College of Fine Arts
THE UNIVERSITY OF UTAH

All submissions are done through the Kuali system. 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.

Note that all documents must be submitted by the submission deadline set by the College of Fine Arts Dean's Office. Late submissions will not be accepted.

**DOCUMENTS REQUIRED OF ALL DEPARTMENTS/SCHOOLS EACH CURRICULUM CYCLE:**

1. **Overview Spreadsheet:**  Please fill out the overview spreadsheet.  This spreadsheet is critical in ensuring that the Dean's Office and Curriculum Committee have received all submitted documents.  This document should be submitted in electronic format only.

2. **Department/School Chair/Director Memo of Support:**  This memo should be completed by the Chair/Director and submitted in electronic format only.

**PROPOSAL SPECIFIC DOCUMENTS REQUIRED:**

1. **New Courses:**  Along with submission of a "New Course" in Kuali, a copy of the sample syllabus must be submitted.  All documents must be submitted in an editable electronic format.

2. **Fee Requests/Changes:** Along with submission of "Propose Changes" in Kuali, please note that University Curriculum Administration requires a detailed course fee justification. Please refer to the Curriculum Administration website for full details on what is required: https://curriculum.utah.edu/

3. **Program Changes:**  Revisions to a Degree/Emphasis/Minor/Certificate 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.  In that case, a "Program Change Form" must be submitted in an editable electronic format. Print out the official page and redline exactly how the catalog should now appear. Be sure to redline bot the requirements themselves, and the four-year plans.

4. **New Degrees**: Use the "Full Template" and the "NWCCU Document," both available from Curriculum Administration.

5. **New Emphases**: Use the "abbreviated template" and the "NWCCU Document," both available from Curriculum Administration.

6. **New Minors/ Certificates**: Use the "abbreviated template," available from Curriculum Administration.

The following guidelines apply to both adding and changing a course:

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

Course Description Content
- The best descriptions are concise, provide an overview of basic course content, and reveal how that course content will be delivered (e.g., lecture, discussion, critiques, etc.).  If writing, creative production, and/or performance will be a major component of the class, mention it.
- Write the course description in a general enough way that multiple people could teach it in multiple different ways, but also avoid vagueness.
- Strive for economy of language.  For example, use "This course introduces" rather than "This course provides an introduction to" or "this course is designed to introduce".
- While we encourage economy of language, most course descriptions will be more than 1-2 sentences.
- Avoid using the words "student" or "students."  Focus on course content.
- Because the catalog can be searched by keywords now, think about putting specific keywords into your description.
- The course description should "match" the title, otherwise one or the other needs revision.

    Course Description Copy-editing, grammar issues
- Proofread your descriptions, being sure to avoid run-ons and sentence fragments.
- Avoid specialized, disciplinary language, unless absolutely necessary in upper-division major course descriptions.  Also, avoid language that may go out-of-date.
- Avoid the use of "etc."  Say what you mean.
- Avoid the use of "and/or", unless absolutely necessary.
- Avoid passive voice.
- Avoid vagueness.
- Remember the difference between the United States (a country) and America (a continent).

**Important Links:**

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

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