as a format guide until the standards document has been released.

## Schema Instructions (continued):

Area of Emphasis Requirements (XX hours)

Title  
Area of Emphasis Requirements (XX hours)

Description

Courses  
No Courses

Add Courses Add Custom Text

Data is entered into the Area of Emphasis Requirements core consistent with the Schema explanations above.

Total Credit Hours XX

Title  
Total Credit Hours XX

Description

Courses  
No Courses

Add Courses Add Custom Text

- **Title:** Total Credit Hours (# of semester hours required). Enter the total number of semester hours required for the academic program. The total of all core semester hours must add to this total.
- **Description:** Not used.
- **Courses:** Not used.

Add Core Import Core

To add an additional Core to the default cores included in the program template, click on . The following screen will appear.



## Schema Instructions (continued):

**New Core**

**Title**  
New Core

**Description**

**Courses**  
No Courses

Data is entered into the new core consistent with the Schema explanations above. Please contact a WSCC Curriculog administrator before undertaking the addition of a new core.

Note: There are no Cores available for import. Please disregard the Import Core option.

### Viewing the Program Catalog Preview:

 To view the online catalog presentation of the new program, click on the  icon. A Curriculum Preview Schema will open in a new browser window. The preview will generally show the catalog presentation of the program. However, transferring new Curriculog programs into the existing college catalog requires additional editing once the transfer has taken place. For example, Custom Text must be aligned properly after the transfer has occurred.

To view the Schema after modifications are included, click on the  icon in the upper right side of the preview window. To view the Schema with Markup showing the actual edits, click on the  icon.

This preview will not give an exact preview of the final catalog presentation. An example of a Curriculum Preview Schema with Markup follows.

## Recommended Full-Time Schedule

The following **Recommended Full-Time Schedule** is not a substitute for academic advising. You must meet with an academic advisor each semester to be cleared for registration. Consult with your advisor about scheduling and degree requirements. Also, see the current undergraduate catalog (catalog. ws.edu) for a complete list of requirements and electives. Requirements are continually under revision, and there is no guarantee they will not be changed or revoked. Contact the academic division or department for current information.

**Factors that affect your progression include required Learning Support courses, completion of computer competency and your choices regarding campus location, course delivery method, and the days and times selected to take classes.**

<sup>1</sup> General Education electives in each category must be chosen from approved courses listed in the [General Education Program](#).

<sup>2</sup> These courses are **prerequisite** requirements that must be completed before beginning the program.

Notes:

- Walters State students are required to meet computer competency during the first 30 hours of coursework. Students must take INFS 1010, BUSN 1360 or AGRM 2630/2631 or successfully complete a Computer Competency Exam. The Computer Competency Exam does not provide course credit. Consult your advisor. See [www.ws.edu/academics/technical-ed/computer-competency/](http://www.ws.edu/academics/technical-ed/computer-competency/) for additional information.
- Learning Support courses must be taken every semester until completed.

## First Year

### **New Core Summer Term (8 semester credit hours)**

**BIOL 2010+ Human Anatomy & Physiology I**

<sup>2</sup> (3 hrs.)

**BIOL 2011+ Human Anatomy & Physiology I Lab**

<sup>2</sup> (1 hr.)

**BIOL 2020+ Human Anatomy & Physiology II**

<sup>2</sup> (3 hrs.)

**BIOL 2021+ Human Anatomy & Physiology II Lab**

<sup>2</sup> (1-hrs hr.)

**Note: All students must complete each BIOL course with a grade of C or higher.**

### **Fall Term ~~(13)~~ (14 semester credit hours)**

~~**BIOL 2010+ Human Anatomy & Physiology I**~~

~~(3 hrs.)~~

~~**BIOL 2011+ Human Anatomy & Physiology I Lab**~~

~~(1 hr.)~~

~~**ENGL 1010+ Composition I**~~

~~HIMT 1300 Medical Terminology~~

~~**PSYC 1030+ General Psychology**~~

~~(3 hrs.)~~

~~or~~

~~**PSYC 2130+ Life Span Psychology**~~

~~HIMT 1308 Introduction to Health-Related Professions~~

~~**1 Humanities General Education Elective (3 hrs.) (Select from Walters State approved general education list)<sup>1</sup>**~~

