



## TIPS & TRICKS

**Kuali** is a software program that the University of Utah utilizes for curriculum administration. This document explains the curriculum workflow within the Kuali system and provides helpful how-to guides about working with Kuali to propose curriculum changes.

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### Curriculum Workflow

There are several levels to the workflow (or process/chain of events) when new courses or changes to an existing course are proposed through Kuali. They are outlined below:

#### Individual & Departmental Level

1. *Any faculty or staff member* at the University of Utah can submit proposals to add or change existing courses through Kuali. *\*Note: individuals should not submit any proposed changes or additions unless the changes have been vetted and approved by departmental curriculum committee.*
2. The *Department/School Administrator's* initial check is to ensure the proposal is complete and that it has been properly vetted by department faculty.
3. The *Curriculum Administration* office checks to ensure all information entered is accurate, complete, and appropriate and either approves or returns for revisions.

#### Departmental Level

4. The *Department/School Curriculum Committee Chair* checks to ensure all information entered is accurate, complete, and appropriate and either approves or returns for revisions.
5. The *Department Chair/School Director* reviews the proposal. If the Department Chair/School Director approves, it is assumed at the college-level that the proposal has been vetted and approved by the faculty members of the pertinent unit.

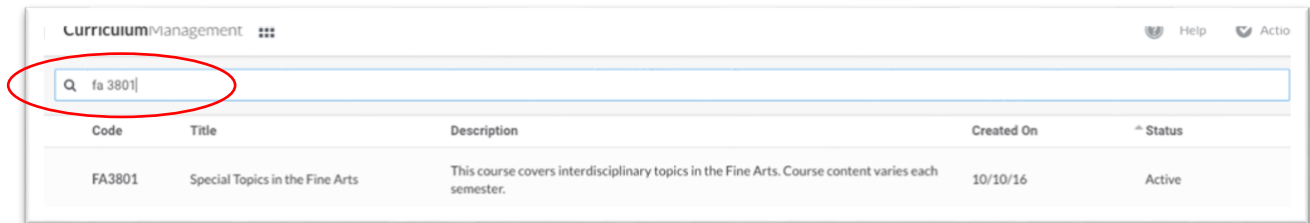
College Level

6. The *Associate Dean and the CFA Curriculum Committee* reviews the proposal and either approves or sends the proposal back to the department/school for revision.
7. The *Dean* reviews for final college approval.
8. *Curriculum Administration* completes the final review. If approved, the change will go into effect in the semester indicated on the proposal. *Note: Proposals are submitted a year in advance. For example, proposals submitted in Fall 2019 should be for changes that will go into effect in Fall 2020.*

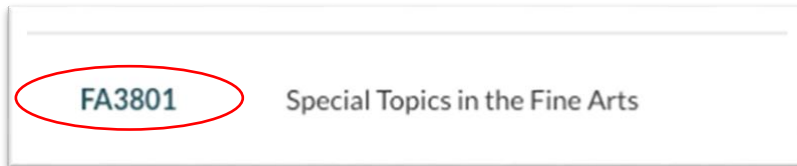
**Viewing the Audit Log**

Viewing the audit log allow you to see the history of a proposal or course in Quali. To view the audit log, follow the steps below:

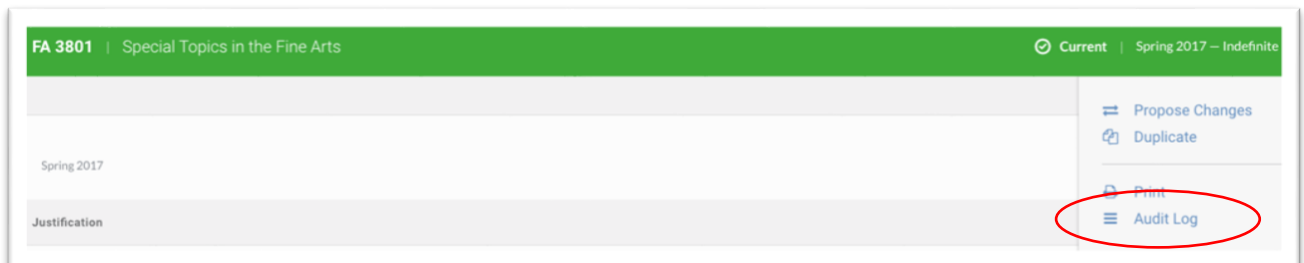
1. Select the course by searching by the course name:



