

Guide For New or Significant Changes to Academic Courses

Pre-Submission Review:

General -

- What term do you want the course proposal to be effective? Are you within the correct timeframe for the proposal?**
 - Summer/Fall proposals need to be completed through the curriculum process by January 20th.
 - To reduce negative impacts for students and their ability to complete, if the requested changes impact required courses in a program, then the changes will only be made/effective for a Fall Semester.
 - If the course is being offered in Summer, a Summer proposal could be submitted. Otherwise, the proposal should be for Fall.
 - Spring proposals need to be completed through the curriculum process by August 25th.
 - <https://curriculum.utah.edu/>
- What's your rationale for the proposal.**

New Course -

- Do you have justification for the new course?
- Do you know which Subject Code and Number you will be using?
 - Are they available?
 - Please, work with the Curriculum Management Office if you are unsure or need help determining a new Course Number.
 - Should the Course Number be a USHE Common Core Number?
 - Please, work with the Curriculum Management Office you are unsure if the number should be a USHE Common Core Course Number.
 - Does it follow the [Course Numbering policy](#)?
 - Does the Course Number agree with the Grading Basis and [Component](#)?
- Do you know which College this will be housed under?
- Will the credits be fixed or within a range?
- Will students be able to take the course multiple times for credit (Repeatable Status)?
 - If so, what is the total number of credits that the student can earn?
 - In general, the formula to figure this out is Number of Credits (or max credits if this is a variable credit course) x Number of times course can be taken = Total Number of Credits earned.
- Will this course meet with another course (Similar Courses)?
- Will you be adding a cross-listing to the course? If so:
 - Ensure that the following information matches the course(s) you are cross-listing with:
 - Course Title (both long and short)
 - Course Description
 - Course Level
 - Grading Basis
 - Component

- Credit Hours
 - Course Fees (if applicable)
 - Course Outcomes
 - Are you in communication with the department(s) for the course(s) that you would like to cross-list with?
 - Has a proposal from the other department(s) also been submitted? (Proposals for all involved courses need to be submitted before cross-listed courses can be processed.)
- Are there any requirements that students should have fulfilled previously in order to be able to register for this course? (Pre-requisites)
 - Will these requirements be required? Meaning that a student won't be able to register for the course unless they have met the requirements. This can include both courses that should have been taken prior to this course, or courses that should be taken concurrently.
 - Will these requirements be recommended? Meaning that a student won't need to have completed prior to registering for the course, but will do better in the course if they have.
- Will this course be a requirement for another course and/or program? (Dependencies)
 - If so, have proposals for those course(s)/program(s) been submitted requesting that this course be added?
- Have you defined the Course Outcomes and how those outcomes will be assessed?
 - Course Outcomes should be included on the proposal.
 - Course Outcomes Assessment plans can be added as an attachment to the proposal.
 - Questions about Course Outcomes and Assessment plans should be addressed to Mark St. Andre at mark.standre@utah.edu.
- Will there be Course Fees?
 - Make sure you have all necessary information, including:
 - Amount requested
 - Chartfield
 - Know if the course fee overlaps with any approved university program fees.
 - Itemized Budget
 - Fee Rationale
 - Knowledge of how fees are associated with the course learning outcomes.
 - If you'd like a template or have any other questions, contact Katrina Green at Katrina.Green@utah.edu.
- Should this course have a General Education Designation?
 - If so, it will need the approval of the General Education office and a [General Education Designation Initiation](#) form will need to be filled out and submitted.
 - If there are any questions, please contact Lindsay Massman at lindsay.massman@utah.edu.
- Are there any supporting documents that should be included with the proposal?
 - Examples of supporting documentation include –
 - Proposed Syllabus
 - Course Fee Information
 - Discussion with other departments

