**Coursedog Handbook**

**GETTING STARTED**

**Logging in**

* Go to app.coursedog.com
	+ Enter your unid@utah.edu email address
		- Not your alias address!
	+ Enter your Duo SSO Credentials
		- You will not need to set up a password for Coursedog.

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**Curriculum Management**

***Program Changes – Limited (<25%)***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. To make changes to an existing program, select ‘Modify a Program.’ If the changes you are making are minor, you will be taken to the ‘Limited Program Change’ form*

***Listed below is each field in the ‘Program – Limited Changes (<25%)’ proposal form; all fields with an asterisk are required.***

**PROGRAM INFORMATION**

**Rationale/Justification\*:** This is the ‘what’ and ‘why’ of the program changes you’re making. How will you identify and communicate to affected students? Also include: any special equipment or supplies including computing lab time, special software, etc.

**Program Title**

**Status:** When modifying a program, you will see the status of the program listed. If you would suspend or deactivate a program, select the ‘Suspend or Deactivate a Program’ form from the ‘New Proposal’ dropdown menu on the home page.

**Effective Start Term/Year\*:** Select the year the proposed changes will go into effect for students. Per curriculum policy, program changes can be made once a year. In an effort to adhere to this policy, you will only be able to select Fall as the effective term.

**Degree Type**

**Program Type**

**Career Level**

**Contact Information\*:** Include a website (URL), physical address, phone number, and email for the program.

**CIP Code\*:** For more information regarding CIP codes, click [here](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56). Be sure to include the *six-digit code* from the dropdown menu.

**Primary Department\***

**College/School**

**Participating Interdisciplinary Departments**

**Program Description\*:** This field will be visible to students when they search for the program within the catalog.

**Program Accreditation**

**Approved Combined/Dual Degrees**

**Minimum Degree Hours\***

**Minimum Program Hours**

**ADDITIONAL PROGRAM REQUIREMENTS**

**Program Admissions Requirements:** Include information regarding special admissions requirements for this program.

**Program Graduation Requirements:** Include information regarding specific graduation criteria for this program.

**Does this program have emphases?**

**REQUIREMENTS:** For visual examples of program requirements, click [here](file:///C%3A%5CUsers%5Cu1160244%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CS5GFLECX%5CProgram_Emphasis_Requirements.pdf).

**Program Requirements**

* Select ADD+
* Select ‘Program Requirement’ from the ‘Requirement Level’ dropdown menu
* Select [Requirement Type] from the ‘Type’ dropdown menu
* Name the Program Requirement (suggested title: Required Program Courses)
* Additional Comments will appear at the very bottom of the page.
* Select ‘Requirement Rule’

**RULE CONDITION OPTIONS:**

* **Complete All Of:** Select this option if all components of a data type [courses, programs, course sets, or requirement sets] are required.
* **Complete At Least X Of:** Select this option if a set number of components from a data type [courses, programs, course sets, or requirement sets] is required.
* **Complete Any Of:** Select this option if any components from a data type [courses, programs, course sets, or requirement sets] can be chosen from a list.
* **Enroll In:** Select this option if students must be enrolled in a specific data type [courses, programs, course sets, or requirement sets].
* **Minimum Credits:** Select this option if a minimum number of credits must be earned from a data type [courses, programs, course sets, or requirement sets].
* **Minimum Grade:** Select this option if a minimum grade must be earned for a data type [courses, programs, course sets, or requirement sets].
* **Average Grade:** Select this option if an average grade must be earned for a data type [courses, programs, course sets, or requirement sets].
* **Freeform Text:** Select this option if you are unable to find a rule condition that fits what you are looking for. It is important to note that the text within the ‘freeform text’ option cannot be formatted, so it should be used as a last resort.
* **Complete Variable Courses and Variable Credits:** Select this option if there are both variable course numbers and credit hours to be earned from a list of courses.
* **Fulfill ANY of the Following Requirements:** Select this option to indicate that students must select one option from several listed requirement rules. It is suggested to use this option (or the following option) at the beginning of program requirements to group them together. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.
* **Fulfill ALL of the Following Requirements:** Select this option to indicate that students must complete all requirement rules several listed. It is suggested to use this option (or the above option) at the beginning of program requirements to group them together. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.
* **Number Of:** Select this option if there is a set number of requirements from a list several requirement rules. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.

