

All official forms, along with instructions and other resources are available at: <http://curriculum.utah.edu>. All supplemental forms required by the CFA Curriculum Committee can be found on the CFA website: <http://www.finearts.utah.edu/hidden/item/42-policies>. For any questions you might have that are not answered by either website or this document, feel free to contact Associate Dean Projansky. The sooner questions are addressed, the better.

Note that all documents **MUST** be submitted prior to the submission deadline set by the College of Fine Arts Dean's Office. No late submissions will be accepted.

1. **New course forms w/ attached syllabus:** Along with the "New Course Form" from curriculum administration, a copy of the sample syllabus and a "New Course Supplemental Form" must be submitted, as well. All documents must be submitted an editable electronic copy.
2. **Adjusted course forms:** Along with the "Change Course Form" from curriculum administration, a "Course Change Supplemental Form" must be submitted, as well. All documents must be submitted in an editable electronic copy.
3. **Fee Requests with attached justification:** Along with the "Special Course Fee Request Form" from curriculum administration, a course fee justification must be included that outlines the anticipated student enrollment, the amount of fee, and the formula for calculating the new fee. All documents must be submitted in an editable electronic copy.
4. **Program Changes:** Revision to a Degree/Minor/Emphasis, Certificate/etc are not typically reviewed by the campus. However, if you plan to make more than 1-2 minor changes, those changes need to be reviewed by the CFA Curriculum Committee.

A Program Change Form must be submitted to the Curriculum Committee with the explanation and justification for the change. All documents must be submitted in an editable electronic copy.

For a new Degree, you will use a full template. For New Minors, Emphases, or Certificate, you will use an abbreviated template. Both templates can be found on the Curriculum Administration website. Contact Associate Dean Projansky for guidance on these forms.

5. **Overview Spreadsheet:** Please fill out the overview spreadsheet. This spreadsheet is critical in ensuring that the Dean's Office and Curriculum Committee has received all submitted documents. This document should be submitted in electronic format only.
6. **Department Chair/Director Memo of Support:** This memo should be completed by the Department Chair/Director and should be included with the submitted curriculum forms. It should be included in electronic format only.

Please type the Curriculum Committee Chair's name and the Dean's name on all forms. Curriculum Committee Chair for 2016-17: Melonie Buchanan Murray
Dean: Raymond Tymas-Jones
Course Fee Committee: [Leave Blank]

For all forms, in the "Contact Person" field include whomever you want to be notified when the course is fully processed (e.g., the instructor and the responsible staff person)

The Following GUIDELINES apply to both the Add Course Form & Change Course Form:
General Education Courses

- Cannot be repeated for credit
- Cannot have variable credit hours
- Cannot have prerequisites

Students are your audience for the short title, long title, and course description

- Seek clarity and accuracy
- Think about how to attract students to your course

The course description (Note: the College Curriculum Committee will be revising this list)

- Read carefully for typos
- Use complete sentences
- Keep the description as short and concise as possible
- Describe as accurately as possible what will be covered in the course each semester (If topics will vary, note that and provide a list of potential topics)
- "This course is a continuation of [another course]" is not a sufficient course description
- Keep audience (students) in mind. Use vocabulary they can understand before taking the course. Do not try to teach or justify the subject matter with the course description.

Important Links:

Curriculum Administration: <http://curriculum.utah.edu>

Associate Dean Projansky's E-mail: sarah.projansky@utah.edu

Lynette Holman's E-Mail: lynette.holman@utah.edu