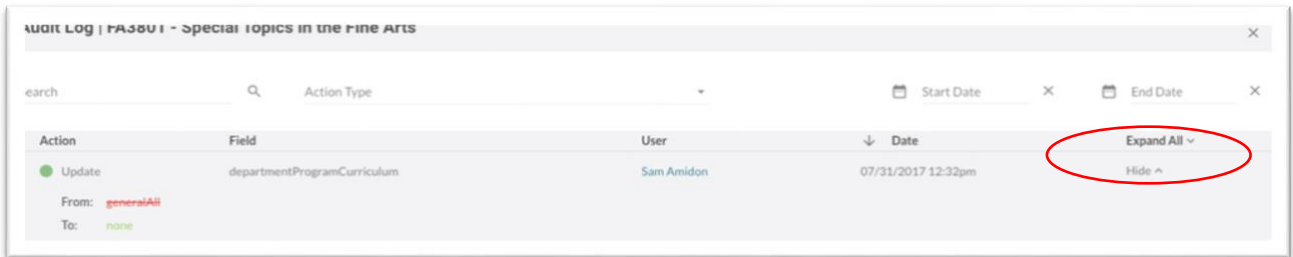
2. Click on the course name to view course details:



3. The audit log can be found by clicking the “3 bar” icon on the right side of the page:



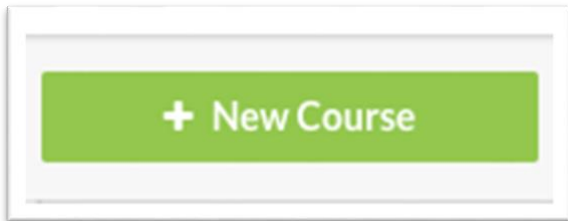
4. The audit log will appear on your screen. Click on “View/Hide” to see the details of the exact change that was made by users listed.



## Creating a New Course

**\*Important:** If the new course is going to be a required course in your program, a CFA Program Change Form is required. Please consult with Associate Dean, Melonie Murray before completing the form.

1. To start a new course, click on “New Course”.  
*Note: A course syllabus is required for all new courses.*

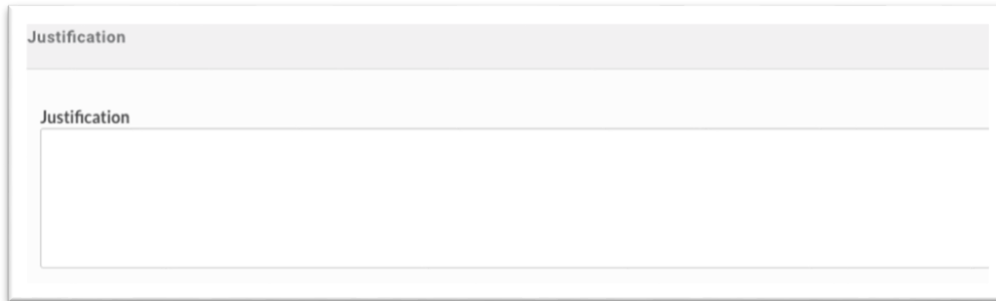


2. Identify the semester that you wish the change to take effect.  
(This is not the semester during which you are *proposing* the course.)

Select the first semester this should take effect.

Fall 2019

3. JUSTIFICATION – Explain why the course is being created. You can also note the semester you intend the course to go into effect. **Never leave this section blank.** If the justification portion is incomplete, the proposal will be sent back to you.

