**Checklist for New or Significant Changes to Courses:**

**Pre-submission Considerations –**

* **What term do you want the course proposal to go into effect? Are you within the correct timeframe for your desired effective term?**
  + Fall proposals need to have completed the curriculum approval process by January 20th.
    - To reduce negative impacts for students and their ability to complete, if the requested change(s) impact the required courses in a program, then the changes will only be made/effective for a Fall Semester.
    - If the course is being offered in the Summer, then a Summer proposal should be submitted. Otherwise, the proposal should be submitted for Spring or Fall.
  + Spring & Summer proposals need to have completed the curriculum approval process by August 25th.
    - If the course is being offered in the Summer, then a Summer proposal should be submitted. Otherwise, the proposal should be submitted for Spring or Fall.
  + These deadlines as well as other Processes & Timelines can be found on our website <https://curriculum.utah.edu/>.
* **What’s your rationale for the proposal?**

**New Course Proposals –**

* Do you have justification for the new course?
* Do you know which Subject Code and Course Number you will be using?
  + Is the combination available?
  + Should the course number be a USHE Common Core Number?
  + Does the desired course number follow the Course Numbering Policy?
  + Does the course number agree with the requested Grading Basis and Component?
  + Please work with the Curriculum Management Office if you are unsure or need help determining the answer to any of the above questions.
* Will the credits be fixed or within a range?
* Will students be able to take the course multiple times for credit (Repeat for Credit)?
  + If so, what is the total number of credits that the student can earn?
    - In general, the formula to figure this out is Max Credits multiplied by Number of Times course can be taken. This should determine the Total number of credits earned.
* Will this course ‘Meet With’ another course (Similar Courses)?
* Will this course be ‘Cross-Listed’ with another course (Cross Listed Courses)?
  + 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, including repeatability
    - 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) to add your course as a cross-list also been submitted?

(Proposals for all involved courses need to be submitted before cross-listed course proposals can be processed.)

* Are there any requirements that students should have fulfilled previously that would prevent them from being able to register for this course (Course Enrollment Requisites)?
  + Will these requirements be required (Required Requisite(s))?
    - Meaning that a student won’t be able to register for the course unless they have met the requirement. This can include both courses that should have been taken prior, courses that should be taken concurrently, or program enrollment.
    - These will be programmed in PeopleSoft.
  + Will these requirements only be recommended (Recommended Requisite(s))?
    - Meaning that a student won’t need to have completed it prior to registration of the course but will do better in the course if they have.
    - These will not be programmed in PeopleSoft.
* Will this course be a requirement for another course and/or program (Dependencies)?
  + If so, have proposals for the affected 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 are required in order to submit 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](mailto:mark.standre@utah.edu).
* Will there be a fee attached to this course?
  + If so, make sure you have all the 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 the fee(s) is associated with the course learning outcomes.
  + Please contact Katrina Green at [Katrina.Green@utah.edu](mailto:Katrina.Green@utah.edu) with any questions.
* Should this course have a General Education/Bachelor Degree Designation assigned?
  + If so, it will need the approval of the General Education Office.
  + Questions should be directed to Lindsay Massman at [lindsay.massman@utah.edu](mailto:lindsay.massman@utah.edu).
* Are there any supporting documents that should be included with the proposal?

**Modifying a Course/Course Change Proposals –**

* 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, be aware that this could cause a student to not have enough upper-division hours if they need to retake the course after the number has been changed.

* + Is this changing from 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 inactivate the current course.
      * One to create the new course with the new course Number & Level.
  + Is the Course Number you want available?
    - Please, work with the Curriculum Management Office to determine if the number is available.
  + Should the Course Number be changed to a USHE Common Core Course Number?
    - Please, work with the Curriculum Management Office to determine if a USHE Common Core Course Number is needed/correct.
  + 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, including repeatability
    - 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) to add your course as a cross-list also been submitted?

(Proposals for all involved courses need to be submitted before cross-listed course proposals can be processed.)

* + - Have you decided which of the courses will be keeping their Course Id and History, and which will be changing?

**\* Important Note** – changing a course’s ID can cause repeatability issues for students who need to repeat the course to improve a grade.

* 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 submitted?
    - Will all the courses remain active, or will one or more be inactivated?
      * Active –
        + What is the reason for the courses to remain active but no longer cross-listed? If the content of the course is drastically changing, then inactivating the current course and submitting a proposal to create a new course is probably a better route to take.
        + Have you decided with the other department(s) which course(s) will be retaining the Course ID and course history and which should be assigned a new Course ID?

**\* Important Note** – changing a course’s ID can cause repeatability issues for students who need to repeat the course to improve a grade.

* + - * 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.
        + The proposal for the course remaining active should just remove the cross-listing.
* Are you changing pre-requisites either by adding, removing, or updating?
* How will these changes affect any course(s)/program(s) that this course is a requirement for (Dependencies)?
  + Have you discussed these changes with the Department of the impacted course(s)/program(s)?
  + If necessary, have proposals to adjust the impacted course(s)/program(s) also been submitted?
* Have you reviewed, defined, and included Course Outcomes and determined an Assessment Plan?
  + Course Outcomes are required on all proposals.
  + 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](mailto:mark.standre@utah.edu).
* Are you changing the Course Fees?
  + If so, make sure you have all the 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 the fee(s) is associated with the course learning outcomes.
  + Please contact Katrina Green at [Katrina.Green@utah.edu](mailto:Katrina.Green@utah.edu) with any questions.
* Do you wish to add/remove a General Education Designation?
  + If so, it will need the approval of the General Education Office.
  + Questions should be directed to Lindsay Massman at [lindsay.massman@utah.edu](mailto:lindsay.massman@utah.edu).
* Are there any supporting documents that should be included with the proposal?

**Course Discontinuation Proposals –**

* 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 submitted? (Corresponding proposals from all involved courses need to be submitted 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?