Expedited Course Review Workflow
For New Blanket Courses, Special Topics Courses, Experimental Courses and Minor Courses Changes

Stage 0: Proposal Preparation
Originator from an Academic Unit
Develops and submits course proposal and syllabus in CIM.

Stage 1: Review
APA Curriculum Coordinator
Conducts administrative review.

Stage 2: Registrar’s Office: Implementation
Catalog Coordinator
Implements new course or course changes.

- Banner
  Data Entry

- MyDegrees
  Data Entry

- Schedule Desk
  Notification

FYI: Hybrid Coordinator, Ecampus, Cascades, LaGrande, Hatfield, and/or Corvallis Department Head (when applicable)
Notified of changes.

Minor course changes
- Create a new cross-listed course, following approval of a course which proposes cross-listing with a new course
- Add a Schedule Type to an existing course except Laboratory, Studio and Recitation
- Create a record of changes (drops, name changes) within an approved Full and Abbreviated Category I proposal
- Change the course designators for an identified group of courses (once a new designator has been approved)
- Change the credits of a course if it is part of a mass conversion of courses within a program (syllabus is required)
- Change the repeatability of a course
- Reinstate a dropped course
- Decertify a Baccalaureate Core course when requested by the Bacc Core Committee
- Add Campus location if different than Corvallis Campus
- Minor change to the course description

Source: Academic Programs and Assessment (7/14/20)