**DATA TYPE OPTIONS:**

* **Courses**
* **Programs**
* **Course Sets**
* **Requirement Sets**

**Filter By:** Ff you are wanting to only select courses from one subject code, you can find it in the dropdown menu. However, *this menu is not alphabetized or searchable*, so it is difficult to use. It is recommended that you just type the full course information in the field below.

* **Select Course:** Search for courses by first typing the subject code and then number.

**Rule Name:** Select a name that fits with the overall structure of the program requirements. If this field is not filled out, the rule will be named ‘Unnamed Rule’ in the catalog.

**Rule Description:** This field shows at the top of the rule

**Rule Notes:** This field shows up at the bottom of the rule

**DEGREE PLAN(S):** Follow the steps below to create a Degree Map.

Select +NEW MAP

* **Degree Map Name:** Suggested format – [Name of Program] [Degree Level] Sample Degree Plan
	+ Example: Elementary Education BS Sample Degree Plan
* **Total Degree Map Credits:** Credit hours are auto-calculated as you build a sample degree plan. This includes General Education & Bachelor Degree requirement credits, total major credits, and total elective credits.
* **Degree Map Narrative**
	+ Enter the following text in the Degree Map Narrative field: *This is just a sample. Log into Degree Audit (in CIS) and meet with your academic advisor to fit a program of study with your academic record.*
* **Miscellaneous**
	+ Set as default
	+ Displayed in Catalog: Select this if you want the Degree Map to be visible to students in the catalog.
* **Semester**
	+ Select +NEW SEMESTER
	+ Select the suggested year from the dropdown menu
	+ Select the suggested semester from the dropdown menu
	+ Select +NEW REQUIREMENT for each required course
		- Expand the requirement tab and select ‘EDIT’
			* Requirement Type Options
				+ **Courses**
				+ **Requirement Designations**
				+ **Milestone**
				+ **Course Attributes**
				+ **Course Sets**
				+ **Generic**
			* Details
				+ **Designation:** Use this field to indicate if the selected course has a General Education or Bachelor Degree designation.

Example: GE – WR2

Example: BD – CW

* + - * + **Minimum Grade:** If there is required minimum grade for the selected course, indicate that here.
				+ **Area:** Select the area the selected course is from (General Education, Major, Minor, Elective)
				+ **Semester Credits**
				+ **Credits toward Total**
				+ **Criticality** (Yes | No): Select ‘Yes’ if it is critical that students complete the course within the selected year/term.

**PLAN TEMPLATE ATTACHMENT:** For this year only, you may attach a plan template that the curriculum office will build for you. If you are able to, please enter the degree plan(s) using the feature within Coursedog.

**ONLINE & SARA**

**This program can be completed <50% online?\*** (Yes | No)

**This program can be completed 100% online.** (Yes | No)

If this program is moving to be a UOnline Program, please use the UOnline Form.

**Does this online program have any on-side (University of Utah Main Campus) components?** (Yes | No | Not Applicable)

**Can this program lead to professional licensure?\*** (Yes | No)

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre

(mark.standre@utah.edu)

***Program Changes – Significant (>25%)***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. To make changes to an existing program, select ‘Modify a Program.’ If the changes you are making total to more than 25% of the program requirements and/or include a name change, you will be taken to the ‘Significant Program Change’ form.*

***Listed below is each field in the ‘Program – Significant Changes (>25%)’ proposal form; all fields with an asterisk are required.***

**RATIONALE FOR CHANGES**

**Rationale/Justification\*:** This is the ‘what’ and ‘why’ of the program changes you’re making. How will you identify and communicate to affected students? Also include: any special equipment or supplies including computing lab time, special software, etc.

**Type of Change\*:** From the provided list, choose at least one type of change (Name Change, New Emphasis, Restructure, Transfer to New Unit). This field helps the curriculum office know what to expect when looking over the proposal.

