All forms, along with instructions and other resources are available at: [http://curriculum.utah.edu](http://curriculum.utah.edu). This document supplements (but does not replace) this website. For any questions you might have that are not answered by that website or this document, feel free to contact Associate Dean Projansky. The sooner questions are addressed the better.

These forms are **self-explanatory**
- Add Fee Form
- Degree/Departmental Name Changes

These forms are **rarely used**. If you need to use them, consult Associate Dean Projansky.
- New Degree (Full Template)
- New Minors, Emphases, Certificates, etc. (Abbreviated Template)

**Revision** to a Degree, Minor, Emphasis, Certificate, etc.
- The Campus does not review revisions to existing degrees. However, if you plan to make more than 1-2 minor changes, those changes need to be reviewed by the College Curriculum Committee. Contact Associate Dean Projansky for guidance.

Please type the Curriculum Committee Chair’s name and the Dean's name on all forms.
- Curriculum Committee Chair for 2013-14: Sydney Cheek-O'Donnell
- Dean: Raymond Tymas-Jones

Forms may be submitted electronically at the initial deadline. Forms must be submitted electronically and on paper for the final deadline before the College Committee meeting.

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)

**Change Course Form**
- Attach a memo stating
  - What is being changed (e.g., title, repeatability, course description, etc.)
  - Showing the current version of whatever you are changing
  - Explaining/justifying the need for the change
The following **GUIDELINES** apply to both these forms
- 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