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
Curriculum Management
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: Curriculum Management (09/01/2022)