**Name and Email for Proposal Presenter(s)\***

**Consistency with Institutional Mission and Impact on Other USHE Institutions\*:** Explain how the program/unit is consistent with the institution's mission and goals. Indicate if the program/unit will be delivered outside of designated service area defined by USHE in R315; provide justification.

**Finances & Resources\*:** What costs or savings are anticipated in implementing the proposed program/unit? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

**Communication & Advising Plan\*:** How closely does the proposed curriculum align with the existing curriculum in the catalog? How will advisors be included in the communication plans? What is the ratio of students to advisors? Will advisors be expected to participate in marketing, promotion, and recruitment of students?

**Labor Market Demand\*:** Provide local, state, and national labor market data that speaks to the need for this program. Information may be found at sources such as [Utah DWS Occupation Information Data Viewer and the Occupation Outlook Handbook](https://jobs.utah.gov/jsp/utalmis/#/).

**PROGRAM INFORMATION**

**Effective Start Term/Year\*:** Select the year the proposed changes will go into effect for students. Per curriculum policy, program changes can be made once a year. In an effort to adhere to this policy, you will only be able to select Fall as the effective term.

**Status:** When modifying a program, you will see the status of the program listed. If you would suspend or deactivate a program, select the ‘Suspend or Deactivate a Program’ form from the ‘New Proposal’ dropdown menu on the home page.

**Program Title\***

**Degree Type\***

**Program Type:** This field will auto-populate once you have selected a degree type.

**Career Level:** This field will auto-populate once you have selected a degree type.

**Contact Information\*:** Include a website (URL), physical address, phone number, and email for the program.

**CIP Code\*:** For more information regarding CIP codes, click [here](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56). Be sure to include the *six-digit code* from the dropdown menu.

**Primary Department\***

**College/School:** This field will auto-populate once the primary department has been selected.

**Participating Interdisciplinary Departments**

**Program Description\*:** This field will be visible to students when they search for the program within the catalog.

**Program Accreditation**

**Approved Combined/Dual Degrees**

**Minimum Degree Hours\***

**Minimum Program Hours**

**ADDITIONAL PROGRAM REQUIREMENTS**

**Program Admissions Requirements:** Include information regarding special admissions requirements for this program.

**Program Graduation Requirements:** Include information regarding specific graduation criteria for this program.

**Does this program have emphases?\*** (Yes | No)

If yes…

* **Is an emphasis required for the program?** (Yes | No)
* **Can students earn two emphases?** (Yes | No)

**REQUIREMENTS:** For visual examples of program requirements, click [here](file:///C%3A%5CUsers%5Cu1160244%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CS5GFLECX%5CProgram_Emphasis_Requirements.pdf).

**Program Requirements**

* Select ADD+
* Select ‘Program Requirement’ from the ‘Requirement Level’ dropdown menu
* Select [Requirement Type] from the ‘Type’ dropdown menu
* Name the Program Requirement (suggested title: Required Program Courses)
* Additional Comments will appear at the very bottom of the page.
* Select ‘Requirement Rule’

**RULE CONDITION OPTIONS:**

* **Complete All Of:** Select this option if all components of a data type [courses, programs, course sets, or requirement sets] are required.
* **Complete At Least X Of:** Select this option if a set number of components from a data type [courses, programs, course sets, or requirement sets] is required.
* **Complete Any Of:** Select this option if any components from a data type [courses, programs, course sets, or requirement sets] can be chosen from a list.
* **Enroll In:** Select this option if students must be enrolled in a specific data type [courses, programs, course sets, or requirement sets].
* **Minimum Credits:** Select this option if a minimum number of credits must be earned from a data type [courses, programs, course sets, or requirement sets].
* **Minimum Grade:** Select this option if a minimum grade must be earned for a data type [courses, programs, course sets, or requirement sets].
* **Average Grade:** Select this option if an average grade must be earned for a data type [courses, programs, course sets, or requirement sets].
* **Freeform Text:** Select this option if you are unable to find a rule condition that fits what you are looking for. It is important to note that the text within the ‘freeform text’ option cannot be formatted, so it should be used as a last resort.
* **Complete Variable Courses and Variable Credits:** Select this option if there are both variable course numbers and credit hours to be earned from a list of courses.
* **Fulfill ANY of the Following Requirements:** Select this option to indicate that students must select one option from several listed requirement rules. It is suggested to use this option (or the following option) at the beginning of program requirements to group them together. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.
* **Fulfill ALL of the Following Requirements:** Select this option to indicate that students must complete all requirement rules several listed. It is suggested to use this option (or the above option) at the beginning of program requirements to group them together. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.
* **Number Of:** Select this option if there is a set number of requirements from a list several requirement rules. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.