~~(3 hrs.)~~

~~**SURG 1002 Orientation to Surgical Technology**~~

~~**(3-hrs (1 hr.))**~~

~~**SURG 1010 Surgical Technology and Patient Care I**~~

~~(3 hrs.)~~

~~**SURG 1011 Surgical Technology and Patient Care Laboratory I**~~

~~**(3-hrs (1 hr.))**~~

~~**SURG 2010 Surgical Microbiology and Asepsis**~~

~~(3 hrs.)~~

Spring Term (14 semester credit hours)

**BIOL-2020+ Human Anatomy & Physiology II**  
**BIOL-2021+ Human Anatomy & Physiology II Lab**  
BIOL 2230+ Introduction to Microbiology  
(3 hrs.)  
**BIOL 2231+ Introduction to Microbiology Lab**  
(1 hr.)  
**ENGL 1010+ Composition I**  
(3 hrs.)  
**MATH 1530+ Probability and Statistics**  
(or any approved general education math course) (3 hrs.)<sup>1</sup>  
**SPCH 1010+ Fundamentals of Speech Communication**  
**SURG 1005 Surgical Terminology and Pharmacology**  
(3 hrs.)  
**SURG 1020 Surgical Technology and Patient Care II**  
(3 hrs.)  
**SURG 1021 Surgical Technology and Patient Care Laboratory II**  
(1 hr.)

Second Year

Fall Term (12 semester credit hours)

**SURG 1002 Orientation to Surgical Technology**  
(1 hr.)  
**SURG 1005 Surgical Terminology and Pharmacology**  
(3 hrs.)  
**HIMT 1300 Medical Terminology**  
(2 hrs.)

Spring Term (7 semester credit hours)

**SURG 1010 Surgical Technology and Patient Care I**  
(3 hrs.)  
**SURG 1011 Surgical Technology and Patient Care Laboratory I**  
(1 hr.)  
**SURG 2010 Surgical Microbiology and Asepsis**  
(3 hrs.)

Summer Term (5 semester credit hours)

**SURG 1020 Surgical Technology and Patient Care II**  
(3 hrs.)  
**SURG 1021 Surgical Technology and Patient Care Laboratory II**  
(1 hr.)  
**SURG 2900 Clinical Practicum I**  
(1 hr.)

Third Second Year

Fall Term ~~(5)~~ (12 semester credit hours)

**SURG 2020 Surgical Procedures I**  
(3 hrs.)  
**SURG 2900 Clinical Practicum I**  
(1 hr.)  
**SURG 2901 Clinical Practicum II**  
(2 hrs.)  
**1 History Mathematics Elective (3 hrs.) (Select from Walters State approved general education list)**<sup>1</sup>  
**1 Behavioral/Social Science Elective (3 hrs.)**  
Choose from PSYC 1030 or PSYC 2130

Spring Term ~~(6)~~ (12 semester credit hours)

**SPCH 1010+ Fundamentals of Speech Communication**  
(3 hrs.)  
**SURG 2030 Surgical Procedures II**  
(3 hrs.)  
**SURG 2902 Clinical Practicum III**  
(3 hrs.)  
**1 Humanities/Fine Arts Elective (3 hrs.) (Select from Walters State approved general education list)**<sup>1</sup>

## Program Degree Requirements - A.A.S. Surgical Technology

### General Education Requirements (17 hours)

#### Communication

ENGL 1010• Composition I

#### Humanities and/or Fine Arts

Approved Humanities/Fine Arts General Education elective<sup>1</sup> 3 credits

#### Behavioral/Social Sciences

Approved Behavioral/Social Science General Education elective (3 hrs.)

