BALL STATE UNIVERSITY

ECA ACCESS

and

COURSE (CATALOG) RELATED SCREENS

and

PROCEDURES FOR NEW, DROPPED, REVISED
COURSES AND PROGRAMS

OFFICE OF ACADEMIC SYSTEMS
NQ 328

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THE ECA SYSTEM

<u>Overview</u>

The ECA system integrates the Catalog, Section Scheduling, Facilities Management, Registration (including Drop/Add functions), and Grade Reporting systems currently in place at Ball State University.

Any university's resources are the courses taught; the instructors who teach the courses; facilities--classrooms, labs, etc., where the courses are taught; and the other materials and equipment that may be needed for particular classes. A brief description of how the system operates will aid in understanding how to best use the ECA System.

<u>Accessing the ECA System</u>

After signing on ADMAC (CICS ADM. ACCESS SYS.) using your regular individual sign-on:

1. Enter S000 (screen examples included). Press enter (figure 1).

2. The sign-on screen for ECA will appear. Enter the Department Identification (DEPT ID), use the <u>tab</u> key to move to the first Password field, enter the department password (which will not be displayed as you type it), tab again to the User Identification field, enter the USER ID and then tab to the user Password field (figure 2). Type the USER PASSWORD and the <u>optional</u> <u>exit</u> <u>transaction</u>, then press the Enter key. (The ECA EXIT TRAN ID can be any transaction you often use once you leave the ECA System; it could be a faculty assignment reporting system transaction, the INSM transaction, or any other system transaction.)

3. The message "SIGN-ON SUCCESSFUL - ENTER YOUR NEXT TRANSACTION ID AND KEY AND PRESS ENTER" will appear. If an error message appears, clear the screen (using the PF3 key) and follow the steps described above.

As displayed at the bottom of the screen, the PF1 key will move your display to the first menu (figure 3). The PF2 key will provide a help window for the field upon which the cursor lies (figure 4). **Pressing the PF3 key will clear your screen, allowing you to access other CICS transactions outside the ECA System**. If you wish to then return to the ECA menu, clear your screen, type S002, press enter and the initial menu will appear. You may then select from the main menu or move to the "home" position (upper left corner of the screen) and enter another ECA transaction ID and Key.

Once you have reached a lower-level menu, the PF1 key can be used to "back up" to a previous menu. You may use the menus to move through the system, or you may back tab to the Home field, enter a transaction ID and Key and move directly to another desired transaction.

<u>Logging Off ECA</u>

To log off the ECA System, type S999 in the Home field of the screen (or, on the ECA Main Menu, select item B), and press enter (figure 14). You will be asked to confirm that you want to log off, enter a "Y" and press enter once more (figure 15).

Always log off ECA before logging off ADMAC and before turning off your device. Figure 16 shows the successful log-off message.

USING THE ECA SYSTEM

The Main Menu

The Main Menu, figure 3, can be used to sign off the system or to enter other menus. When selecting other menus you will finally be presented with menus that lead directly to specific transactions. Accessing information in the ECA System requires the use of "Transaction Keys" which tells the system what information you wish to see (in the catalog, section, facilities, and student registration "sub-systems").

Transaction Keys

The elements of the transaction keys vary from one part of the ECA System to another. However, all key elements are separated by "commas" (,) regardless of the sub-system. For example, the keys for the Catalog sub-system are

Department prefix, course number, year/term

The specific key elements are described in each of the sub-system sections that follow.

Key Memory

When first entering an ECA System transaction, the keys used for the transaction are stored in an area called the "Key Memory." The S500 transaction (figure 5) displays the key elements that have been entered. When accessing several items, leave the year/term field blank and the system will go to "Key Memory" and use the year/term last used. This is particularly helpful when leaving the ECA System to use other ADMAC transactions, then returning to the system for additional ECA transactions.

Similarly, when checking a department's courses, once the department prefix has been entered the first time, "Key Memory" stores the prefix and the prefix entry of the key may be left blank (until you sign off the ECA System). (Example: ",101,99999"--notice the leading comma.)

To view what the system is holding in Key Memory, type S500 in the Home field of the screen and press enter.

THE ECA CATALOG SCREENS

Before students can enroll for a course, a course/section must exist. Before a course/section can be "created," the course itself must be present as a legitimate course offering. Creating this "base" course is the function of the ECA Systems' Catalog level. At the Catalog level a course prefix, number, title, amount and type of credit hours, budget codes, etc., are stored, along with a beginning date identifying the first term the course is eligible to be taught. A course must exist with correct information at the Catalog level before a section of that course can be added.

Changes to a course must first be made at the Catalog level before they can be reflected at the section level. A more thorough exploration of course creation and revision will follow.

C100 COURSE CATALOG MAINTENANCE

Choose item "G" from the ECA Main Menu screen (figure 3), and press enter to reach the Course Schedule Development Menu (figure 6) displays the Course Schedule Development menu, which includes the Catalog level transactions. Choose item "A" for the Course Catalog Menu (figure 7).

The key to all Catalog level transactions is in the format, "Prefix, Course Number, Year/Term" ("BIO,100,99999" with commas separating each entry). A year/term of 99999 denotes the course in its most current version (99999 is the "on-going" version of the course, one without an "ending"). Similarly, using 20091 displays the course in effect for Fall, 2009; 20103 for Spring, 2010, etc.

The course foundations are displayed on the C100 screen . Directly beneath the Home position and key is a Function field used exclusively by the Curriculum Coordinator. The next fields displayed are the Short Title, College, Department Code, Funding Department and Funding Source codes.

The Next Effective Term field displays the year/term when a newer, revised course exists for a future year/term.

Term Start and Stop contain the data regarding the beginning and ending year/terms for this version of the course (99999 under Stop denotes this is the current version of the course).

The Course Status (CRSE STATUS) field would carry a code to describe a recent posting of the course (**N**=new course, **D**=dropped, **R**=revised).

In the VAR TITLE field, a "Y" means this course's short title can vary from one section to the next.

If the course was recently revised with a new prefix and/or course number, the former configuration (prefix and number) is displayed under Previous (including the last term).

Dates for Create and Last Change are displayed in month, day and year format.

Course Level of "U" denotes an undergraduate course, "G" a graduate credit course (600-700 level) and "X" a graduate course (500 level) taught-with an undergraduate course.

The CIP field is not used at this time.

Credit Hours can be a set number of hours (3.0 in the example), a range (1.0 to 9.0, for example, for a course that could be offered for any number of hours between 1 and 9, but never for more than 9.0) or a one or another figure (3.0 or 6.0, where a course can only be offered for 3 or 6 hours, never 4 or 5 or more than 6, nor less than 3).

Contact Hours describes the number of hours of contact per week the instructor has with the class.

CEU is unused at this time.

CRU specifies the number of Certification Renewal Units (not used).

The Locations field is not used at this time.

The TERMS and YRS fields dictates when courses may be offered on a term or annual basis (not used at this time).

Credit Type 0 denotes regular credit (this is the only credit type currently being used).

The Method of Instruction (MOI) describes in general terms the instructional mode, e.g. lecture, laboratory, etc., (The PF2 key will provide a complete list).

Grade Method specifies the type of grading scheme to be used for the course
0 = letter grade only
1 = Credit/No Credit only (last sentence in description must say: Offered credit/no credit only.
2 = letter grade or Credit/No Credit option
9 = non-graded courses.
Most undergraduate courses normally are Grade Method 2, since students have the right to take any course on the Credit/No Credit option.
Graduate courses normally are 0 unless graduate students could be allowed to take the course for Credit/No Credit.
Corequisite courses (labs, etc.) are Grade Method 9 since the grades are identified with the "lecture" part of the course.

FEES 1 is used if any special fees exist for a course (the amount is not presently stored in the system).

FEES 2 and Directed Entry fields are not currently used.

DIR ENT (Directed Entry) is not used at this time. GRD TBL (Grade Table) at present is always 00.

GRD LINK (Grade Link) is used to identify courses where the final grade comes from the corequisite course (lab or discussion).

MIN, MAX and TARGET specify the enrollment figures.
MIN should be the minimum acceptable "go" limit (10 for an undergraduate course, 6 for a graduate or graduate/undergraduate taught-with course, 1 for an individualized study course).
MAX should be the maximum number of students any one section of the course could accept.
TAR (Target) should be the number which best utilizes the resources required to teach the course. These are suggested enrollment numbers and do not have any bearing on section limits.

FTE reflects the decimal percentage that the course, in general, contributes toward a full teaching schedule. For example, a full-time instructor may be expected to teach four sections of 3-credit hour courses to make a full load. The regular FTE for a 3-credit hour course would be 0.25 (one-fourth of a full load).

SRF is the Section Rounding Factor, either a "5" for a lecture course, or a "9" for any course that requires special resources such as laboratory space, workstations, etc.

The Space Type Code identifies the type of room needed for the course (GPCR denotes a General Purpose Class Room; see the appendix for a complete listing of all possibilities--RTYP Table for "Room Types").
http://www.bsu.edu/webapps/academic_systems/onlinetables.asp

TAUGHT-WITH and CFG fields are blank at the catalog level.

The last line of the C100 screen outlines the POST DATE when a new or revised or dropped course begins university-wide posting. DEMUR DEPT is the number of a demurring department. COMMENT provides a brief description of the posting ("new" or "credit hr change", etc.)

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C101 CATALOG RESTRICTIONS

Figure 9 is an example of the C101 screen. If a course requires permission before enrollment, or if it is limited to special programs (University College, Honors, etc.), appropriate entries appear in these fields. See Special Program codes (SPGM) Table in the appendix for a complete list.
http://www.bsu.edu/webapps/academic_systems/onlinetables.asp

The Class (class standing) and Major (program) restrictions can be used to restrict registration into courses based upon student class standing and/or declared program(s).

