

CREATING / REVISING / DEACTIVATING COURSES IN COURSELEAF

A guide to each data field in Course Inventory Management - <https://nextcalendar.carleton.ca/courseadmin/>

Data Field *More info below	Not Minor Mods Must come from or be approved by the Chair/Director before Admin Saving by Calendar Editor	Minor Mod Must go through workflow including SCCASP for approval	Major Mod Must go through workflow including SQAPC and Senate for approval	Proposal affects	Common issues	Notes <i>(Italics = additional steps/manual intervention)</i>
Effective Date				Calendar Editor Scheduling	-Wrong calendar year selected	-Calendar year for which the proposal is to take effect
Workflow* (Minor or Major)				Calendar Editor OVPVP	-Wrong workflow selected	-Determines approval path in workflow <i>-If workflow changes, must rollback to initiator to update workflow and resubmit into the workflow</i>
Level (UG/G)						-Determines approval path in workflow -Changes some options for set-up
Course Code (alpha prefix)	-Introduce alpha prefix -Add/revise/delete UofO course code			DARS Scheduling Sister Units	-Cannot edit course code for existing courses	-Deactivating a course code may: <ol style="list-style-type: none"> 1. require updates to prerequisites, cross-listings and preclusions (and the deactivated course code should be added as a preclusion with '(no longer offered)' when replaced with a new course) 2. effect prerequisites/cross-listings of courses in other Units; <i>notify sister units</i> 3. effect program requirements if course is specifically listed; <i>update program requirements</i> -Can NOT reactivate courses that have been deactivated. A new course must be created <i>-If a new course prefix is required, contact the Calendar Editor</i>

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<p>Course Number</p>		<ul style="list-style-type: none"> -Add new course -Delete existing course 		<p>DARS Scheduling Sister Units</p>	<ul style="list-style-type: none"> -Not verifying course number hasn't been used already -Cannot edit course number 	<p>-Deactivating a course number may:</p> <ol style="list-style-type: none"> 1. require updates to prerequisites, cross-listings and preclusions (and the deactivated course number should be added as a preclusion with '(no longer offered)' when replaced with a new course) 2. effect prerequisites/cross-listings of courses in other Units; <i>notify sister unit.</i> 3. effect program requirements if course is specifically listed; <i>update program requirements</i> <p>-Can NOT reactivate courses that have been deactivated or reuse course numbers. <i>A new course must be created (see GREPORT - SCH_CRSE_NUMBERS_NOT_TO_USE to find courses numbers that have already been used)</i></p>
<p>Title</p>		<ul style="list-style-type: none"> -Revise title (full/partial) 	<p>Introduction/significant revision/deletion of:</p> <ul style="list-style-type: none"> -Work experience/work term (UG) -Co-op (UG/Grad) -Field Placement (UG/Grad) -Internship (UG) -Laboratory (UG/Grad) -Practicum (UG) -Honours essay/thesis (UG) -Thesis (Grad) -Capstone (UG) -Research project (Grad) -Research essay (Grad) -Workshop 	<p>Scheduling OVPVPA</p>	<ul style="list-style-type: none"> -Not using title case 	<ul style="list-style-type: none"> -If a UG course is now being referred to as a 'capstone' but is not a new course, it is a minor mod (not a major one) -If the title is longer than 30 characters, a shorter title will be required for Banner purposes.

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Faculty	Revise Faculty			Scheduling		-Determines approval path in workflow -Only one Faculty can be selected - <i>Notify SES if Faculty has changed (update in SCACRSE may be delayed depending on timing)</i>
Academic Unit	Revise Academic Unit			Scheduling		-Determines approval path in workflow -Only one unit can be selected - <i>Notify SES if Unit has changed (update in SCACRSE may be delayed depending on timing)</i>
Credit Value		-Revise thesis credit value			-Cannot edit Credit Value for existing courses	-Only thesis credit value can be revised, all other courses MUST be deactivated and a new course created with a new course code (and preclusion statement listing deactivated course)
Significant EL		Change EL type				-Indicate one significant EL component, if applicable
Course Description	Spelling, punctuation, etc.	-Revise course description		DARS Sister unit (if cross-listed)	-May contain symbols if copying and pasting from another source (e.g. Word)	-EL should not be mentioned here unless providing additional information about EL type -Must include "Graded Sat/Uns" if applicable for Grade Mode -Maximum 45 words -Use telegraphic style -Should not be blank -If cross-listed with another course description must be identical - <i>Contact sister unit if editing a shared course</i>
Prerequisites*		Add/revise/delete		Banner Sister unit	-Not in alpha then numerical order	-If more than one prerequisite course, follow alpha then numerical order -Can include year standing, minimum grade requirement, program enrolment -Do not include courses that are no longer offered - <i>If using sister unit courses, contact sister unit if adding/deleting their course</i>