Choose from PSYC 1030 or PSYC 2130

~~PSYC 1030• General Psychology~~

~~or an approved General Education psychology course<sup>1</sup>—3 credits~~

#### Natural ~~Science~~/Mathematics Science

BIOL 2010• Human Anatomy & Physiology I

2

BIOL 2011• Human Anatomy & Physiology I Lab

2

BIOL 2020• Human Anatomy & Physiology II

2

BIOL 2021• Human Anatomy & Physiology II Lab

2

### Concentrations Area of Emphasis Requirements (43 hours)

BIOL 2230• Introduction to Microbiology

BIOL 2231• Introduction to Microbiology Lab

HIMT 1300 Medical Terminology

HIMT 1308 Introduction to Health-Related Professions

~~MATH 1530• Probability and Statistics~~

~~or an approved General Education mathematics course<sup>1</sup>—3 credits~~

-

SPCH 1010• Fundamentals of Speech Communication

SURG 1002 Orientation to Surgical Technology

SURG 1005 Surgical Terminology and Pharmacology

SURG 1010 Surgical Technology and Patient Care I

SURG 1011 Surgical Technology and Patient Care Laboratory I

SURG 1020 Surgical Technology and Patient Care II

SURG 1021 Surgical Technology and Patient Care Laboratory II

SURG 2010 Surgical Microbiology and Asepsis

SURG 2020 Surgical Procedures I

SURG 2030 Surgical Procedures II

SURG 2900 Clinical Practicum I

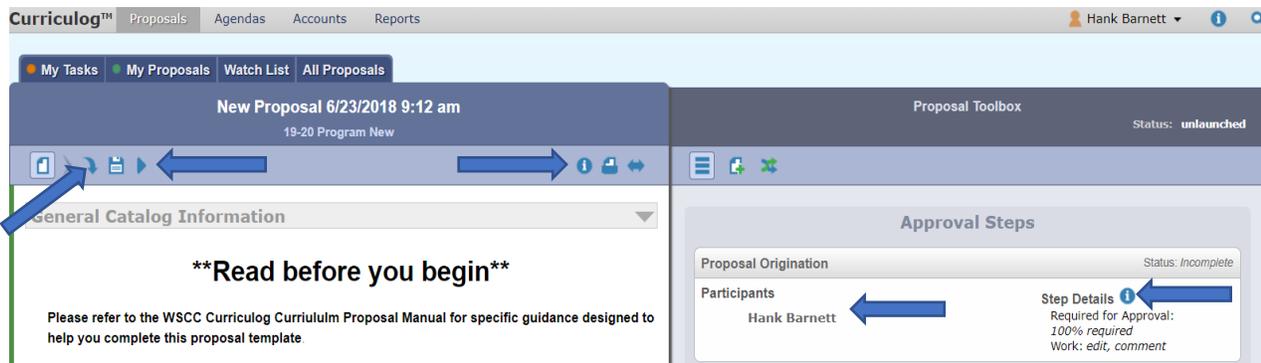
SURG 2901 Clinical Practicum II

SURG 2902 Clinical Practicum III

## Chapter 8: Program Termination Proposal Approval Process

### Program Termination – Origination Steps

**Introduction:** Any person with Login credentials can originate a proposal within the system. To originate a proposal terminating an academic program (degree/certificate) in Curriculog, please follow the instructions below. As shown below, your name will appear as the Proposal Origination Participant shown under Approval Steps on the Proposal Toolbox side of the form. You can view an outline of the requirements for this approval step by clicking Step Details .

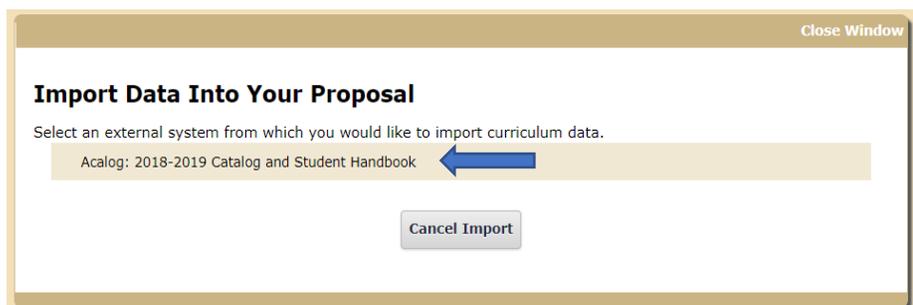


### Reminders Before You Begin

- Import the degree or certificate program from the catalog before entering any information on the proposal form.
- After the Import process is complete, make sure all required information has been entered into fields marked with an **orange asterisk (\*)**. You will not be able to Launch the proposal without completing the required fields.
- You are encouraged to save your work as you progress by clicking  in the top right corner of the heading bar.