The Reentrant Major and Class restrictions will provide a higher priority to students with certain class standings or with declared programs of study (this feature is effective during Advanced Registration Scheduling only; it is not in use during Drop/Add/Late Registration).

Additional "parts" of a course (laboratory, self-instruction, discussion/recitation, etc.) are identified in the Corequisite field. The Code for the Corequisite tells the system to either generate the missing parts, or merely identify those students who have not requested all required Corequisites (0 = generate, 1 = do not generate). At present, all courses with Corequisites contain a 0 code to generate any missing course parts.

The Prerequisite and Course Relation fields identify prerequisite courses, courses identified as cross-listed (not open to students who have credit in another course), parallels, etc. This is informational only, and does not affect the registration process.

The C110 screen listed in the menu is used by the Curriculum Coordinator only.

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C111 COURSE DESCRIPTION DISPLAY

This screen displays the short and long titles, credit hours, and description of the course as it is to appear in the catalog (figure 10). Course descriptions are limited to 50 words.

C120 COURSE COMMENTS MAINTENANCE

Comments regarding registration, which will be printed in the Schedule of Classes, are stored here (figure 11). There is an option to print or not print comments. A print Indicator of "P" is used if the entered comments are to be printed in the Schedule of Classes (these appear above the first section offerings).

C130 COURSE STATISTICS

The C130 screen is accessed with a prefix, course number and year/term key (figure 12). It now includes statistics for all terms since Fall, 1988 (the first on the semester calendar). Census enrollments are not available for the terms Fall, 1988 through Summer, 1990. These statistics are run the week after the term ends (except for summer).

C140 COURSE LIST

The C140 screen can be useful since it lists, alphabetically by prefix, then numerically by course number, all courses at the institution. Entering "C140" in the Home position will begin the list (figure 13). Statistics are displayed for the last year/term in which sections of the course were offered. You may start the list with a key entry of

department prefix, course number, year/term

CURRICULUM REVISION PROCESSES

Accessing catalog forms on the Web: http://web.bsu.edu/formfinder/acsys.html

The Curriculum Coordinator can also e-mail the "word" forms file (call 5-1166).

Accessing Academic Postings on the Web: http://web.bsu.edu/catalog/postings/index.htm

The introduction of new courses, revisions to existing courses, and dropping of obsolete courses are processes with several steps outlined in the "Faculty and Professional Staff Handbook." These steps provide the academic community the opportunity to keep abreast of changes in the curricular offerings of the university as a whole. It also provides for the dissemination of pertinent information to the student body.

As stated in the Handbook, Academic Postings may occur only during the regular academic year (Fall and Spring Semesters). Because of the deadlines for compiling the following year's "Schedule of Classes," the earlier changes are made in courses (renumberings, title changes, credit hour changes), the greater the assurance that the student will be selecting the appropriate courses for the FOLLOWING fall semester. **Earlier deadlines for dropping of courses, revising of credit hours, and course renumberings are necessary to insure the accuracy of the following Fall Semester's "Schedule of Classes." For undergraduate changes to be effective starting on even-numbered years (and appearing in the equivalent Undergraduate Catalog), the deadline for posting university-wide is December 31 of the previous (odd-numbered) year. Graduate courses and programs follow the same pattern, effective odd-numbered years and must clear university-wide posting by December 31 of the previous (even-numbered) year. Follow your college deadlines to assure correct courses and programs are in effect.**

Please keep in mind that College Deans' deadlines, which normally range from March through early September depending upon the college, precede the December 31 final deadline. In all cases, your Dean's deadline(s) must be followed.

The following manual sections attempt to give examples that promote accuracy and integrity in the entire posting process, and, ultimately, in the university catalogs. Maintaining some form of consistency across the various departments of the university is another undertaking; hence some guidelines regarding course descriptions are in order.

As always, please feel free to contact our office regarding any questions you may have. It is recommended that contact with our office be made before you begin any curriculum revisions.

Evelyn Goss   Ron Murphy, Associate Director
Curriculum Coordinator

Office of Academic Systems

POSTING NEW AND REVISED COURSES
ACADEMIC POSTINGS MAY BE PROCESSED ONLY DURING THE ACADEMIC YEAR

Proposals for new and revised courses are initiated in the academic unit and submitted to the appropriate college curriculum committee. Following committee approval, the dean of the college will post the proposal for ten school days in all academic units of the college. If no demurrer is filed, the dean will forward the original of the proposal to the designate of the Provost, the Curriculum Coordinator in the Office of Academic Systems. (see flow chart.)

The Curriculum Coordinator will e-mail the Academic Posting with the proposals to all academic deans, department heads, and chairpersons and secretaries of educational policies committees. If no demurrer has been filed by the posting period deadline (ten school days) the proposals will be implemented for the appropriate Fall Semester (varying due to alternating yearly Undergraduate/Graduate Catalog deadlines).

The department originating the proposal should read and verify that the information submitted is what appears on the Academic Posting as this information is what will appear in the new catalog(s).

Accessing the Academic Postings on the Web: http://web.bsu.edu/catalog/postings/index.htm

BALL STATE UNIVERSITY
ACADEMIC POSTING
1999-2000

_____

This posting may contain all or part of the following: new, revised, and dropped programs, courses and prefixes. The posting period begins April 3, 2000. If no demurrer is received within ten school days, the changes will be certified for implementation. *The effective date for implementing undergraduate materials posted after January 10, 2000 is Fall Semester 2002. Graduate materials posted after December 7, 1998 have an implementation date of Fall Semester 2001.*

Interdepartmental Programs

NATIONAL STUDENT EXCHANGE (NSE)

(approved for Fall 2000 implementation)

New:

NSE 399. National Student Exchange. (12.0 TO 17.0) For participants in the National Student Exchange program and for registration purposes only. Requires contact with department offices to obtain evaluation of course(s) before registration, if credit is to be applied to anything other than general electives. Replaced by evaluated credit once transcripts from exchange institutions are received. Prerequisite: permission of the Dean of University College.

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College of Applied Sciences and Technology

SCHOOL OF NURSING

Revised:

MASTER OF SCIENCE (M.S.) IN NURSING, 46-49 hours

Educator Track, 41-42 hours

Research core			12
NUR	603	Nur Theory	3
	605	Nur Comp 1	2
	610	Concp Anls 1	3
	611	Concp Anla 2	3
	614	Concp Anls 3	3
	620	Curr Designs	3
	622	Teach In Nur	3
	626	Adv Teach	3
	672	Role Expct	4
NUR electives			2-3
			___
			41-42 hrs

Ron Murphy, Associate Director
Office of Academic Systems

Post #:____Cert. Date:_____

BALL STATE UNIVERSITY
New Course Form

Approval Signatures and Dates:

Department Committee_____ Date_____

Department Chairperson _____ Date_____

College Committee_____ Date_____

College Dean_____ Date_____

Provost_____ Date_____

__CHEM__   ___107__   _____Arch Chem_____   _____3.0_____
(Prefix)   (Number)   (Short Title, 12 characters & spaces)   (Credit Hour)

Contact Hrs_2.0_   Var Title Y_____N__x

Mthd Inst_L_   Grade Mthd_2_   Special Fees   Y_____N_x

Enrollment (Min)___15____ (Max)___25_____ Target)___25_____   FTE____.250   SRF_5

STC____GPCR_____   Permission: Y_____N_x_

Is this an approved University Core Curriculum Course?   Y_____N_x_

_Architectural Chemistry.______

Above the line, Long Title (limited to 75 characters including spaces).

Course Description (limited to 50 words).

Study of architectural aspects of structures through their chemical composition.

Prerequisite:

Corequisite (separate form required): CHEM 107L

Parallel:

A total of_____hours of credit may be earned (for variable credit only).

A total of _____hours of credit may be earned, but no more than_____in any one semester or term.

Not open to the student who has credit in_____CHEM 108._____

Open only to_____

Rationale

What is the intended use of this course, i. e., an elective, University Core Curriculum, or program requirement?

Do you have a faculty member to teach the course? Y_x_ N__ If no, describe the plan for providing appropriate instruction.

If this course is similar to other courses, list the similarities and indicate how the new course will be different.

        Similar to CHEM 108, hence not open to students with credit in 108

Describe any extra class activities such as field trips, field work, or observation.

        Some field trips to building sites, on-site experiments.

Are library, laboratory, and instructional facilities adequate for offering this course? Y_x_ N__ If no, describe the plan for developing necessary facilities.

When do you expect to offer this course for the first time?_____Fall 1990_____

(Pink)
(Back to Text)
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Accessing catalog forms on the Web: http://web.bsu.edu/formfinder/acsys.html

The Curriculum Coordinator can also e-mail the "Word" forms file (call 5-1166).

NOTE: Use one form for each course.

All appropriate signatures and approval dates must be included through the college dean entry.

New Corequisite courses require a half-page form with entries below marked with asterisks (*).

*Prefix
Use capital letters. New prefixes should be a maximum of five characters long.

*Number
Requires three digits. Corequisite courses use an alphabetic suffix as follows:
L for laboratories
D for Discussion/Recitation
A, B, C, E, F, G are reserved for variable credit courses

*Short title
At present, limited to 12 characters (including spaces). Do not use articles, conjunctions or punctuation in the short title. Avoid use of the course prefix since this will always be associated with the short title. (For example, an internship course, MKG 369, should be titled "Internship," not "MKG Intern,").