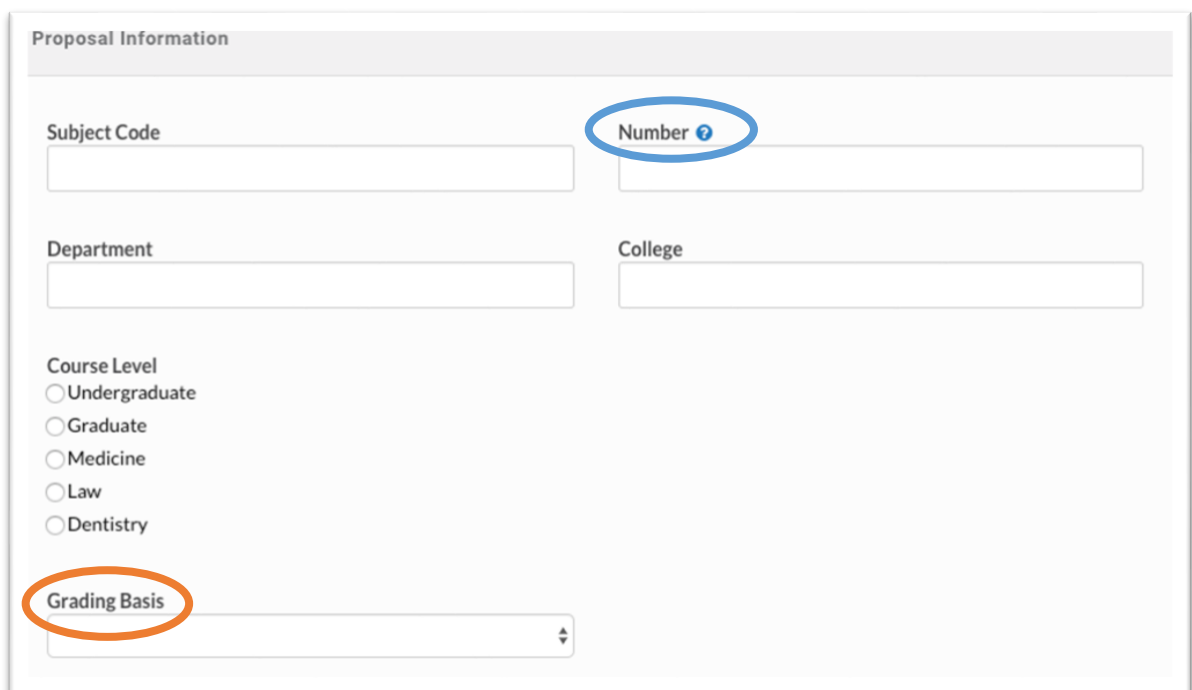


4. EQUIPMENT REQUEST - If this course requires special equipment or supplies, select “yes”, and a text box will appear. Please enter a description of what specific equipment is needed.

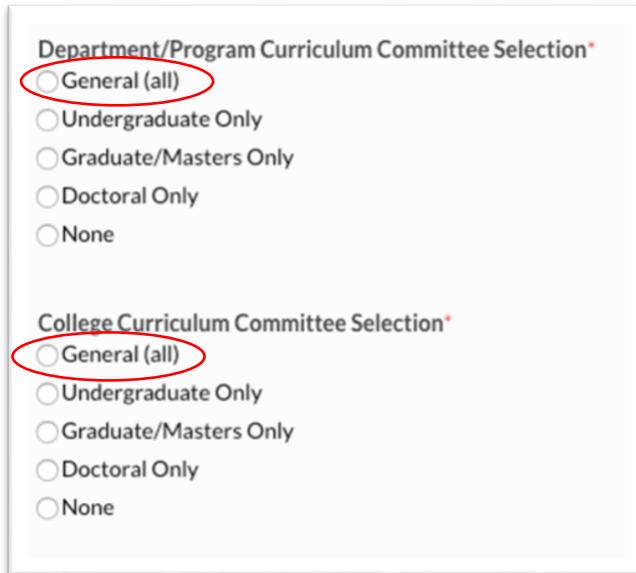
Does this course need any special equipment or supplies including computing lab time, special software, etc.? (For Committee Use Only)

- Yes  
 No

5. PROPOSAL INFORMATION – If you are proposing a new course please speak with Curriculum Administration before selecting your **course number**. You can also refer to the course numbering policy; [see this guide](#) to help determine your selection. The **Grading Basis** must be in alignment with the course numbering policy.