### Completion of the Proposal Origination Step:

1. IMPORT the degree or certificate program into the proposal. Click on the **Import icon**  in the top left corner of the heading bar. The following screen will appear.

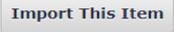


Point to the external system listed. (Regarding the dates in the examples, only the current external system will be available for your selection.) Click on the  icon that will appear on the right side of the window. The Search screen will appear.

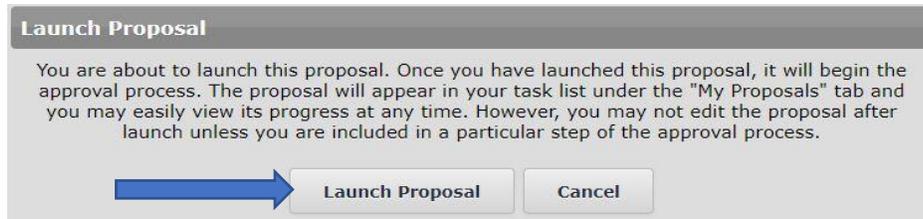
Click on the “Filter by field” box and choose the “Name” search option. Enter the general name into the search field that appears. For example, for A.A.S. – Computer Information Technology: Cyber Defense, search on Computer Information Technology or just Cyber Defense.

Click on  and a listing of degree and certificate programs will appear. If the search does not provide the appropriate program, modify the search name for better results. Choose the appropriate degree or certificate program from the listing to import it into your program termination proposal. If your program cannot be found through the search process, please contact a WSCC Curriculog administrator for assistance.

Field Name	Data Preview	Import Field
General Catalog Information: Request for	Computer Information Technology - Cyber Defense No matches were found The following option could not be imported: Computer Information Technology - Cyber Defense	<input type="checkbox"/>
General Catalog Information: Applicable Curriculum Unit	Technical Education No matches were found The following option could not be imported: Technical Education	<input type="checkbox"/>
General Catalog Information: Program Type	Degrees	<input checked="" type="checkbox"/>
General Catalog Information: Degree Type	Associate of Applied Science	<input checked="" type="checkbox"/>
General Catalog Information: Program Name	Computer Information Technology - Cyber Defense	<input checked="" type="checkbox"/>
General Catalog Information: Total Program Hours	[no data]	<input type="checkbox"/>
General Catalog Information: Program Description	The Cyber Defense concentration focuses on network security, cyber security, and digital forensics. Coursework in the concentration emphasizes network security and defense, network analysis, and hard...	<input checked="" type="checkbox"/>
General Catalog Information: Prospective Curriculum	Program has 17 cores and 38 courses.	<input checked="" type="checkbox"/>

The Import Data Into Your Proposal box will appear. Do not concern yourself with the orange error messages. Simply click the  selection and the appropriate information will populate the proposal form.