*Credit hours
Enclose in parentheses. For variable credit courses, the first number should be lowest number of credit hours for which a student may enroll during any given semester or term. Where a course is to be taken only for one credit hour value OR another higher credit hour value, the entry would be "(low value OR high value)." For example, if a course may be taken for either 3 or 6 hours (never less than 3, never 4 or 5, never more than 6), the entry would be 3 OR 6. Variable credit courses that may be taken for a range of credit, such as, from 1 to 9 hours (including 2, 3, 4, 5, 6, 7, 8, or 9 hours, but never exceeding 9) the entry would be "(1 TO 9)" hours. The higher figure represents the maximum total a student may take for any one semester or term.

Corequisite credit hour will always be zero.

*Contact hours
This figure represents the weekly number of hours of contact with a class the professor teaching the course will normally be expected to perform. This will be the default value for all offered sections of the course, but can be changed at the section level if the contact hours for a particular section differ from the norm.

Variable title
If this course's section titles will vary from one section to another (special or independent studies, etc.) enter "Y" (otherwise enter "N").

*Method of Instruction
See the Method of Instruction (MOI) table in the appendix for the various codes used to represent the teaching method expected to be used for most sections of the course (changes for particular sections can be made at the section level). This sets the "default" MOI for added sections.
http://www.bsu.edu/webapps/academic_systems/onlinetables.asp

Grade Method

Courses that must be taken by students for a letter grade only, have a grade method of "0"; those that are taken for Credit/No Credit grades (CR or NC) only have "1" (previously approved for graduate – must be a student teaching course only); those that may be taken for a letter grade or CR/NC have a "2"; non-graded courses (for example, corequisites) have a "9". Most undergraduate courses will have a "2" code (grade or credit/no credit).

Special fees

If a special fee exists, above and beyond the normal billing for the credit hours (for example, additional fees required for laboratory use, special insurance, etc.), enter "Y" here. Otherwise, enter "N."

*Enrollments

Enter the minimum number of student enrollments for a section of the course to "go." Excluding individualized study courses, the minimum for undergraduate courses is 10, for graduate courses, 6. The maximum number represents the absolute maximum for any one section. The target enrollment is that which most efficiently utilizes the resources required to teach a section of the course (instructor time, facilities, equipment, etc.). Individualized study courses may use numbers such as 1, 999, 10, as the minimum, maximum and target enrollments, respectively. A typical lecture course might use 10, 30, 30, respectively. Heavily subscribed courses (such as popular Core Curriculum courses) might use 10, 225, 65.

*Full Time Equivalent (FTE)

A decimal representation of the part of a full time teaching load the course will normally contribute to an instructor's teaching load. For example, a 3 credit hour course might normally be one-fourth, or 0.250 of a full load. This will be the default FTE for all offered sections of the course (changes can be made for specific sections at the section level).

*Section Rounding Factor (SRF)

For projection purposes, this number (either "5" or "9") can be described as a variable that relates to the amount of resources a course may require to be taught. Resource-intensive courses, such as those that always require laboratory space or special workstations, special equipment with limits to the number of students that can be accommodated, etc., may be given a "9" SRF. Courses requiring only lecture space where it is possible to add one or two additional seats to the room would be given a "5." Used strictly for resource need projections.

*Space Type Code (STC)

A code that describes the type of room required to teach the course. This entry will determine the default entries for sections and is important for room searches. Examples include "GPCR" for general-purpose classrooms, "LECT" for large lecture halls, various laboratories and studios. See the Room Type Code table (RTYP) for a complete list: http://www.bsu.edu/webapps/academic_systems/onlinetables.asp

Permission

If all sections of this course are to be by permission only, check "Y"; otherwise check "N". If "Y" you must also state under Prerequisite "permission of the department chairperson (instructor, etc.)."

University Core Curriculum (UCC)?

If this course is approved by the University Core Curriculum Sub-committee as one that can be used on the University Core Curriculum, enter "Y" (otherwise enter "N"). Approved UCC courses require review by the Sub-committee.

Title

Be brief and concise; three or four words. Enter above the line. At present, limited to 75 characters including spaces.

Course description

Full description should be limited to 50 words including course qualifiers such as prerequisites, variable credit statements, and "not open to" or "open only to" statements. Do not use the words "course" and "student" unless absolutely necessary (obviously, the entry is describing a course and the course is offered for students). Begin entries with present-tense verbs such as "gives" "includes," and "introduces"; or nouns such as "topics," "materials," "techniques"; or "emphasizes," "explores," and "focuses," etc., to introduce the course description. Avoid excessive use of articles such as "the" and "an." (Back to Text)

Prerequisite

List prefix and number of course or courses in ascending sequential order starting with course prerequisites from your own department. Courses from other departments follow in alphabetical order. If more than one prerequisite with the same prefix exists, enter the prefix once, with commas separating the course numbers. Commas represent "AND" relationships between course prerequisites (use the word "OR" if this is the relationship). If prerequisites from other prefixes exist, separate the change in prefixes by semi-colons. For a course requiring approval for registration, use "permission of the department chairperson" or "permission of the instructor."

Corequisite

If the course is taught in "parts" with differing instructional methods, these are Corequisites and must be created as separate entities. For example, a department offering a lecture course with laboratory, self-instruction, and discussion components would define each component as a separate course (using appropriate course number suffixes). The Corequisite entry dictates that these parts are to be taken together and will force the missing part(s) on a student's schedule during the advanced registration period. Separate forms are required for each Corequisite part (see corequisite form).

Parallel courses

Courses that must be taken during the same term are called "parallel" courses. Enter these in the same order (if more than one) as prerequisites.

Limitation – A total of…

For variable credit courses, the maximum number of credit hours a student may take in one course in any one semester or term is identified in the Credit Hour entry. The Limitation entry denotes the maximum number of credits a student may accumulate over his/her Ball State career. Statements such as "a total of 9 hours of credit may be earned" or "a total of 9 hours of credit may be earned, but no more than 6 hours in any one semester or term" would be appropriate.

Although you may use a statement such as "May be repeated for different topics" you <u>must</u> also include the "a total of . . ." statement to enable the DAPR System to recognize it as a variable credit hours course.

"Not open to" statement

Use for equivalent courses such as HIST 204/NREM 204, where the student who has credit in one course is not eligible to earn credit in the other. Also may be used where groups of students are excluded, such as AHS 100, which is not open to art majors.

"Open only to" statement

For courses limited to certain groups, such as TCOM courses that are open only to telecommunications majors and minors.

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BALL STATE UNIVERSITY

Corequisite Course Form

 CHEM   107L   Arch Chem   0
(Prefix)   (Number)   (Corequisite Short Title)   (Corequisite
                                                                              Credit Hour)

Check one: _____New   X Revised   _____Dropped

Course Number Suffix: X   L (Laboratory)   Contact Hours 2

                        ____ D (Discussion/Recitation)   Mthd Inst L

                        ____ Other (Specify)_____

Enrollment: (Min) 10 (Max) 25 (Target) 22   FTE .133

                        SRF 9   STC CHGC

                                        Department Chairperson_____

                                                Date_____

(Blue)

INSTRUCTIONS – COREQUISITE COURSE FORM

Accessing catalog forms on the Web: http://web.bsu.edu/formfinder/acsys.html

The Curriculum Coordinator can also e-mail the "Word" forms file (call 5-1166).

NOTE: **Use one form for each course. This form is required for all new corequisite courses and all revisions/drops to existing corequisites.**

Enter the Prefix and Course Number of the base course. The Corequisite Short Title is printed in the Schedule of Classes (limited to 12 characters including spaces).

Enter the Credit Hour the corequisite course is to carry (enter "0"). Check whether this is a new corequisite or a revision/drop to an existing one. Check the Number Suffix appropriate to the corequisite type (contact the Office of Academic Systems - Curriculum Coordinator before using any "Other" suffix).

For Contact Hours enter the number of weekly hours of contact with a class the professor teaching the course will normally be expected to perform for the corequisite.

Method of Instruction should be that MOI code for the corequisite.

Enter appropriate Enrollment, FTE, SRF figures and STC code for the corequisite course. Chair signature and date are required.

COURSE FORM EXAMPLES

Examples of a new course proposal with a corequisite all on the appropriate forms.

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Post #:_____Cert. Date:_____
BALL STATE UNIVERSITY
Revised Course Form

Approval Signatures and Dates:

Department Committee_____ Date_____

Department Chairperson _____ Date_____

College Committee_____ Date_____

College Dean_____ Date_____

Provost_____ Date_____

( ) Drop Only

Old __ENG__   ____107____   _____Fresh Gram_____   ___3.0___
      (Prefix)   (Number)   (Short Title, 12 characters & spaces)   (Credit Hour)
New__ENG__   ____108____   _____Fresh Gram_____   __2.0__
      (Prefix)   (Number)   (Short Title, 12 characters & spaces)   (Credit Hour)

Contact Hrs _2.0_   Var Title Y_____N _x___

Mthd Inst _A_   Grade Mthd_2_   Special Fees Y___ N _x_

Enrollment (Min)___15___(Max)___25___(Target)___25___   FTE ___0.20___   SRF ___5___

STC __GPCR__   Permission : Y_____N_x_

Is this an approved University Core Curriculum Course?   Y_____N _x
Freshman Grammar._____

Above the line, Old Long Title as listed on the ECA System--screen C111 (prefix, number, 99999).
Below the line, Old Course Description (including prerequisite, parallel, variable credit hour, not open to, and open only to) as printed on the ECA System--screen C111.

⟶Cut/paste or type old description here from the <u>current</u> catalog. Include <u>everything</u> that appears in the <u>current</u> catalog (description, prerequisite, parallel, a total of, not open to, open only to).

Further study of English grammar. Prerequisite: ENG 104.

