

ACETS: Modified Course Evaluation Form - SOP

1. When a modified course form comes through Curriculog and all appropriate approvals have been processed, login to [ACETS](#) with your username and password. If you don't have a username and password, send an email to [AZ Transfer](#) to obtain one.
2. Please note: Gen Ed courses and courses below the 100 level will not be submitted through ACETS.
3. [Also see the ACETS Step by Step Guide](#)
4. Once logged in click on Modified Course Evaluation

Query

Notes Report



Forms

New Course Evaluation
Modified Course Evaluation
Editorial Change Form
Course Deletion Form
CEG Data Cleanup/Reactivation
Exam Review Form
SUN Action Form
Prior Learning Assessment (PLA)

Which Form Should I Use?

Logout

Other Features

My Account Info
University Status Report
Equivalency Report - Source
Equivalency Report - Target
Activity Report
Course Activity Report
Pathway Review Report
Add/Edit Read Only Users
Error Report Query
Add/Edit Quick Notes
Import Data From File
SUN Query Report - All
Manage Action Items
Manage CEG Data

5. The following information will be needed and all of it should come from Curriculog but sometimes it's easier to cut/paste from the [CEG](#) page that shows the course.
- a. Course prefix
 - b. Course number
 - c. Credit hours
 - d. None of our courses are upper division, do not check the box
 - e. Course title
 - f. Prerequisite and Corequisites (go in the same box)
 - g. Course description
 - h. Effective term
 - i. Effective year
 - j. No additional courses should be cross-listed. Some of PCC's older courses might be cross-listed still but no new cross-listed courses
 - k. Is it this common course - you may need to query the database to see
 - l. Is this an AGECE course - you may need to view the AGECE list to see

4. If the prefix, course number or credit hours changed, list the 'old' information

You need only enter the OLD value if the information has changed.

Old Prefix: Old Course Number: Old Credit Hours:

5. Check all the boxes that apply to this modification

- ☐ Is Re-Evaluation Requested. This box would be checked if there are "no" curriculum changes but it's being asked to be re-evaluated as faculty believe the equivalency granted is not correct. This will need to be explained later.
- ☐ Credit Breakdown Changed - If the credits on this course changed
- ☐ Title Changed
- ☐ Prerequisite/Corequisite Changed
- ☐ Description Changed
- ☐ Outline Changed
- ☐ Competencies Changed - This will include if CLO changed
- ☐ Added Cross-Listing Courses - PCC should NOT be clicking this box
- ☐ Deleted Cross-Listing Courses - PCC can un-crosslist courses

6. Click Continue

7. Provide the web address to the catalog if it's available

- a. If the catalog is live, you can provide the web address
- b. If the catalog is in draft form, you will need to enter information manually

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8. Provide full course description and outline

9. Faculty contact information - Name and email of the originator in Curriculog

10. Learning outcomes - Curriculog

11. Textbook information - leave blank as we typically do not have this information

12. Click Continue

13. There will be a checkbox for each institution, you may or may not want to send it to all three Universities depending on the modification. Here is the view of the one for NAU.

NAU: ☐ [NAU Course Catalog](#)

MAY be equivalent to: Quick Notes ▾

Currently equivalent to:

Notes:

25 characters left. (Max characters: 255)

14. Click the box next to each institution you want to send the modification form to.

15. MAY be equivalent to - If you are looking for an equivalency change, you will need to tell each University it is. If the equivalency is just Elective or Better OR Department Elective, you can click one of those two in the box that says "Quick Notes."

16. Currently equivalent to: Look up on the [CEG](#) what the course is currently equivalent to.

17. If there is additional information you have that a specific institution may need, put it in the Notes. Many times this is left blank.

- One example of when you would put a note in is if a PCC faculty member talked to a counterpart at the University and the University faculty member has said what they will provide an equivalency to, put this information in there and provide the faculty members name at the University so when this form goes through, they can approve it. Sometimes, it's just a copy/paste from an email received from the University that should be attached in Curriculog.