

Curricular Actions Cheat Sheet

Revised Fall 2021

Action	CourseLeaf/CIM Form	Reminders	Page in 2021 Training Manual
Propose a new course, including cross-listed and special topics courses.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	If you are proposing a new course that is in a program, including a lower, upper, graduate division program, or minor or credit certificate, you MUST also complete a /programadmin form.	8
Update a program's curriculum sequence, including adding, dropping and/or moving courses.	Program* Management form /nextcatalog.fitnyc.edu/programadmin	This includes AAS, BS, MA, MPS, MFA, Minors and Credit Certificates .	12
Update the text below the grid on the catalog major page, including updating and removing program electives and bridge courses.	Program* Management form /nextcatalog.fitnyc.edu/programadmin	Updating the text below the grid is completed using the /programadmin form.	16
Propose a <u>new</u> minor.	Program* Management form /nextcatalog.fitnyc.edu/programadmin	Creating a new minor is completed using the /programadmin form.	18
Propose a <u>new</u> credit certificate.	Program* Management form /nextcatalog.fitnyc.edu/programadmin	Creating a new credit certificate is completed using the /programadmin form.	35
Edit an <u>existing</u> minor	Program* Management form /nextcatalog.fitnyc.edu/programadmin	Editing a minor is completed using both the /programadmin form, and the /courseadmin form. The /programadmin form is used to edit the list of courses in the minor, and the /courseadmin form is used to indicate on each course form that the course is in a minor.	12
Update a course of study.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	The course of study must be less than five years old.	20
Change a course title.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	The course title on the form must match the course title in the course of study attached to the form.	21
Update pre/co-requisites.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	The pre/co-requisites must match the pre/co-requisites on the course of study attached to the form.	22
Update course credits or hours.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	The credits and hours must match the credits and hours on the course of study attached to the form.	23
Propose online delivery of a course.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	Be sure to attach an online statement, and check that the course of study attached is less than five years old.	27

Propose blended delivery of a course.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	Be sure to attach a blended statement, and check that the course of study attached is less than five years old.	29
Update learning outcomes.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	The learning outcomes on the form must match the course description in the course of study attached to the form.	25
Add a general education designation to an existing course.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	The general education designation is pending until formally approved by SUNY. The Office of Curriculum submits the paperwork to SUNY for approval. Once approved, the college is notified.	31
Update a course description.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	The course description on the form must match the course description in the course of study attached to the form.	24
Deactivate a course.	Course Management form /nextcatalog.fitnyc.edu/courseadmin		33
Reactivate a previously deactivated course.	Course Management form /nextcatalog.fitnyc.edu/courseadmin	Search for the previously deactivated course in /courseadmin , click on the course and use the green reactivate button to reactivate a previously deactivated course.	34
Update a program title.	Program* Management form /nextcatalog.fitnyc.edu/programadmin	Degree program title changes need to be approved by SUNY. Contact the Office of Curriculum prior to proposing a program title change.	21

*Program refers to degrees, minors, and credit certificates.