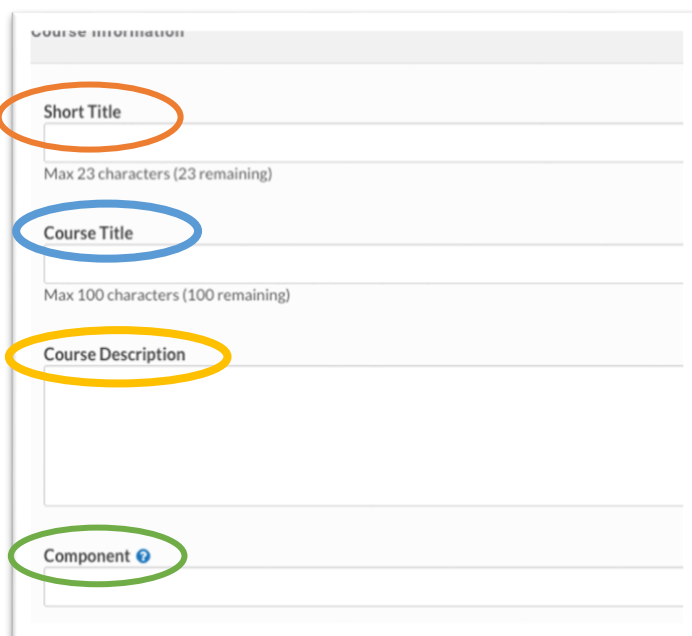
6. CURRICULUM COMMITTEE SELECTION – These selections will always be “General (all)”. Selecting “General (all)” dictates the Quali workflow route for the course.



The screenshot shows two sections of radio button options. The first section is titled "Department/Program Curriculum Committee Selection\*" and includes options for "General (all)", "Undergraduate Only", "Graduate/Masters Only", "Doctoral Only", and "None". The "General (all)" option is circled in red. The second section is titled "College Curriculum Committee Selection\*" and includes the same five options. The "General (all)" option in this section is also circled in red.

7. COURSE INFORMATION -

- The **Short Title** is the title that appears on the class schedule.
- The **Course Title** is the title that appears in the course catalog.
- The **Course Description** will appear in the course catalog and provides students with course information. This should never be left blank. You can also note if this class meets with another course in this section.
- The **Component** is how instruction will be given, i.e. lecture, studio, etc. ([Click here](#) for component definitions.)



The screenshot shows a form titled "course information" with four input fields. The "Short Title" field is circled in orange and has a character count of "Max 23 characters (23 remaining)". The "Course Title" field is circled in blue and has a character count of "Max 100 characters (100 remaining)". The "Course Description" field is circled in yellow. The "Component" field is circled in green and includes a help icon.

8. STATE AUTHORIZATION – This section is required by state law and helps Curriculum Administration determine if disclosures or secondary compliance measures with other states need to be considered. This section cannot be left blank.

**State Authorization**

Can/will this course be taken online or via distance-education?

Yes

No

For Practicum, Clinical or Field Work courses: can/will any part of this course be completed at a location outside of Utah?

Yes

No

**Professional Programs**

Pre-licensure

Post-licensure

Neither / Does not apply

9. CREDITS – You can choose to assign a fixed or range (variable numbers) of credits for the course. If you are assigning a range and the course is repeatable for credit, please ensure that the number of times the course can be repeated and the credit range are in alignment.

**Credits**

**Credits**

Fixed

Range

**Repeatable Status**

Course is Repeatable for Credit.