Freshman Grammar._____

Above the line, New Long Title (limited to 75 characters including spaces).
Below the line, New Course Description (limited to 50 words).

⟶Type course description here. It must be complete, as this information is what will appear in the new catalog. Prerequisite and all other course information should be listed below in the appropriate area.

Additional study of common grammatical errors. Requires periodic short essays. May be repeated once.

Prerequisite: ENG 104
Co-requisite (separate form required):
Parallel:
A total of _____hours of credit may be earned. (for variable credit only)
A total of ___4___hours of credit may be earned, but no more than ___2___in any one semester or term.
Not open to the student who has credit in_____
Open only to_____

(Green)
(Back to Text)
(Table of Contents)

POSTING PROCEDURES FOR REVISED COURSES

Proposals for changes in existing courses are filed when an academic unit makes revisions to any of the following components of a course:

Prefix	Number
Title	Description
Credit hour (increase or decrease)	
Course or Credit Hour limitation	
Prerequisite	Drop

Any one of a combination of the above elements may be present in a course revision, but special consideration should be given to number changes.

Number change

In the catalog, old numbers will appear in parentheses immediately following the new number. If the prefix has also been changed, the old prefix will appear in the parentheses with the old number.

$\longrightarrow$ **Restriction on number changes: after a course is dropped the same number cannot be used again for a different or new course for at least one catalog printing (usually two years).**

Prefix change

The exception to the above restriction occurs when the department prefix also changes. To illustrate, consider the changes to two courses in the Department of Marketing during which MKT 370, "Principles of Marketing" was changed to MKG 300, "Principles of Marketing":

From: MKT 370Principles of Marketing
       MKT 300Marketing and Consumer Issues

To: MKG 300   (MKT 370)   Principles of Marketing
      MKG 380   (MKT 300)   Marketing and Consumer Issues

Although the number 300 had previously been used with the old MKT prefix, it was eligible for reuse because the prefix MKT was changed to MKG, creating an entirely original catalog entry. Changes in course prefixes and numbers may also require program revisions to reflect the modification.

Short titles

When changing long titles of courses, the short titles normally should also change. Titles should be kept brief (three or four words). Short titles are limited at present to 12 characters, including spaces. In the Catalog format, short course titles are printed with each course, hence these changes will affect any program using the course, causing a revision to the program. Hence, changes to titles must be made only when absolutely necessary.

Credit hours

One of the most complex changes in the revision of a course involves changing credit hours and requires special attention directed to the following circumstances:

(1) Once a course is available for student registration (printed in the "Schedule of Classes"), an increase in credit hours could cause fee increases or overload charges. Similarly, a decrease could cause financial aid/athletic eligibility problems when the credit hour change drops a student's scheduled hours below a required minimum. Once a posted change in credit hours has been approved for implementation, all existing sections in the effective year of the change will need to be changed. Hence, it is of utmost

importance that <u>all changes in credit hours</u> for courses be approved through <u>all</u> channels, posted and certified <u>before the printing of the following Fall's Schedule of Classes</u>.

(2) The impact of credit hour changes on existing programs is also a matter of concern. Increasing or decreasing the credit hours of a course affects every program that requires the course or uses it as a possible directed elective. Revisions to all affected programs are necessary <u>at the same time the course revisions are processed</u>. Since many courses are used in programs outside the department of origin, please contact Academic Systems - Curriculum Coordinator for information regarding the use of a course across university-wide programs. It is the responsibility of the department initiating the change to contact all other departments whose programs involve the changed course.

<u>Dropped courses</u>

When dropping a course, list the prefix, number, title and credit hour(s) of the course. Please include the course description. Programs must be revised when a dropped course was a required or directed elective course in the program.

<u>Prerequisite changes</u>

The Faculty and Professional Staff Handbook states that all "college level prerequisites must be included in a major or minor program of study." Hidden prerequisites are not permitted. Adding prerequisites to existing courses may require program revisions.

<u>Other footnotes</u>

Variable credit and other course limitation statements (including prerequisites, "Not Open To" statements, etc.) should always be included in any course revision. If these are left blank, the Curriculum coordinator will remove them from the next publication.

INSTRUCTIONS ─ REVISED COURSE FORM

Accessing catalog forms on the Web: http://web.bsu.edu/formfinder/acsys.html

The Curriculum Coordinator can also e-mail the "Word" forms file (call 5-1166).

NOTE: Use one form for each course.

Must include all appropriate signatures and approval dates through the college dean entry.

Corequisite course revisions use a half-page form that requires the entries marked with asterisks (*) when these fields are changed.

*Dropping a course
Include prefix, number, title and credit hour(s). Description and footnotes are omitted.

*Old Prefix, Number, Short Title, Credit Hour(s)
Enter the appropriate information from the most recent catalog, supplement or posting. Required for all revisions or drops.

Corequisite – enter the information from the Course Catalog Maintenance screen (C100).

***New** Prefix
Use capital letters. If changing to a new prefix, use a maximum of five characters. When changing a prefix indicate when a corequisite exists.

***New** Number
Requires three digits. Corequisite courses use a course suffix as follows:
> **L** for laboratories
> **D** for Discussion/Recitation
> **A, B, C, E, F, G** are reserved for independent study type courses offered for varying credit hour values among more than one professor.

When changing a course number indicate when a corequisite exists.

***New** Short Title
Limited to 12 characters (including spaces). Do not use articles, conjunctions or punctuation. Do not repeat the prefix.

***New** Credit hours
Enclose in parentheses. Variable credit courses should list "low figure **OR** high figure" or "low figure **TO** high figure." The low figure represents the minimum any student may enroll for the course in any one semester or term. The high figure represents the maximum number of credit hours any student may enroll for any one semester or term.

University Core Curriculum (UCC)?
If this course is approved by the University Core Curriculum Sub-committee as one that can be used on the University Core Curriculum, enter "Y" (otherwise enter "N"). Approved UCC courses require review by the Sub-committee.

Old Long Title
Enter exact long title from the screen (C111) or from the current catalog.

Old Entire Course Description
Enter exact wording from the course description screen (C111) or cut and paste from the current catalog.

<u>Other changes</u>

Where *Contact Hours, Variable Title, *Method of Instruction, Grade Method, Special Fees, *Enrollments, *FTE, *Section Rounding Factor (SRF), *Space Type Code (STC) and/or permission change, note these in the appropriate field <u>(C100 screen</u> has current information).

<u>New Long Title</u>

Be concise, three or four words.

<u>New Course Description</u>

Do not use the words, "course" or "student" unless absolutely necessary.
<u>See course description for additional guidelines.</u>

<u>Prerequisite</u>

List prefix and number of course or courses from the originating department in ascending sequential order. If several prerequisites exist within the same prefix, list the prefix once and separate the course numbers with commas. Courses from other departments follow in alphabetical order. Separate changes in prefixes with a semi-colon. For a course requiring departmental approval for registration, use "permission of the department chairperson (or instructor)." It is not necessary to include prerequisites to the prerequisites themselves (for example, if MATHS 161 is the prerequisite to MATHS 162, any course whose prerequisite is MATHS 162 should <u>not</u> also list MATHS 161 as a prerequisite). **Hence, do not repeat prerequisites to the prerequisites**. Commas separating prerequisites infer "and" relationships; use the word "or" to denote multiple possibilities among a prerequisite list.

<u>Corequisite</u>

List prefix and number including the number suffix. If changes are being made to the corequisite courses (or if they are new corequisites to an existing course) a separate Corequisite Course Form must be completed and attached for each corequisite affected.

<u>Parallel</u>

Courses that must be taken during the same term are called "parallel" courses. Enter these in the same order (if more than one) as prerequisites.

<u>Limitation – A total of…</u>

This is the maximum amount a student may earn in a course during her/his college career. Use only when credit earned may exceed credit hour(s).

<u>Not open to statements</u>
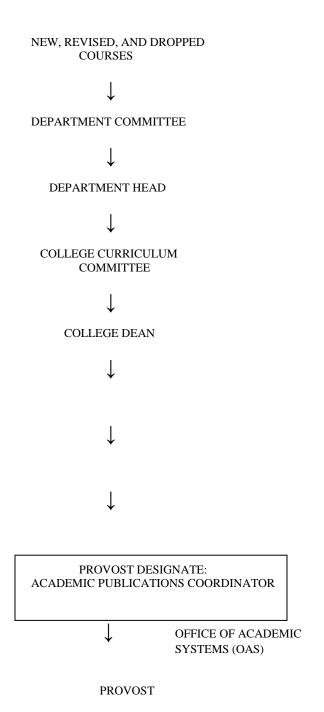
Use only for equivalent courses where a student with credit in one may not earn credit in the other, or where a course is not available for certain groups, such as majors and minors in certain programs, or certain classes, such as freshmen or sophomores.

<u>Open only to</u>

Use for courses limited to certain groups of students, such as majors and minors, juniors and seniors, etc.

<u>(See revised course form)</u>

POSTING COURSES FLOW CHART

NEW, REVISED, AND DROPPED
COURSES

↓

DEPARTMENT COMMITTEE

↓

DEPARTMENT HEAD

↓

COLLEGE CURRICULUM
COMMITTEE

↓

COLLEGE DEAN

↓

↓

| PROVOST DESIGNATE: |
| ACADEMIC PUBLICATIONS COORDINATOR |

↓   OFFICE OF ACADEMIC
SYSTEMS (OAS)

PROVOST

INSTRUCTIONS FOR PROGRAMS ─ NEW AND REVISED

Accessing catalog forms on the Web: http://web.bsu.edu/formfinder/acsys.html

The Curriculum Coordinator can also e-mail the "Word" forms file (call 5-1166).