**DATA TYPE OPTIONS:**

* **Courses**
* **Programs**
* **Course Sets**
* **Requirement Sets**

**Filter By:** If you are wanting to only select courses from one subject code, you can find it in the dropdown menu. However, *this menu is not alphabetized or searchable*, so it is difficult to use. It is recommended that you just type the full course information in the field below.

* **Select Course:** Search for courses by first typing the subject code and then number.

**Rule Name:** Select a name that fits with the overall structure of the program requirements. If this field is not filled out, the rule will be named ‘Unnamed Rule’ in the catalog.

**Rule Description:** This field shows at the top of the rule

**Rule Notes:** This field shows up at the bottom of the rule

**DEGREE PLAN(S):** Follow the steps below to create a Degree Map.

Select +NEW MAP

* **Degree Map Name:** Suggested format – [Name of Program] [Degree Level] Sample Degree Plan
	+ Example: Elementary Education BS Sample Degree Plan
* **Total Degree Map Credits:** Credit hours are auto-calculated as you build a sample degree plan. This includes General Education & Bachelor Degree requirement credits, total major credits, and total elective credits.
* **Degree Map Narrative**
	+ Enter the following text in the Degree Map Narrative field: *This is just a sample. Log into Degree Audit (in CIS) and meet with your academic advisor to fit a program of study with your academic record.*
* **Miscellaneous**
	+ Set as default
	+ Displayed in Catalog: Select this if you want the Degree Map to be visible to students in the catalog.
* **Semester**
	+ Select +NEW SEMESTER
	+ Select the suggested year from the dropdown menu
	+ Select the suggested semester from the dropdown menu
	+ Select +NEW REQUIREMENT for each required course
		- Expand the requirement tab and select ‘EDIT’
			* Requirement Type Options
				+ **Courses**
				+ **Requirement Designations**
				+ **Milestone**
				+ **Course Attributes**
				+ **Course Sets**
				+ **Generic**
			* Details
				+ **Designation:** Use this field to indicate if the selected course has a General Education or Bachelor Degree designation.

Example: GE – WR2

Example: BD – CW

* + - * + **Minimum Grade:** If there is required minimum grade for the selected course, indicate that here.
				+ **Area:** Select the area the selected course is from (General Education, Major, Minor, Elective)
				+ **Semester Credits**
				+ **Credits toward Total**
				+ **Criticality** (Yes | No): Select ‘Yes’ if it is critical that students complete the course within the selected year/term.

**PLAN TEMPLATE ATTACHMENT:** For this year only, you may attach a plan template that the curriculum office will build for you. If you are able to, please enter the degree plan(s) using the feature within Coursedog.

**ONLINE & SARA**

**This program can be completed <50% online?\*** (Yes | No)

**This program can be completed 100% online.** (Yes | No)

**Does this online program have any on-side (University of Utah Main Campus) components?** (Yes | No | Not Applicable)

**Can this program lead to professional licensure?\*** (Yes | No)

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre (mark.standre@utah.edu)

**DOCUMENTATION**

**Faculty Consultation\*:** When was this presented to faculty? What was the response?

**College Dean Letter\***

**Department Chair Letter\***

**Library Letter\*:** Contact Mary Aagard for Marriott Library letters. Contact Christy Jarvis for Health Sciences Center (HSC) Library letters.