## 10. SIMILAR COURSES & CROSS-LISTED COURSES -

- **Similar** courses and **cross-listed** courses are **NOT** the same thing.
- **Similar** courses have similar content but are treated as two separate courses. For example, if an undergraduate and a graduate course meets together but receive different credit amounts.
- **Cross-listed** courses must be identical in Quali and are treated as the same course. If a change is made to one course, the cross-listed course must have an identical proposal submitted in Quali. Curriculum Administration will not approve a cross-listed course unless both courses have identical proposals in Quali.
- Note: Cross-listed courses are not required to have the same pre-requisites.

Similar Courses

Similar courses (i.e., inactive course, similar content, meets with, etc.)

Cross-listed Course(s) ?

## 11. PRE-REQUISITES & CO-REQUISITES -

- Pre-Requisites are courses students must take prior to registering for another course.
- Co-Requisites are courses students must be enrolled in at the same time as another course.
- In the “Pre-requisite/Co-requisite” text box, enter information that will appear in the catalog to inform students of any pre-requisites or co-requisites.
- The logic formulas or “Add Rule” allows PeopleSoft to recognize the pre-requisite requirements. **However, for a pre-requisite to be enforced by the Registrar’s Office the PERC Report must be completed in addition to the Quali proposal.**
- Be wary of changing from upper division to lower division if the course is listed as a pre-requisite for another course, as it may affect how students receive upper division credit. Please coordinate with the other appropriate departments before making a change. Pre-requisites *must* be in Quali and the catalog to be enforced.

For questions about logic formulas – Contact [Emerson Pratt](#) in Curriculum Administration.

Prerequisites/Corequisites

Complete ALL of the following ▾ All of A Update Logic Reset

A  ▾ + ⋮

**Recommended Prerequisites/Corequisites**  
 Departments/Programs enforcing prerequisites/corequisites cannot have recommended prerequisites/corequisites.  
+ Add Rules

**Prerequisite/Co-requisite**  
 This is the text that will appear in the catalog for pre/co-reqs only

12. **DEPENDENCIES** – This section will automatically populate to indicate if the course is listed as a prerequisite or a co-requisite for any other courses or programs on campus. If so, it is your responsibility to communicate with the appropriate department.

**Dependencies**

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**Dependencies**  
 There are no dependencies

13. **SUPPORTING DOCUMENTS** – Here you can attach budgets, committee notes, documentation for course fees, a course syllabus, etc. If you do upload documents, please use clear file names. Please note a **syllabus is required for new course proposals and for courses proposing a course fee.**

**Supporting Documents**

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**File Upload**  
 (10MB size limit per file)

Add File



14. COURSE FEES -

- If there are **no course fees** leave this section blank. Even inputting a 0 will start the approval process.
- If you are proposing **changing or requesting new course fees**, a second approval process will begin in the system and go through the University's Curriculum Policy Review Board/Special Fees Committee for approval. Curriculum changes submitted with a course fee proposal will not be officially approved until the course fee is reviewed.
- Proposing to remove a course fee triggers the same approval process as adding a course fee.
- The chartfield **must** be complete in the format of 01-ORGID-ACTIVITY-ACCOUNT. The University Cashier must collect the student fees.
- **Associated learning outcomes** must be included and **must** be the same outcomes listed on the syllabus. The Associated Learning Outcomes **must** directly connect to the need for course fees.
- Do not leave any section blank.

Course Fees

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Current Amount (if any) Amount Requested (list section, if applicable)

Are you removing course fee? Fee Review Date

Yes

No

Chartfield

Account number must be between 40770-40794.

Does the requested course/class fee overlap with any approved university program fees? [?](#)


Yes

No

All course/class fees will be collected by University Cashier?

Yes

No

**Itemized Budget** 

Itemized budgets should include the anticipated enrollment figures and a breakdown of the expenses covered by the fee.

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**Fee Rationale**

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Rationale focuses on essential course needs associated with one or more student learning outcomes?