NOTE: **Use one form for each program.**

Must include <u>all</u> appropriate signatures and approval dates through the college dean entry.

ACADEMIC POSTINGS MAY BE PROCESSED ONLY DURING THE ACADEMIC YEAR

Following established procedures, new programs must be approved by the college dean before being forwarded to the Office of Academic Systems - Curriculum Coordinator, where they are prepared for appropriate committee(s) review. (See flow chart.)

<u>New departmental (non-teaching) programs</u>

> Curriculum Coordinator verifies the accuracy of the program listings (credit hours, prerequisite inclusion, etc.) and arranges for review by the Undergraduate Education Committee or Graduate Education Committee. After approval by the appropriate committee the programs are returned to Curriculum Coordinator for Provost approval and posting. All members of the agenda committee of University Senate, all academic unit heads and deans, and the chairs and secretaries of the educational committees will be notified by e-mail when an Academic Posting is available. If at the end of the posting period (ten school days) no demurrer has been filed, the program may require submittal to the Indiana Commission for Higher Education (ICHE) as determined by the Office of the Provost and Vice President for Academic Affairs. At this point the signature of the President may be necessary. (New minors normally do not require ICHE approval.) **Programs not requiring ICHE approval or those that have been approved by ICHE are certified for implementation according to effective dates established by the Provost and Vice President for Academic Affairs.**

<u>Revised departmental programs</u>

> The same procedures are followed for program revisions, but ICHE approval is not required.

<u>New teaching programs</u>

> The same procedures for non-teaching programs are followed through forwarding to the Curriculum Coordinator. The program form and accompanying check sheet are forwarded to the Professional Education Committee for review and approval before being forwarded to the appropriate Undergraduate or Graduate Education Committee. After committee and Provost approval and successful posting, the Office of the Dean, Teachers College, prepares and submits the program to the Indiana Professional Standards Board (IPSB) for approval, and the Office of the Provost and Vice President for Academic Affairs determines whether ICHE submission is required. At this point the signature of the President may be necessary. **Following approval by the necessary commissions the new program is certified for implementation according to effective dates established by the Provost and Vice President for Academic Affairs.**

<u>Revised teaching programs</u>

> The same procedures are followed including referral to the IPSB, but referral to ICHE is normally not required.

<u>Program forms</u>

The catalog format requires the listing of programs in a columnar outline <u>(figure 17)</u>. All required courses are to be listed first. Discipline prefix is listed in the first column and not repeated until the prefix of a course changes. Course numbers are listed in the next column, in numeric order. Short course titles are next and must be the title currently certified or proposed. Credit hours are listed in the last column and must reflect the currently certified or proposed credit hours for the course. Program check sheets must accompany all new, revised or dropped programs.

<u>Variable credit hour courses</u>

Where a variable number of credit hours from a variable credit hour course are required, the lowest amount of credit required for the program is listed first, with a dash separating it from the higher amount of credit acceptable for the program <u>(figure 18)</u>. If an exact amount of credit hours from a variable credit hour course is required, the variable range for the course is to be listed in parentheses **immediately** following the short title (without a space), and then the required exact hours are listed in the last column (as with a non-variable credit hour course).

<u>Directed elective courses</u>

Where a student has a choice between two or more courses, the credit hour(s) for each of the choices is printed in parentheses, immediately following the short title (without a space). The number of hours the student will obtain from whatever choice is made is then printed in the credit hour column (again, if the choices represent a range of credit hours, the lowest figure possible is printed first, then a dash, then the highest figure possible is printed). <u>See figure 19</u>.

<u>Totals</u>

Totals are entered, under a "summing" underline, for all courses (required and directed elective). Where options within a program exist totaling the common core requirements (if any) first, then sub-totaling each option, followed by an overall total for all options including the core is required (this could be an overall range where each option has a different sub-total).

Associate degrees vary slightly since a total for the degree is printed, not merely the concentration area <u>(figure 20)</u>.

BALL STATE UNIVERSITY
New Program Form

Approval Signatures and Dates:

Department Committee _____Date_____
Department Chairperson_____Date_____
College Committee_____Date_____
College Dean_____Date_____
PEC Chairperson_____Date_____
UEC/GEC Chairperson_____Date_____
Provost_____Date_____
President_____Date_____

Implementation effective with next new Fall Semester catalog.

→Type program here or type on a word file saying: See Attachment A
↓

Program Title: _____   Minor in Architectural Studies, 21hours
                        (All programs must have a completed Program Check Sheet)

Total hours required under new program: _____

Please provide the following information for each course in the proposed program:

PREFIX	NO	SHORT TITLE	CR HRS
ARCH	100	Intro Arch	2
	210	Intro Tech	3
	329	Hist Arch 3	3
	380	Intro Design	4
9 hours from			
ARCH	214	Build Tech 1(3)	
	223	Hist Arch 1(3)	
	224	Hist Arch 2(3)	
	314	Build Tech 2(3)	
	426	Pres Doc(3)	
	427	Arch Phil(3)	
	459	Pract Mngt(3)	
	490	Indpen Projt(1-4)	
	492	Psy Asp Envr(3-6)	
	498	Spec Project(3-6)	9

                                                        _____
                                                        21 hrs
See the Department of Architecture for admission application.
Elective course prerequisites are waived.

(White)

BALL STATE UNIVERSITY
Revised Program Form

Approval Signatures and Dates:

Department Committee _____Date_____
Department Chairperson_____Date_____
College Committee_____Date_____
College Dean_____Date_____
PEC Chairperson_____Date_____
UEC/GEC Chairperson_____Date_____
Provost_____Date_____

Implementation effective with next new Fall Semester catalog.

OLD Program Title: Minor in English, Preprofessional, 27 hours
                  (Program as last printed)

PREFIX   NO   SHORT TITLE   CR HRS

Total hours required under old program _ 27 hours

→ → **Cut and paste old program here from the current catalog or type on a word file saying: See Attachment A**

_____

DROP ONLY _____

REVISED Program Title: Minor in English, Preprofessional, 27 hours
                  (All programs must have a completed Program Check sheet)

Total hours required under revised program_____

Please provide the following information for each course in the proposed program:

PREFIX   NO   SHORT TITLE   CR HRS

→ → **Type program with revisions here or type on a word file saying: See Attachment B**

(Yellow)

BALL STATE UNIVERSITY
New or Revised Program Check Sheet

1. New or Revised Program Title: Major in Dietetics
   Academic Unit: Family and Consumer Science

2. ___New Program   _X__Revised Program   ___Drop Only

3. Please provide a brief description of Revised or New Program.

Change in the department core

4. Please provide a brief rationale, for the change, or, if new program, target student population and special skills/abilities this program will provide, as well as expected enrollment (attach a full rationale on a separate sheet):

Updating department core to reflect current trends in professional fields of family and consumer Sciences. Revision of program course sequence to reflect student assessment needs and accreditation visit.

5. **Undergraduate Program Type (check one):**
   ___teaching major   ___license area
   _X_ major   ___option within existing major/minor (specify):
   ___minor

   _____

   Graduate Program Type (check one):
   ___graduate major   ___(teaching)   ___graduate minor
                              ___(departmental)
                              ___standard or ___professional

   Degree Type (check one):
   ___BA/BS   ___BA only   ___BS only   ___AA
   ___AS   ___MA   ___MAE   ___MS
   ___Ed.S./Ed.D.   ___DA   ___Ph.D.   ___other
   (specify):_____

   If drop only, stop here

6. Are the admission/retention/graduation requirements, if any, above and/or beyond those of the university? (For example, any requirements above a 2.0 or 126 hours to graduate.)
   No_X__none above and/or beyond standard university requirements.
   Yes___(If yes, attach a full rational on a separate sheet)

   (for graduate programs skip to #8)

7. To demonstrate how a student will be able to complete the proposed program in eight semesters, please complete a sample eight semester schedule (with no overloads or summers) on the last page of this document.

8 Please provide the following information for **all required courses** in the proposed program (include new course/course revision forms where appropriate) where appropriate use N/A or none for courses with no prerequisite:

Pref/Number/hrs	Short Title	Prerequisites	Other enrollment requirement	New (N), Rev(R), or Estab (E) ?
Example AAAA 199 (3)	Intro to Crs	BBBB 100; perm of chair	Open only to majors; Not open to students who have credit in CCCC 150.	R

9. Please provide the following information for **all directed elective courses** in the proposed program (include new course/course revision forms where appropriate) where appropriate use N/A or none for courses with no prerequisite:

Pref/number/hrs	Short Title	Prerequisites	Other enrollment requirements	New (N), Rev. (R), or Estab (E)?

10. Describe the impact of proposed changes on currently enrolled students (if any) and plans to insure timely graduation.

11. If the program includes more than two University Core Curriculum courses in the major, please list all required UCC courses.

12. What additional resources, if any (faculty, equipment, etc.) are required for this program?

13. What impact will the proposed program have on other departments/programs?

Rev. 2/2009 (White)

14.

Eight Semester Student Schedule

Undergraduate majors only. This is to be a sample student program to include UCC, program, and elective courses. The hours for each semester should be sub-totaled with the total for the entire course of study listed in the bottom right hand corner. Specific UCC and elective courses should not be listed. They should be identified generally [i.e., UCC (3 or 2 hrs.) or elec. (3 – 1 hr.)].