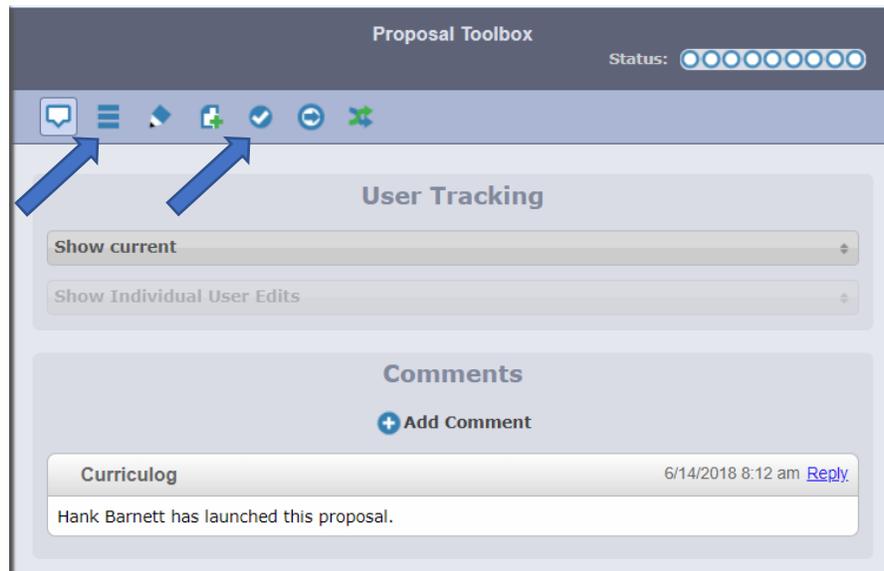
2. **TURN ON** help text before starting the proposal by clicking the **Help icon**  in the top right corner of the heading bar.
3. **FILL IN** all applicable fields. All fields marked with an **orange asterisk (\*)** are required and must be entered. You will not be able to Launch the proposal without completing the required fields. See Form Completion Instructions by Item Listed.
4. **LAUNCH** the proposal by clicking the **Launch icon**  in the top left corner of the heading bar. The following **Launch Proposal** message will appear if all required fields have been entered.



If the **Could Not Launch Proposal** message box appears, you have not entered all the required information indicated with an **orange asterisk (\*)**. Click the **Show Me** option on the message to be taken to the missing information fields within the form. Input the required information and return to Step 4. and Launch the proposal again.



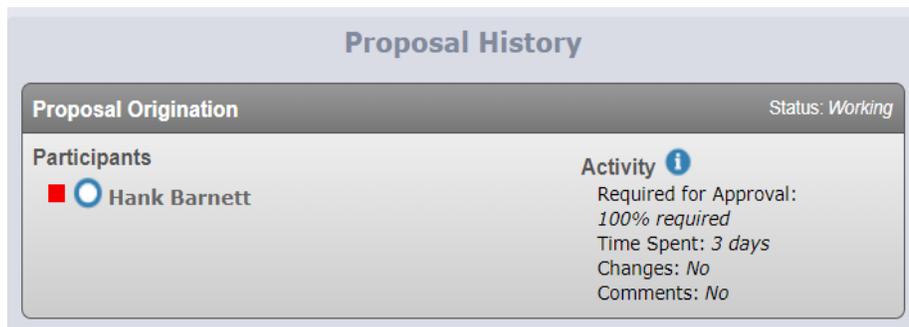
When the **Launch Proposal** message box appears, click on the **Launch Proposal** option. Once the Launch is complete, you will be returned to the proposal input screen. On the right side of the screen will be your Proposal Toolbox **Discussion page**  as is shown below.



5. **EDIT** the information on the proposal form as necessary. Information can be added or deleted. These edits will be tracked. Edits made prior to Launch will not be fully tracked. When editing a form field after Launch, you will be asked to save your work before moving to a subsequent field.

See Form Completion Instructions by Item Listed.

After edits are complete and saved, click on the Proposal Toolbox **Status icon**  and Proposal History will appear.



Notice the  symbol next to the originator's name. This symbol indicates that no decision on the proposal has been made by the originator. Once the proposal has been "approved" by the originator, the symbol will appear as .

6. **APPROVE** the proposal origination. To approve the **Proposal Origination** step, click on the Proposal Toolbox **Decision icon** . The following input screen will appear as shown below.

The objective at this point is to "Approve" the proposal so it can move on to the **Faculty Approval** step. You should click  Approve and then click the **Make My Decision** box to finalize the Proposal's Origination Step.

If for some reason you do not feel that you can click "Approve," please contact your Division Dean for assistance with any issues that may be preventing the step's approval.

## Program Termination – Form Completion Instructions by Item Listed

Catalog Year Proposal Will Become Effective (if approved)\*

The [Catalog Year Proposal Will Become Effective \(if approved\)\\*](#) field is a required field. Select [the appropriate academic year](#) corresponding with the year the proposal is being submitted for catalog inclusion.

Request for\*

The [Request for\\*](#) field is a required field. Select [Program Termination](#) option (which is the only option available).