Modifying a Course –

- Do you have justification for the requested changes?
- Will you be changing the Subject Code?
 - If so, is this also being housed under a new Department and/or College?
- Will you be changing the Course Number? If so:
 - Does it follow the [Course Numbering Policy](#)?
 - Is this changing from Upper to Lower division – i.e. from 3000 or above to 1000 – 2000? If so, just be aware that this could cause a student to not have enough upper-division hours if they need to retake the course.
 - Is this changing Course Levels – i.e. from Graduate to Undergraduate or vice versa? If so:
 - This will need to be handled as a new course. So, you will need to submit two proposals –
 - One to inactive the current course.
 - One as a ‘New Course’ with the new Course Number & Level.
 - Is the Course Number you want available?
 - Please, work with the Curriculum Management Office if you are unsure or need help determining a new Course Number.
 - Should the Course Number be changed to a USHE Common Core Course Number?
 - Please, work with the Curriculum Management Office you are unsure if the number should be a USHE Common Core Course Number.
 - Does the new Course Number still match the Grading Basis and [Component](#)? Or will those need to be adjusted as well?
- Will you be adding a cross-listing to the course? If so:
 - Ensure that the following information matches the course(s) you are cross-listing with:
 - Course Title (both long and short)
 - Course Description
 - Course Level
 - Grading Basis
 - Component
 - Credit Hours
 - Course Fees (if applicable)
 - Course Outcomes
 - Are you in communication with the department(s) for the course(s) that you would like to cross-list with?
 - Has a proposal from the other department(s) also been submit? (Proposals for all involved courses need to be submit before cross-listed courses can be processed.)
 - Have you decided which of the courses will be keeping their Course ID and History, and which will be changing?
- Will you be removing a cross-listing from the course? If so:
 - Are you in communication with the department(s) for the course(s) you will no longer be cross-listed with?
 - Have proposals for all affected courses been submit?

- Will all the courses be remaining active or will one or more of them be inactivated?
 - Active –
 - Have you decided with the other department(s) which course will be retaining the Course ID and course history and which should be assigned a new Course ID?
 - Inactive –
 - Ensure that the course(s) being inactivated has indicated on their proposal both that the course should be inactivated and that the cross-listing should be removed.
- Are you changing pre-requisites either by adding, removing, or updating requirements?
- How will these changes affect any course(s)/program(s) that this course is a requirement for? (Dependencies)
 - Have you discussed these changes with impacted course(s)/program(s)?
 - If necessary, have proposals to adjust impacted course(s)/program(s) also been submitted?
- Have you reviewed, defined, and included Course Outcomes and determined an Assessment Plan?
 - Course Outcomes should be included on the proposal.
 - Course Outcomes Assessment plans can be added as an attachment to the proposal.
 - Questions about Course Outcomes and Assessment plans should be addressed to Mark St. Andre at mark.standre@utah.edu.
- Are you changing the Course Fees?
 - Make sure you have all necessary information, including:
 - Amount requested
 - Chartfield
 - Know if the course fee overlaps with any approved university program fees.
 - Itemized Budget
 - Fee Rationale
 - Knowledge of how fees are associated with the course learning outcomes.
 - If you'd like a template or have any other questions, contact Katrina Green at Katrina.Green@utah.edu.
- Do you wish to add/remove a General Education Designation?
 - If so, it will need the approval of the General Education office and a [General Education Designation Initiation](#) form will need to be filled out and submitted.
 - If there are any questions, please contact Lindsay Massman at lindsay.massman@utah.edu.
- Are there any supporting documents that should be included with the proposal?
 - Examples of supporting documentation include –
 - Proposed Syllabus
 - Course Fee Information
 - Discussion with other departments

Discontinuing A Course –

- Do you have justification to discontinue the course?
- Is this course cross-listed with any other courses?
 - Are you in communication with the cross-listed course(s)?
 - Have proposals for the cross-listed course(s) also been submit? (Corresponding proposals from all involved courses need to be submit before any of the proposals can be processed.)
- Is this course a requirement for any other program(s) and/or course(s)? (Dependencies)
 - How will the discontinuation impact the other program(s)/course(s)?
 - Have you contacted the other department(s) to inform them of the discontinuation?
 - Have proposals to adjust the other program(s)/course(s) also been submitted?