FALL		SPRING	
FRESHMAN			
Course	**Hrs.**	**Course**	**Hrs.**
FCSFN 110 (Fd Prep Sci)	3	FCSFN 220 (Meal Des Pre)	3
FCS 103 (Intro FCS)	3	CHEM 112 (Gen Chem 2)	4
*CHEM 111 (Gen Chem 1)	4	*COMM 210 (Fund Pub Com)	3
University Core Curriculum	6	University Core Curriculum	6
Sub Total	**16**	**Sub Total**	**16**
SOPHOMORE			
Course	**Hrs.**	**Course**	**Hrs.**
*PSYSC 100 (General)	3	BIO 213 (Microbiology)	4
*BIO 111 (Princ Bio 1)	4	PHYSL 211 (Human Phys 2)	3
PHYSL 210 (Human Phys 1)	3	FCSFN 340 (Prin Hum Ntr)	3
FCSFN 292 (San Emp Trng)	3	University Core Curriculum	6
ACC 201 (Prin Acct 1)	3		
Sub Total	**16**	**Sub Total**	**16**
JUNIOR			
Course	**Hrs.**	**Course**	**Hrs.**
*ECON 201 (Elem Micro)	3	CHEM 360 (Essen Biochm)	4
CHEM 231 (Organic 1)	4	FCSFN 363 (Instit Admin)	3
FCSFN 364 (Qt Mp Fd Pu)	3	FCSFN 400 (Qt Food Prod)	4
FCSFN 375 (Ntr Assem Ed)	3	FCSFN 371 (Comp Ntr Fm)	3
PSYSC 241 (Statistics)	3	University Core Curriculum	2
Sub Total	**16**	**Sub Total**	**16**
SENIOR			
Course	**Hrs.**	**Course**	**Hrs.**
FCSFN 344 (Community Ntr)	3	FCSFN 446 (Clinical Ntr)	3
FCSFN 430 (Experi Foods)	3	FCS Elective	3
FCSFN 445 (Adv Nutrtn)	3	FCSFN 490 (Ntr Cnsl Prc)	1
FCSFN 443 (Prof Dietet)	1	FCS 403 (FCS Practice)	3
University Core Curriculum	6	MGT 300 (Mgt Beh Org)	3
		Elective	1
Sub Total	**16**	**Sub Total**	**14**

*University Core Curriculum

Grand Total   126

(White)

INSTRUCTIONS – NEW AND REVISED PROGRAM CHECK SHEET

Accessing catalog forms on the Web: http://web.bsu.edu/formfinder/acsys.html

The Curriculum Coordinator can also e-mail the "Word" forms file (call 5-1166).

NOTE: **Use one form for each program.**

Check sheet must be completed correctly or program will be returned to department.

1.   The title of the program should be exactly as a student transcript would show the program. Include the total hours for the program (not the degree, but the major, minor, etc.).

        The Academic Unit is the department, center, institute or college with primary responsibility for the program.

2.   Indicate if this is a New, Revised, or Dropped program.

.

3.   A brief description would detail the changes incorporated in a program revision (removing or adding a course or courses to a core, common body, directed elective category; increasing/decreasing required or directive elective hours; etc.) or the particular focus of the new program (hours in a core or common body; hours in option/specialization areas; hours in directed electives, etc.).

4.   A brief rationale should outline the expanded rationale attached on a separate sheet.

5.   Check the appropriate program type. Degree type is appropriate for majors only.

6.   Detail any admission/retention requirements (minimum grades, minimum GPA's, completion of core or common body courses, etc.). If no admission or retention standards, state "None."

7.   Undergraduate majors only. List typical schedules for eight semesters.

8.   In the first column, list the course prefix, course number and credit hour(s) of each course required for the program. If the course is a variable credit hour course, list the range of credit hours allowable for the course. Core or common body courses should be listed first; then list option, sequence or specialization requirements (where applicable). The prefix, course number and credit hour(s) listed should be those currently in effect or proposed, taking into consideration any changes made in recent postings, etc.

        In the second column, list the short title.

        In the third column, list the prerequisites of the courses in the first column. This should represent the current or proposed prerequisites as revised by recent catalogs, recent posting changes, etc. If no prerequisites exist for a course, state "None."
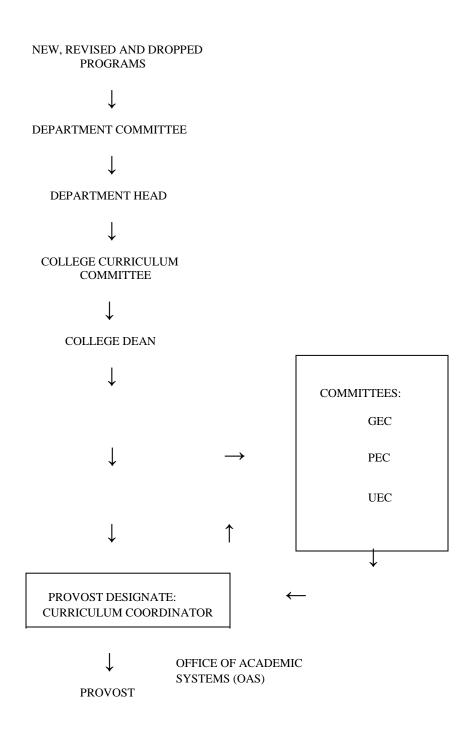
        In the fourth column, list the other enrollment requirements.

        In the fifth column, list "new," "rev." or "est." to denote whether the course is new, recently revised (during the current academic year) or established and unchanged.

9.   Here list the courses that are not all required, but may be used to fulfill directed elective requirements (choose two of the following eight courses; complete three hours from the following six courses, etc.). The columns are to be completed exactly as defined for #8 above. Again, all course prefixes, numbers, credit hours and prerequisites must reflect those currently in effect or proposed.

10.   If course changes will not detrimentally affect currently enrolled students, state "no negative impact on current students." However, if credit hour(s) increases or dropped courses affect current students, explain how current students will be accommodated.

11.   UEC's guidelines also limit admission and retention standards to those of the University. If "No" explain why more stringent admission/retention/graduation standards are necessary.

12.   If any faculty, equipment, etc., not currently funded are required for the program, list those needs along with any explorations for obtaining additional funds. If no additional resources are required, state "None."

13.   If the program has any known affect on existing programs/departments, explain these along with notes concerning any discussions with affected parties.

POSTING PROGRAMS FLOW CHART

NEW, REVISED AND DROPPED
PROGRAMS

↓

DEPARTMENT COMMITTEE

↓

DEPARTMENT HEAD

↓

COLLEGE CURRICULUM
COMMITTEE

↓

COLLEGE DEAN

↓

↓   →   COMMITTEES:

GEC

PEC

UEC

↓   ↑   ↓

PROVOST DESIGNATE:
CURRICULUM COORDINATOR   ←

↓   OFFICE OF ACADEMIC
SYSTEMS (OAS)

PROVOST

(figure 1 - Entering the ECA System)

S000

        (press enter)

(figure 2 - S000 Log on)

```
1 - IBM (bsumvs.bsu.edu)                                                    _ | 8 | X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

 S000                                          G180 05/02/03  3:33 PM

                    WELCOME TO THE ECA INFORMATION SYSTEM

                         DEPT ID      PASSWORD



                         USER ID      PASSWORD




                         ECA EXIT TRAN ID

        ENTER NEW SIGN-ON IDENTIFICATION CODES OR REQUEST ANOTHER TRANSACTION

   PF1 = MENU (S002)            PF2 = HELP (S003)            PF3 = ESCAPE

   AFTER SUCCESSFUL SIGN-ON, HELP IS AVAILABLE ABOUT EACH SCREEN AND FIELD IN THE
   SYSTEM.  FOR SCREEN HELP, POSITION THE CURSOR TO THE UPPER-LEFT CORNER OF THE
   SCREEN.  FOR HELP ABOUT A PARTICULAR FIELD, POSITION IT ON THAT FIELD (IF THE
   CURSOR WON'T TAB TO THE FIELD, PLACE IT ON THE FIELD USING THE ARROW KEYS).

   A                1 Sess-1   10.192.10.16          TCPT093        24/2
```
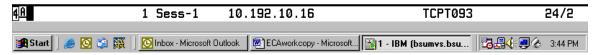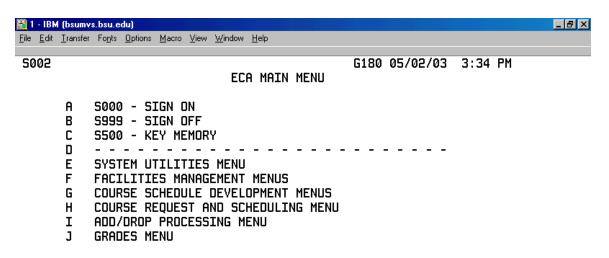
Start | Inbox - Microsoft Outlook | ECAworkcopy - Microsoft... | 1 - IBM (bsumvs.bsu... | 3:44 PM
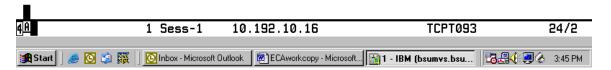
(figure 3 - S002 ECA Main Menu)
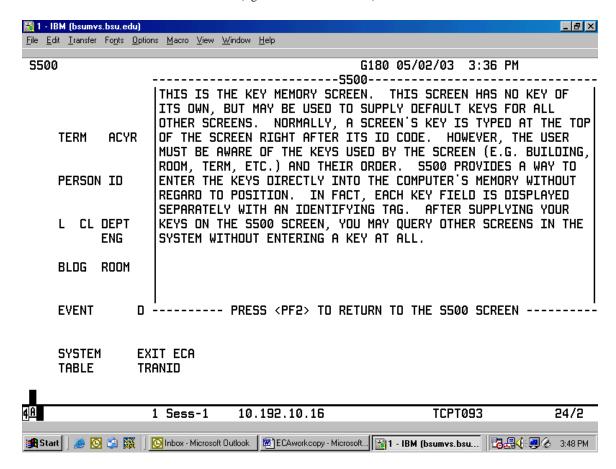
```
1 - IBM (bsumvs.bsu.edu)                                                    _ |&| X|
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

  S002                                      G180 05/02/03  3:34 PM
                            ECA MAIN MENU

          A    S000 - SIGN ON
          B    S999 - SIGN OFF
          C    S500 - KEY MEMORY
          D    - - - - - - - - - - - - - - - - - - - - - - - - -
          E    SYSTEM UTILITIES MENU
          F    FACILITIES MANAGEMENT MENUS
          G    COURSE SCHEDULE DEVELOPMENT MENUS
          H    COURSE REQUEST AND SCHEDULING MENU
          I    ADD/DROP PROCESSING MENU
          J    GRADES MENU




  ( A THRU J )     KEY

      PF1 HIGHER MENU, PF2 HELP, BACKTAB AND ENTER TRANSACTION, OR SELECTION


 4A              1 Sess-1     10.192.10.16           TCPT093          24/2

 Start    | e O     |  Inbox - Microsoft Outlook | ECAworkcopy - Microsoft...| 1 - IBM (bsumvs.bsu... |         3:45 PM
```