Yes

No

**Associated Course Learning Outcomes**

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15. **OUTCOMES** – Only enter learning outcomes if you are proposing a *new* course. You cannot add an outcome if you are proposing a course change. These learning outcomes will be linked to program outcomes and University of Utah outcomes in the catalog once approved in Quali.

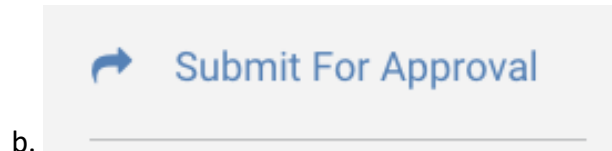
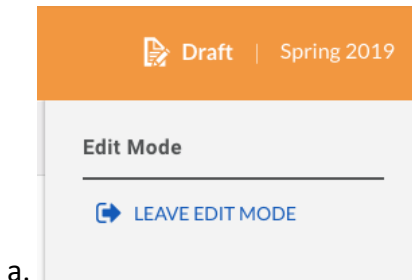
**Course Outcomes**

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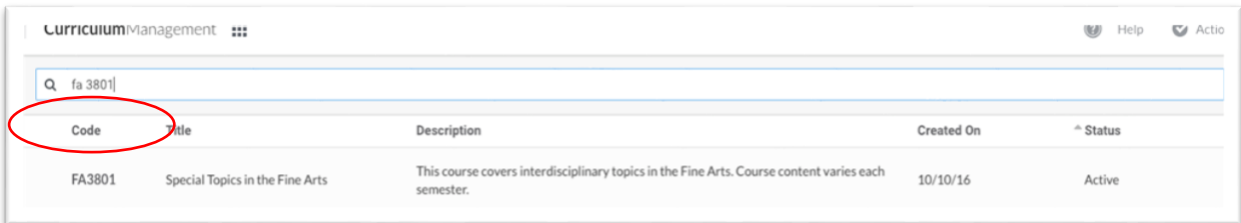
**Outcomes**

[+ Add New](#)

16. Once the proposal is complete click “Leave Edit Mode” (a) and then click “Submit for Approval” (b).

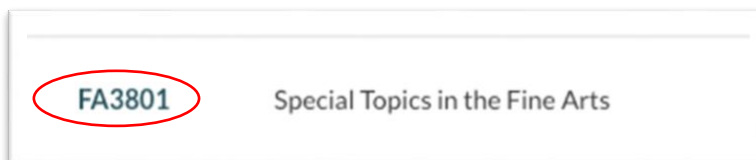


### Proposing a Change to an Existing Course



Code	Title	Description	Created On	Status
FA3801	Special Topics in the Fine Arts	This course covers interdisciplinary topics in the Fine Arts. Course content varies each semester.	10/10/16	Active

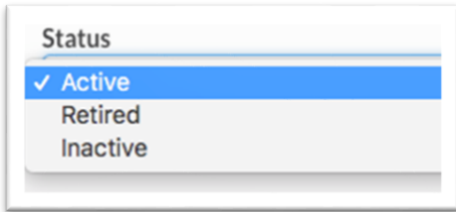
1. Type the name of the course you would like to propose a change to in the search bar.
2. Click the course to start the proposal.



3. Select “Propose Changes” to edit the course.

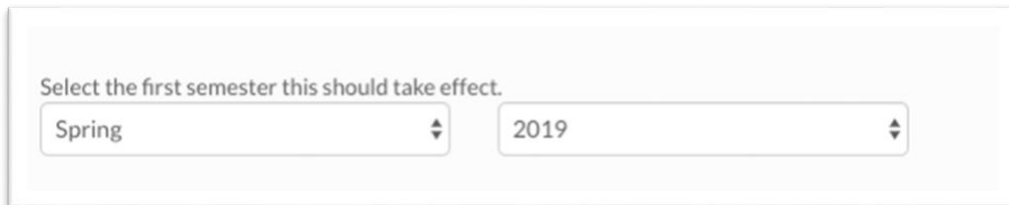


4. Course Status – You can retire, inactivate, or activate a course. Retiring a course will delete the course in the system, this option should not be used. Inactivating a course will remove it from the course catalog.