**Interdisciplinary Program(s) Letter of Position**

**Community/Industry Letter(s)**

**Additional Documents or Letters of Position**

***Program – New***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. Select ‘Create a New Program’ and then click ‘Go to Form.’*

***Listed below is each field in the ‘Program - New’ proposal form; all fields with an asterisk are required.***

**RATIONALE & LETTERS OF POSITION**

**Rationale/Justification\*:** This is the what and why. How will you identify and communicate to affected students. Also include: any special equipment or supplies including computing lab time, special software, etc.

**Name and Email of Proposal Presenter(s)\***

**Proposed Program Title\***

**Effective Start Term/Year\*:** Since program proposals can only be accepted once a year, you will only have Fall [year] options for the effective start term/year.

**Degree Type\*:** Select the appropriate degree type from the dropdown list.

**Program Type:** This field will auto-populate once you have selected a degree type.

**Career Level:** This field will auto-populate once you have selected a degree type.

**Contact Information\*:** Include website (URL), physical address, phone, and email for your proposed program.

**CIP Code\*:** Include the **six-digit code** from the dropdown menu. For more information, click [here](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56).

**Primary Department\*:** Type to search for the primary department this proposed program belongs to.

**College/School:** This field will auto-populate once you have selected a primary department.

**Participating Interdisciplinary Departments:** Type to search for any participating interdisciplinary departments. Leave empty if no information.

**DOCUMENTATION**

**Attach USHE Proposal\*:** This document was created by the Board of Regents and can be difficult to open. You will need to save the document to your computer and open it Adobe Acrobat/Reader. <https://curriculum.utah.edu/proposals/forms/new-academic-program-proposal.pdf>

This form includes: Formal program description, Consistency with Institutional Mission, Program Rationale, Labor Market Demand, Student Demand, Similar Programs, Collaboration with and Impact on Other USHE Institutions, External Review and Accreditation, the Program Details, Institutional Readiness, Faculty, Staff, Student Advisement, Library and Information Resources, Projected Enrollment and Finance, Program Assessment, Student Standards of Performance.

**Labor Market Demand\*:** Provide local, state, and national labor market data that speaks to the need for this program. Information may be found at sources such as [Utah DWS Occupation Information Data Viewer and the Occupation Outlook Handbook](https://jobs.utah.gov/jsp/utalmis/#/).

**Consistency with Institutional Mission\***

**Finances & Resources\*:** Include anticipated expenses and revenue.

**Communication & Advising Plan\*:** How closely does the proposed curriculum align with the existing curriculum in the catalog? How will advisors be included in the communication plans? What is the ratio of students to advisors? Will advisors be expected to participate in marketing, promotion, and recruitment of students?

**Faculty Consultation\*:** When was this presented to faculty? What was the response?

**College Dean Letter\***

**Department Chair Letter\***

**Library Letter\*:** Contact Mary Aagard for Marriott Library letters. Contact Christy Jarvis for Health Sciences Center (HSC) Library letters.

**Interdisciplinary Program(s) Letter of Position**

**Community/Industry Letter(s)**

**Additional Documents or Letters of Position**

**PROGRAM INFORMATION**

**Catalog Program Description\*:** Keep this description to approximately 150-300 words.

**Program Accreditation**

**Approved Combined/Dual Degrees**

**Minimum Degree Hours\***

**Minimum Program Hours**

**ADDITIONAL PROGRAM INFORMATION**

**Program Admissions Requirements:** Include information regarding special admissions requirements for this program.

**Program Graduation Requirements:** Include information regarding specific graduation criteria for this program.

**Does this program have emphases?\*** (Yes | No)

If yes…

* **Is an emphasis required for the program?** (Yes | No)
* **Can students earn two emphases?** (Yes | No)

**PROGRAM & DEGREE MAP**

**If you would like the Curriculum Office to build the program and degree map, attach document(s) of how you would like to display.**

**Additional Curriculum Context (if needed**): Make note of any new courses here. If more than 50% of the courses in this program are at the upper-division level, please include a statement indicating that the program is intended only for juniors and seniors. Include statement for any inclusion of graduate level courses if undergraduate credential.

**REQUIREMENTS:** For visual examples of program requirements, click [here](file:///C%3A%5CUsers%5Cu1160244%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CS5GFLECX%5CProgram_Emphasis_Requirements.pdf).