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Class Format	Add/revise existing method of delivery	-Delivering a course in online/hybrid format for 1 st time -Reducing contact hours	Significant revision to laboratory time	Scheduling OVPAPVA	-Class Format not matching Scheduling Type	-Not used in Grad courses -For UG courses, include number of contact hours (e.g. Lecture three hours a week) -Do not mention in-class or online -Class Format and Schedule Type must match <i>-Notify SES if Class Format has changed</i>
Precluded Courses*	Add '(no longer offered)' to courses that have been deactivated	Add/revise/delete		DARS Sister unit	-Not reciprocated -Not in alpha then numerical order	-Must be reciprocated by sister unit -If more than one precluded course, follow alpha then numerical order -May include deactivated courses that are 'no longer offered' -If a 'no longer offered' course is listed in the preclusion statement, the unit may choose to remove the 'no longer offered' course from the list if it has been seven years or more since it has been deactivated <i>-If using sister unit courses, contact sister unit if adding/deleting their course</i>
Also listed as* (AKA cross-listed courses)		Add/revise/delete course (UG/UG or grad/grad)		DARS Sister unit	-Not reciprocated -Not in alpha then numerical order	-Exact same course offered under two different course codes -Must be reciprocated by sister unit -If more than one cross-listed course, follow alpha then numerical order -Must have identical titles and course descriptions <i>-If using sister unit courses, contact sister unit if adding/deleting their course</i>
Piggybacked Courses*		Add/revise/delete (UG/grad)		Sister unit	-Not reciprocated -Course incorrectly listed in 'Also Listed As' section	-Exact same course offered at both the UG and Grad level -Must be reciprocated in both courses -Must be reciprocated by sister unit -Must have identical course descriptions <i>-If using sister unit courses, contact sister unit if adding/deleting their course</i>

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Grade Mode				Scheduling	-Cannot edit grade mode	-To revise grade mode from SAT/UNS to Standard Letter Grade or vice versa, deactivate course and create new course (with new course number, all other information can be copied and include the previous course in the preclusion statement and include '(no longer offered)' -Must indicate Sat/Uns in Course Description with "Graded Sat/Uns"
Schedule Type		Add/revise/delete any item without an asterisk	Introduction/significant revision/deletion of: *Capstone (UG) *Field Placement (UG/Grad) *Honours essay/thesis (UG) *Laboratory (UG/Grad) *Thesis (Grad) *Practicum (UG) *Research essay (Grad) *Research project (Grad) *Work term (UG) *Workshop	Scheduling OVPAPVA	-Class format and Schedule type not matching	-If a UG course is now being referred to as a 'capstone' but is not a new course, it is a minor mod -Class Format and Schedule Type must match -Work term is for coop courses only <i>-Notify SES if Schedule Type has changed</i>
Unpaid Placement						-Course involves unpaid work placement as part of the requirements
New Resources						-New resources, if required
Summary					-Not listing every change	-List each change -If more than one, list them numerically
Rationale for change/new course					-Not explaining every change	-Explain each change -If more than one, list them numerically to match the summary above

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Additional Information:

- **Text Boxes** - Each text box should follow standard calendar style and format. When creating new courses, reference other courses within your unit to make sure the style and language are consistent. If there are inconsistencies across the courses, contact the Calendar Editor for guidance before updating.
- **Prerequisite** - A required course or courses that must be completed successfully before registering in the course that requires the prerequisite. It can also include minimum grade requirements, specific program enrolment, and year standing.
- **Preclusion** - Courses that contain sufficient content in common that credit may not be earned for more than one of the courses. Courses that preclude one another are not necessarily considered equivalent and may or may not be interchangeable to fulfil program or specific element requirements. Preclusion statements MUST be reciprocated.
- **Also listed as** - Also known as cross-listed courses. Two (or more) courses being taught in the same classroom by the same instructor with the same work assignments at the same level. The only difference is the course code. Also listed as statements MUST be reciprocated.
- **Piggybacked** - When the same course is made available at the graduate and undergraduate level. The classroom contains graduate and undergraduate students who are being taught by the same instructor at the same time. Piggybacked courses have different numbers and different course requirements to reflect the graduate/undergraduate levels. Piggybacked statements MUST be reciprocated.
- **Major/Minor Modifications** - for more information regarding major and minor modifications, visit: carleton.ca/viceprovost/major-minor-modifications/
- **Additional Support for Curriculum Changes:**
 - Minor modifications – Associate Dean(s), Calendar Editor, Program Officer in FGPA (graduate minor modifications)
 - Major modifications – Associate Dean(s), Program Officer in the Office of the Vice-Provost (UG major modifications), Program Officer in FGPA (graduate major modifications)
 - Program Regulations – Associate Registrar, Enrolment and Records
 - Admission Regulations – Director, Admissions
 - Other calendar changes – Calendar Editor
- **Timeline for Curriculum Cycle** - for more information regarding timelines of the curriculum cycle, visit: carleton.ca/curriculum/wp-content/uploads/major_mod_2019.pdf
- **Curriculum Management** - for additional information regarding CourseLeaf and the Curriculum Cycle, visit: carleton.ca/curriculum/