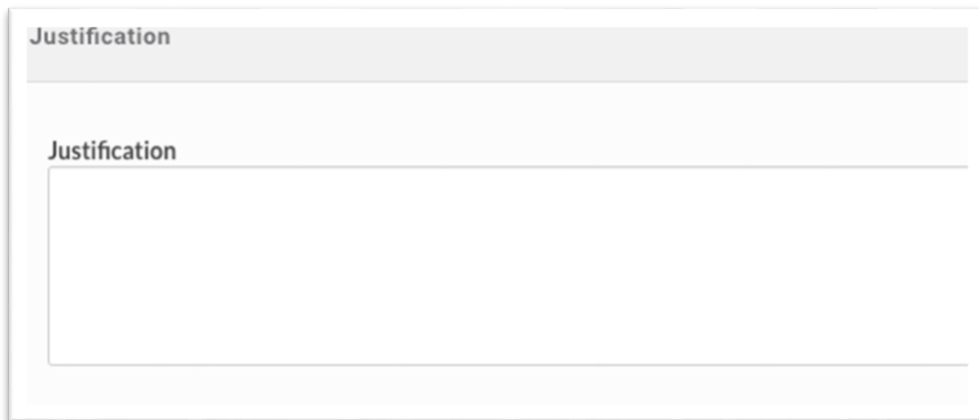
A screenshot of a 'Status' dropdown menu. The menu is titled 'Status' and has three options: 'Active' (which is selected and has a blue checkmark), 'Retired', and 'Inactive'.

5. Identify the semester you wish the change to take effect, NOT the semester during which you are proposing the course.



A screenshot of a form with two dropdown menus. The first dropdown is labeled 'Select the first semester this should take effect.' and shows 'Spring'. The second dropdown shows '2019'.

6. JUSTIFICATION - Communicate all of the changes you are making to an existing course and a rationale for why the changes need to occur. You can also note the semester you intend the changes to take effect. This should never be left blank.



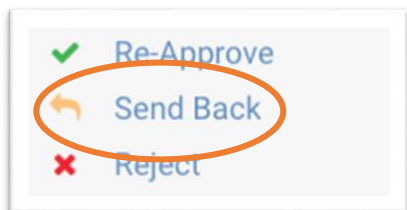
A screenshot of a 'Justification' form. The form has a header labeled 'Justification' and a large text area below it for entering the justification.

7. Make the changes within the Quali page that are explained in the justification. See section above on Creating a New Course for explanations about each area of the Quali page. If you are unsure if you need to complete a section, please contact Bridget Miller to ask.

## Approval Process Notes

If you are prompted to review a proposal for approval, you will have three options: Approve (or Re-Approve), Send Back, or Reject.

- If you approve the proposal, simply select **Approve** (or Re-Approve).
- If the proposal needs revision, select **Send Back**. You can add comments directly in Kuali to communicate why you are sending the proposal back to the originator.



If you select Send Back, the originator will receive a notification like this:

**Sent Back!**

This item has been sent back to you. Please make the appropriate changes and re-approve.

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**From:** Lyndi Duff      **Comment:** Melonie requested that this be reviewed at the next curriculum committee.

- **Never *reject* a course proposal unless you want to remove it from Kuali.** This action deletes the course proposal entirely. If a proposal needs revision, select Send Back.

## Proposal Checklist for Proposers and Approvers:

As an approver in Kuali it is your responsibility to ensure that each proposal is complete and accurate. Please use the checklist below as a guide to help your proposal review:

- Is the effective semester correct?
  - Proposals should be submitted to take effect at least a year in advance. For example, proposals for the Spring 2020 Curriculum cycle should list an effective semester of Spring 2021.
- Is there a clear justification that addresses the reason for the creation or change to existing course?