**Program Requirements**

* Select ADD+
* Select ‘Program Requirement’ from the ‘Requirement Level’ dropdown menu
* Select [Requirement Type] from the ‘Type’ dropdown menu
* Name the Program Requirement (suggested title: Required Program Courses)
* Additional Comments will appear at the very bottom of the page.
* Select ‘Requirement Rule’

**RULE CONDITION OPTIONS:**

* **Complete All Of:** Select this option if all components of a data type [courses, programs, course sets, or requirement sets] are required.
* **Complete At Least X Of:** Select this option if a set number of components from a data type [courses, programs, course sets, or requirement sets] is required.
* **Complete Any Of:** Select this option if any components from a data type [courses, programs, course sets, or requirement sets] can be chosen from a list.
* **Enroll In:** Select this option if students must be enrolled in a specific data type [courses, programs, course sets, or requirement sets].
* **Minimum Credits:** Select this option if a minimum number of credits must be earned from a data type [courses, programs, course sets, or requirement sets].
* **Minimum Grade:** Select this option if a minimum grade must be earned for a data type [courses, programs, course sets, or requirement sets].
* **Average Grade:** Select this option if an average grade must be earned for a data type [courses, programs, course sets, or requirement sets].
* **Freeform Text:** Select this option if you are unable to find a rule condition that fits what you are looking for. It is important to note that the text within the ‘freeform text’ option cannot be formatted, so it should be used as a last resort.
* **Complete Variable Courses and Variable Credits:** Select this option if there are both variable course numbers and credit hours to be earned from a list of courses.
* **Fulfill ANY of the Following Requirements:** Select this option to indicate that students must select one option from several listed requirement rules. It is suggested to use this option (or the following option) at the beginning of program requirements to group them together. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.
* **Fulfill ALL of the Following Requirements:** Select this option to indicate that students must complete all requirement rules several listed. It is suggested to use this option (or the above option) at the beginning of program requirements to group them together. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.
* **Number Of:** Select this option if there is a set number of requirements from a list several requirement rules. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.

**DATA TYPE OPTIONS:**

* **Courses**
* **Programs**
* **Course Sets**
* **Requirement Sets**

**Filter By:** Ff you are wanting to only select courses from one subject code, you can find it in the dropdown menu. However, *this menu is not alphabetized or searchable*, so it is difficult to use. It is recommended that you just type the full course information in the field below.

* **Select Course:** Search for courses by first typing the subject code and then number.

**Rule Name:** Select a name that fits with the overall structure of the program requirements. If this field is not filled out, the rule will be named ‘Unnamed Rule’ in the catalog.

**Rule Description:** This field shows at the top of the rule

**Rule Notes:** This field shows up at the bottom of the rule

**DEGREE PLAN(S):** Follow the steps below to create a Degree Map.

Select +NEW MAP

* **Degree Map Name:** Suggested format – [Name of Program] [Degree Level] Sample Degree Plan
	+ Example: Elementary Education BS Sample Degree Plan
* **Total Degree Map Credits:** Credit hours are auto-calculated as you build a sample degree plan. This includes General Education & Bachelor Degree requirement credits, total major credits, and total elective credits.
* **Degree Map Narrative**
	+ Enter the following text in the Degree Map Narrative field: *This is just a sample. Log into Degree Audit (in CIS) and meet with your academic advisor to fit a program of study with your academic record.*
* **Miscellaneous**
	+ Set as default
	+ Displayed in Catalog: Select this if you want the Degree Map to be visible to students in the catalog.
* **Semester**
	+ Select +NEW SEMESTER
	+ Select the suggested year from the dropdown menu
	+ Select the suggested semester from the dropdown menu
	+ Select +NEW REQUIREMENT for each required course
		- Expand the requirement tab and select ‘EDIT’
			* Requirement Type Options
				+ **Courses**
				+ **Requirement Designations**
				+ **Milestone**
				+ **Course Attributes**
				+ **Course Sets**
				+ **Generic**
			* Details
				+ **Designation:** Use this field to indicate if the selected course has a General Education or Bachelor Degree designation.