(figure 4 - HELP Window)

```
1 - IBM (bsumvs.bsu.edu)                                                    _ 8 X

File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help


 S500                                              G180 05/02/03  3:36 PM
                         --------------------------S500----------------------------
                        |THIS IS THE KEY MEMORY SCREEN.  THIS SCREEN HAS NO KEY OF
                        |ITS OWN, BUT MAY BE USED TO SUPPLY DEFAULT KEYS FOR ALL
                        |OTHER SCREENS.  NORMALLY, A SCREEN'S KEY IS TYPED AT THE TOP
     TERM    ACYR       |OF THE SCREEN RIGHT AFTER ITS ID CODE.  HOWEVER, THE USER
                        |MUST BE AWARE OF THE KEYS USED BY THE SCREEN (E.G. BUILDING,
                        |ROOM, TERM, ETC.) AND THEIR ORDER.  S500 PROVIDES A WAY TO
     PERSON ID          |ENTER THE KEYS DIRECTLY INTO THE COMPUTER'S MEMORY WITHOUT
                        |REGARD TO POSITION.  IN FACT, EACH KEY FIELD IS DISPLAYED
                        |SEPARATELY WITH AN IDENTIFYING TAG.  AFTER SUPPLYING YOUR
     L  CL DEPT         |KEYS ON THE S500 SCREEN, YOU MAY QUERY OTHER SCREENS IN THE
           ENG          |SYSTEM WITHOUT ENTERING A KEY AT ALL.
                        |
     BLDG  ROOM         |
                        |
                        |
     EVENT     D ---------- PRESS <PF2> TO RETURN TO THE S500 SCREEN ----------


     SYSTEM    EXIT ECA
     TABLE     TRANID



 4A              1 Sess-1    10.192.10.16              TCPT093          24/2

Start  | e O @ @ | O Inbox - Microsoft Outlook | ECAworkcopy - Microsoft... | 1 - IBM (bsumvs.bsu...  |          3:48 PM
```

(figure 5 - S500 Key Memory)

```
S500                                    G180 05/02/03  3:36 PM

                        KEY MEMORY


      TERM    ACYR


      PERSON ID


      L  CL DEPT  CRSE SEC
            ENG    103

      BLDG  ROOM    BEGIN DATE/TIME  END DATE/TIME   DAYS


      EVENT      DURATION


      SYSTEM     EXIT ECA
      TABLE      TRANID
```
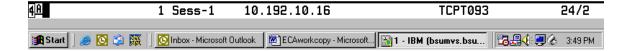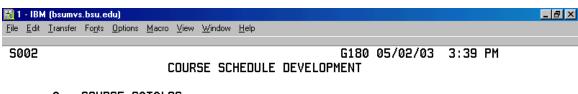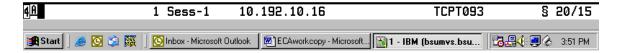
(figure 6 - S002 Course Schedule Development Menu)
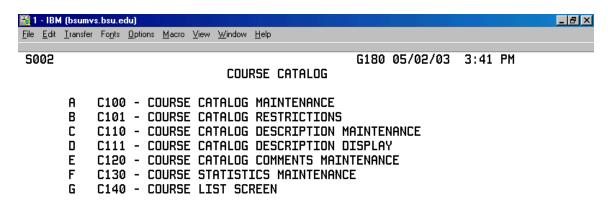
```
S002                                     G180 05/02/03  3:39 PM
                     COURSE SCHEDULE DEVELOPMENT

        A    COURSE CATALOG
        B    COURSE SCHEDULE
        C    COURSE SCHEDULE (DEPARTMENT)
        D    COURSE PARAMETERS








  ( A THRU D )    KEY

     PF1 HIGHER MENU, PF2 HELP, BACKTAB AND ENTER TRANSACTION, OR SELECTION
```

(figure 7 - S002 Course Catalog Menu)

```
S002                                    G180 05/02/03  3:41 PM
                         COURSE CATALOG

        A   C100 - COURSE CATALOG MAINTENANCE
        B   C101 - COURSE CATALOG RESTRICTIONS
        C   C110 - COURSE CATALOG DESCRIPTION MAINTENANCE
        D   C111 - COURSE CATALOG DESCRIPTION DISPLAY
        E   C120 - COURSE CATALOG COMMENTS MAINTENANCE
        F   C130 - COURSE STATISTICS MAINTENANCE
        G   C140 - COURSE LIST SCREEN




 ( A THRU G )     KEY

     PF1 HIGHER MENU, PF2 HELP, BACKTAB AND ENTER TRANSACTION, OR SELECTION
```

(figure 8 - C100 Course Catalog Maintenance)

```
1 - IBM (bsumvs.bsu.edu)                                                    _ 🗗 ✕
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

C100 ENG,103,99999                          G120 05/05/03 12:04 PM
FUNCTION?            COURSE CATALOG MAINTENANCE DEPT  FUND   FUND   --NEXT--
TITLE                COLLEGE                     CODE  DEPT   SRCE   EFF TERM
ENG COMP 1           05 S&H                      ENG   161800 161800


TERM         CRSE    VAR   ---PREVIOUS---    CREATE   LAST
START STOP   STATUS  TITLE PREF  NUM  LAST   DATE     CHANGE    LVL   CIP
20021 99999    R      N                      100101   100101     U    0.0000


              CNTCT                                                    CRD
CREDIT HOURS  HRS    CEU    CRU    LOCATIONS          TERMS     YRS    TYP
   3.0         3.0   0.00   0.0                                  0      0


MTHD  GRD   ---FEES 1----   ---FEES 2----   DIR   GRD   GRD
INST  MTH   CDE  I    FEE   CDE  I    FEE   ENT   TBL   LINK
 A     2                                     0    00


MIN   MAX   TAR   FTE    SRF   STC    TAUGHT-WITH    CFG
 10    25    25   0.250   5    GPCR


POST      DEMUR
DATE      DEPT    COMMENT
102201            REVISE DESCRIPTION AND PREREQUISITE.


4A              1 Sess-1   10.192.10.16            TCPT186          24/2

Start  │ 🐎 🔵 🔵 🌐 │ 🔵 Inbox - Mic... 🗀 ECAManual 🔵 ECAworkc... 🔵 1 - IBM [...   🔵🔵🔵🔵🔵 12:15 PM
```

(figure 9 - C101 Catalog Restrictions)

```
1 - IBM (bsumvs.bsu.edu)                                                    _ 8 X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

C101 ENG,103,99999                              G180 05/02/03  3:43 PM
                           CATALOG RESTRICTIONS
RESTRICTIONS                                        ----CLASS---
               PERMISSION     SPECIAL PROGRAM      IND C1 C2 C3


     ----------------------------- MAJOR -------------------------------
     IND MAJOR1  MAJOR2   MAJOR3   MAJOR4   MAJOR5   MAJOR6   MAJOR7  MAJOR8


REENTRANT
     ---------------------------- MAJOR ----------------------------   --CLASS-
     MAJOR1   MAJOR2   MAJOR3   MAJOR4   MAJOR5   MAJOR6   MAJOR7  MAJOR8    C1 C2 C3


  --COREQUISITE---
  CDE COURSE NUMB     PREREQUISITE1        PREREQUISITE2        PREREQUISITE3


  COURSE     CDE          COURSE NUMB      COURSE NUMB        COURSE NUMB
  RELATIONS N NOT OPEN TO  ENG   101   OR   ENG   102



4A                 1 Sess-1    10.192.10.16              TCPT093          24/2

Start    Inbox - Microsoft Outlook   ECAworkcopy - Microsoft...  1 - IBM (bsumvs.bsu...        3:54 PM
```

(figure 10 - C111 Course Description Display)

```
1 - IBM (bsumvs.bsu.edu)                                                    _ B X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

C111 ENG,103,99999                          G180 05/02/03  3:44 PM
 TITLE                     COURSE DESCRIPTION DISPLAY
 ENG COMP 1
 English Composition 1.
 COURSE DESCRIPTION                         CREDIT HOURS  3.0
 Introduction to composition with an emphasis on writing short essays.

 Includes assigned readings.  Introduction to basic research methods.

 Taught in technology enhanced classrooms.  Prerequisite: appropriate

 combination of SAT verbal or ACT English scores and academic index.  Not

 open to students who have credit in ENG 101 or 102.




4A              1 Sess-1    10.192.10.16           TCPT093        24/2
```

Start | Inbox - Microsoft Outlook | ECAworkcopy - Microsoft... | 1 - IBM (bsumvs.bsu...   3:55 PM