- Does the course use special equipment?
- Is the subject code, course number, and grading basis accurate?
- Are both committee selections “General (all)”?
- Are there any typos in the course information (short title, long title, description)?
- Are all state authorization questions answered?
- Is the course credit options correct?
  - Is the course repeatable, if so, how many times?
- Are similar or cross-listed courses listed correctly?
- Does the pre-requisite and co-requisite logic match the text that will appear in the catalog?
- Is this course listed as a dependency in any other programs?
  - If so, does the course change need to be updated in the program (i.e. a course number change, pre-requisite change, etc.)?
- Are the proper supporting documents attached?
  - A syllabus is required for all new courses and courses that are proposing a course fee.
- Course Fee Checklist:
  - Syllabus
  - Learning Outcomes listed in Quali Proposal AND in the syllabus (Be sure the Learning Outcomes listed in Quali are the same as the outcomes on the syllabus.)
  - Complete Itemized Budget
  - Clear Fee Rationale
  - Complete Chartfield
- If the course proposal requires a program change form, has this been submitted?
  - Please see Program Change Form Checklist when reviewing Program Change Forms.

### **Other Helpful Guidelines to Propose Adding/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

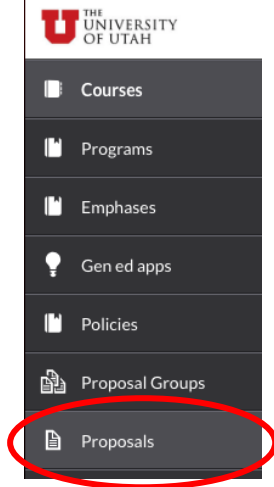
- The best descriptions are concise, provide an overview of basic course content, and reveal how that course content will be delivered (e.g., lecture, discussion, critiques, etc.). If writing, creative production, and/or performance will be a major component of the class, mention it.
- Write the course 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. Be 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).

## Delete an Old/Obsolete Proposal:

1. Select Proposals from the left-hand side main menu.



2. Filter “Draft” and “My Proposals” using the right-hand side menu.  
*Note: This will filter your proposals that are in draft form. If you are **not** the originator of the proposal, please forward these instructions to the proposal originator and they will be able to complete the next steps.*



**Filters:**

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**Type**

Courses

Programs

Gen ed apps

Emphases

Policies

**Status**

Draft

Approved

Review

Rejected

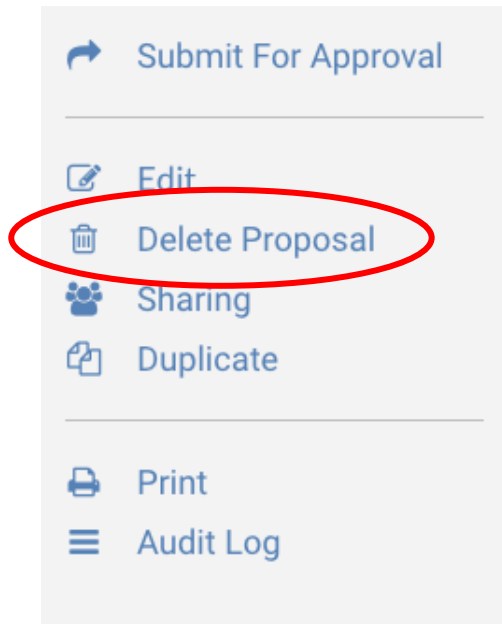
**My Proposals**

My Proposals

3. Select the course you wish to delete by clicking on the title.

**FILM2250** Popular Film and Television: Summer 2019 Courses  
Gender and Sexuality

4. Select "Delete Proposal" from the right-hand side menu.



5. This will delete the proposal and it should no longer appear in your proposals list.

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**Please reach out to the following people if you have any questions/concerns.**

Melonie Murray  
CFA Associate Dean  
[melonie.murray@utah.edu](mailto:melonie.murray@utah.edu)

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