Applicable Curriculum Unit\*

The [Applicable Curriculum Unit\\*](#) field is a required field. Select the academic area under which this terminated program has been managed. Only one unit should be entered.

The purpose of this field is to assign the faculty member who is considered to be proposing the program termination and is responsible for its review and approval. Each unit has been assigned a faculty member responsible for this process. This step identifies the [Faculty Approval Participant](#) shown under Approval Steps on the Proposal Toolbox side of the form. If you are uncertain as to the Applicable Curriculum Unit, please contact the Division Dean for guidance.

Effective Term\*  Fall, Next Academic Year  
 Spring, Current Academic Year (requires VP approval)  
 Summer, Current Academic Year (requires VP approval)  
 Other (requires VP approval)

The [Effective Term\\*](#) field is a required field. Enter the semester the terminated program will be deleted from the online catalog. Generally, submissions approved by February will be effective the next fall semester. Spring submissions after February are generally effective the fall semester of the next chronological year. Exceptions to these guidelines must be approved by the Vice President for Academic Affairs.

Proposal Summary\*



The Proposal Summary\* field is a required field. Enter a brief description as to why the program is being terminated. Also, provide a justification for the program termination. The proposal is not considered complete without a sufficient justification statement. The justification statement is, therefore, required.

The format of the summary is not defined. However, the justification statement should be clearly distinguished in the text.

Select to Convert  Inactive-Hidden  
to Inactive Status  
(Required)\*

The Select to Convert to Inactive Status\* field is a required field. Marking the “Inactive-Hidden” selection is required; otherwise, the program will not be terminated and will continue to appear in the catalog.

Program Type\*

The Program Type\* field is a required field. Select the Program Type that is applicable. Only one type should be entered. An example of a Program Type is Degrees.

Degree Type\*

The Degree Type\* field is a required field. Enter the Degree Type that is applicable. Only one type should be entered. An example of a Degree Type is Associate of Science. If the applicable type is not listed, please contact a WSCC Curriculog administrator for assistance.

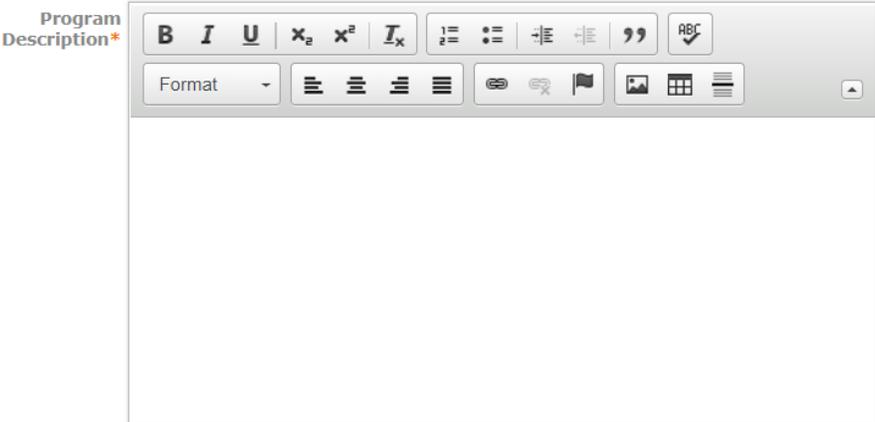
Program Name\*

The Program Name\* field is a required field. Enter the name that has been assigned to the program. An example of a Program Name is Agriculture.

Is TBR approval required?  Yes  No

The Is TBR approval required?\* field is a required field. Choose the applicable answer.

The answer to this question should be carefully considered. If there is any doubt regarding the answer, please consult with the Office of Academic Affairs for clarification. The answer determines if the President’s approval is included in the required Approval Steps. If this question is answered incorrectly, the entire approval process for the program will have to be deleted and restarted at the Proposal Origination step which will delay the termination of the program.



The Program Description\* field is a required field. Importing the program will enter the description narrative for the terminated program. No edits should be required.

Curriculum\*

The Curriculum\* field is a required field. Importing the program will enter the curriculum narrative for the terminated program. No edits should be required.

Be sure and save all changes by clicking  before exiting the form. Otherwise, your work could be lost.