(figure 11 - C120 Course Comments Maintenance)

```
C120 PEFWL,103,99999                    G196 05/08/03 10:02 AM

                    COURSE COMMENTS MAINTENANCE



        PRINT IND - P


        1. MUST BE TAKEN WITH PEFWL 103L.   SECTION NUMBERS


        2. MUST MATCH.
```

(figure 12 - C130 Course Statistics)

```
1 - IBM (bsumvs.bsu.edu)                                                      _ 5 X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

 C130 ENG,103,19881                          G180 05/02/03  3:58 PM
                        COURSE STATISTICS

        TERM    SECTS    DROP     LMT    RQTS    ENRL     REM    CENSUS   AUDIT
        881       7       3      225       1      84     141  *     0       0
        892       0       1        0       0       0       0  *     0       0
        893      40       9      927     780     888      39  *     0       5
        894       2       1       47       0      31      16  *     0       0
        895       4       5       88       0      78      10  *     0       0
        896       1       0       22       0      20       2  *     0       1
        891     113      47     2822     221    2690     132  *     0       3
        903      65       1     1611     979    1364     247  *     0       0
        904       3       0       80       0      40      40  *     0       0
        905       5       2      125       0      95      30  *     0       1
        906       1       0       25       0      26      1-  *     0       0
        901     113      51     2806     296    2653     153     2623       2
        913      61       1     1518     946    1189     329     1189       1
        914       2       1       49       0      16      33       15       0
        915       5       1      123       0      64      59       61       0
        916       2       0       50       0      30      20       30       0
        911     114      11     2853     293    2608     245     2588       0
        923      50       3     1253     805    1007     246     1010       1
 * NO CENSUS ENROLLMENT EXISTS FOR THIS TERM

 4A                 1 Sess-1    10.192.10.16            TCPT093          24/2
```

(figure 13 - C140 Course List Screen)

```
 1 - IBM (bsumvs.bsu.edu)                                                    _ | ₧ | ✕
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

  C140 ENG,114,19961                        G180 05/02/03  4:07 PM
                        COURSE LIST SCREEN
          -EFFECTIVE-                ------LAST TERM TAUGHT STATISTICS------
  COURSE  START STOP / TITLE         TRM  SEC  DRP  LMT RQTS ENRL  REM   CEN

  ENG  103  891 906 ENG COMP 1       906    1    0   25    0   26   1-     0
  ENG  103  901 926 ENG COMP 1       926    2    0   35    0   27    8    26
  ENG  103  921 966 ENG COMP 1       966    1    0   25    0   14   11    14
  ENG  103  961 006 ENG COMP 1       006    2    0   49    0    6   43     6
  ENG  103  001 026 ENG COMP 1       026    1    0   25    0    8   17     8
  ENG  103  021 999 ENG COMP 1       021  133    7 3241   56 2879  362  2946
  ENG  104  891 906 ENG COMP 2       906    7    0  175    0   97   78     0
  ENG  104  901 926 ENG COMP 2       926    6    3  131    0   64   67    68
  ENG  104  921 966 ENG COMP 2       966    3    0   72    0   34   38    35
  ENG  104  961 006 ENG COMP 2       006    2    0   50    0   28   22    31
  ENG  104  001 026 ENG COMP 2       026    2    0   50    0   26   24    27
  ENG  104  021 999 ENG COMP 2       021   44    2 1074  598  917  157   983
  ENG  105  871 881 ENG COMP 3
  ENG  114  881 906 HONR COMP 2      903    1    3   22    6   18    4     0
  ENG  114  901 926 HONR COMP 2      923    2    6   50    1   24   26    24
  ENG  114  921 966 HONR COMP 2      965    1    0    1    0    1    0     1


      ******************* MORE PAGES FOLLOW *********************


 A              1 Sess-1    10.192.10.16            TCPT093          24/2

 Start   [icons]   Inbox - Microsoft Outlook   ECAworkcopy - Microsoft...  1 - IBM (bsumvs.bsu...   [icons]  4:18 PM
```

(figure 14 - S999 Log Off)

S999   (press enter)

(figure 15 - To Log Off, Enter "Y")

S999   NC34 06/01/98 7:41 AM

        DO YOU WISH TO SIGN OFF OF THE ECA SYSTEM? N

(figure 16 - Successful Log Off Message)

SIGN OFF SUCCESSFUL - CLEAR YOUR SCREEN BEFORE PROCEEDING

(figure 17 - Sample Catalog Page)

**DEPARTMENT OF INFORMATION
SYSTEMS AND OPERATIONS
MANAGEMENT**

**MAJOR IN OPERATIONS MANAGEMENT
66 hours**

PREFIX	*NO*	*SHORT TITLE*	*CR HRS*
Miller College of Business core, 39 hours			
ACC	201	Prin Acct 1	3
	202	Prin Acct 2	3
BL	260	Prin Bus Law	3
ECON	201	Elem Micro	3
	202	Elem Macro	3
	221	Bus Stats	3
FIN	300	Bus Fin 1	3
ISOM	135	Bus I S	3
	249	Fnds Bus Com	3
	351	Op Mgt	3
MGT	300	Mgt Beh Org	3
	491	Policy Strat	3
MKG	300	Prin Market	3
			_____
			39 hrs

Department core, 6 hours			
ISOM	300	Proj Mgt	3
	311	Int Ent Sys	2
	411	Integr Proj	1
			_____
			6 hrs

Operations management core, 12 hours			
ISOM	321	Quan Bus Anl	3
	335	Quality Mgt	3
	452	Inv Mgt	3
	453	Op Pln	3
			_____
			12 hrs

9 hours from			
ISOM courses 300 and above			
MKG	345	Pro Sup Mgt (3)	
	460	Sup Chn Mgt (3)	
ISOM	369	Intrn ISOM (1-6)	
	454	Sply Chn Mgt (3)	
MGT	361	Mgt Hman Res (3)	9
			_____
			66 hrs

To pursue this program, students must have sufficient mathematical preparation to meet the prerequisite for ECON 221. The prerequisite for ECON 221 is a *C* or better grade in MATHS 136 or the equivalent; sophomore standing; demonstrated proficiency in computer skills. MATHS 136 simultaneously substitutes for the University Core Curriculum math requirement. Proficiency in computer skills may be demonstrated by examination, or credit in ISOM 125 or CS 104 or its equivalent. The prerequisite for ISOM 135 is proficiency test required or ISOM 125.

(figure 18 - Variable Credit Course)

MASTER OF SCIENCE IN PHYSIOLOGY

Degree Requirements

PREFIX	NO	SHORT TITLE	CR HRS
PHYSL	585	Resrch Tech	3
CHEM	563	Prn Biochm 1	3
	564	Prn Biochm 2	3
THES	698	Thesis (1-6)	6
3 hours from			
PHYSL	511	Endocrinolgy (3)	
	513	Renal Physl (3)	3
3 hours from			
PHYSL	514	Cardiovsculr (3)	
	520	Neuroscience (3)	3
3-4 hours from			
ANAT	525	Embryo/Histo (4)	
PHYSL	590	Ad Tpc Physl (1-3)	3-4

PHYSL or ANAT electives (excluding MED
PHYSL 640) (at least 3 credit hours must be in
physiology)   3
General electives   3

     _____
     30-31 hrs

(Back to Text)
(Table of Contents)

(figure 19 - Directed Elective Courses)

MINOR IN INTERNATIONAL BUSINESS, 33 hours

Open only to Miller College of Business majors and requires a minor
in a foreign language.

PREFIX	NO	SHORT TITLE	CR HRS
ECON	351	Internat Eco	3
FIN	352	Global Fin	3
INTBA	265	Internat Bus	3
MGT	301	Intrnatl Mgt	3
MKG	470	Internationl	3
3 hours from			
INTBA	300	For Filed St (1-15)	
	369	Internship (1-6)	
	490	Sem Intl Bus (3)	3
Minor in foreign language			15

     _____
     33 hrs

(Back to Text)
(Table of Contents)
(figure 20 - Two Year Program)

ASSOCIATE IN SCIENCE--CHEMICAL TECHNOLOGY, 63 hours

PREFIX	NO	SHORT TITLE	CR HRS

General education, 26-30 hours

PREFIX	NO	SHORT TITLE	CR HRS
ENG	103	Eng Comp 1	3
	104	Eng Comp 2	3
COMM	210	Fund Pub Com	3
ECON	201	Elem Micro (3)	
	or		
	202	Elem Macro (3)	3

6 hours from

ITMFG	161	Int Mfg Idus (3)	
	225	Ind Plastics (3)	
	or		
other approved courses			6
PEFWL			1
Electives (CS 116 strongly recommended)			7-11

_____
26-30 hrs

Chemistry concentration area, 33-37 hours

CHEM	111	Gen Chem 1	4
	112	Gen Chem 2	4
	225	Analysis	3
	234	Organic Ch 1 (5)	
	235	Organic Ch 2 (5)	
	or		
	231	Organic 1 (4)	
	232	Organic 2 (4)	8-10
	325	Inst Meth An	3

4 hours from CHEM electives
(including CHEM 389, unless waived by advisor)   4

3-4 hours from

MATHS	111	PC-Coll Alg (3)	
	112	PC-Trig (3)	
	161	Appl Calc 1 (3)	
	165	Calculus 1 (4)	3-4
PHYCS	110	Gen Phycs 1 (4)	
	or		
	120	Gen Phycs 1 (5)	4-5

_____
33-37 hrs

_____
63 hrs

Students qualifying for exemption from ENG 103 or 104 will receive credit for the course(s). ENG 101 and 102 may be substituted for ENG 103.