Example: GE – WR2

Example: BD – CW

* + - * + **Minimum Grade:** If there is required minimum grade for the selected course, indicate that here.
				+ **Area:** Select the area the selected course is from (General Education, Major, Minor, Elective)
				+ **Semester Credits**
				+ **Credits toward Total**
				+ **Criticality** (Yes | No): Select ‘Yes’ if it is critical that students complete the course within the selected year/term.

**ONLINE & SARA**

**This program can be completed <50% online?\*** (Yes | No)

**This program can be completed 100% online.** (Yes | No)

**Does this online program have any on-side (University of Utah Main Campus) components?** (Yes | No | Not Applicable)

**Can this program lead to professional licensure?\*** (Yes | No)

**LEARNING OUTCOMES PRELIMINARY**

**Learning Outcomes Context (if needed)**

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre (mark.standre@utah.edu)

**COURSEDOG/ADMIN ONLY CATALOG FIELDS**

**Major Map URL**

**Major Exploration Link**

**Program Code**

***Course - Edit***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. To make changes to an existing course, select ‘Modify a Course’ and fill out the necessary information before clicking ‘Go to Form.’*

***Listed below is each field in the ‘Course – Edit’ proposal form; all fields with an asterisk are required.***

**COURSE INFORMATION**

**Status**: When modifying a course, you will see the status of the course listed. If you would like to reactivate a currently inactive course, you will need to use the ‘Course Reactivation’ form. To inactivate a currently active course, use the ‘Course Inactivation’ form.

**Effective Term\*:** Select the (future) term when this course will first be available to students.

**Rationale\*:** Provide a short ‘why’ for your proposed course. Be sure to include any special equipment or supplies including computing lab time, special software, etc.

* Please also include an **IMPACT PLAN:**
	+ How are/will you work with departments that use this course in a program or as a prerequisite?
	+ How will you identify and communicate with affected students?

**Subject Code\*:** If you are proposing a new subject code, use the ‘New Subject Code’ form.

**Catalog Number\*:** If guidance is needed on selecting an appropriate/available catalog number, contact the curriculum office. For information regarding course numbering, click [here](https://curriculum.utah.edu/glossary/desired-number.php).

**Course Level\*:** Dentistry, Graduate, Law, Medicine, Non-Credit, or Undergraduate.

**Short Course Title\*:** This is the title that will show up on transcripts; 23 character maximum. If you are able to make the short and long course titles the same, please do so. If not, please make sure they resemble each other.

**Long Course Title\*:** This is the title that shows up in scheduling/catalog; 100 character maximum.

**Course Description\*:** This is the description that students see in the published catalog; 1500 character maximum. It is best to keep the course description to 100 words or less.

**Cross-Listed Course(s):** If the course you are modifying has any cross-listings, they will show here. However, in order to make any changes to cross-listed courses, please fill out the ‘Cross-Listed Course Change Information’ form.

**Similar Courses:** List any courses that have similar content and can “meet with” each other.

**CREDITS**

**Semester Credit Hours\*:** Include both a minimum and maximum number of credits that can be earned from the course. If the course has a fixed number of credits, put the same number in both fields.

**Repeat for Credit\*** (Yes | No): Repeatable means the course can be taken multiple times for additional credit. This is not to indicate if students are allowed to retake the course to replace an unwanted grade.

**Number of Completions Allowed** (Default: 1): If a course is repeatable for credit, indicate how many completions are allowed.

**Total Credits Allowed\*:** Calculate total credits allowed using the formula below.

Maximum Credits x Number of Completions Allowed = Total credits allowed

**ADDITIONAL CREDIT INFORMAITON**

**Allow Multiple Enroll in Term** (Yes | No): Select ‘Yes’ if students are allowed to enroll in the course multiple times within the same semester. This is typically used for Special Topics courses.

**COMPONENTS:** For more information about course components, click [here](https://curriculum.utah.edu/glossary/component.php).

**Select Component\*:** Select pre-defined component from the dropdown menu. If there are multiple course components, select ‘+ADD COMPONENT’ to enter information for additional component(s).

**Code:** This field will auto-populate once a component has been selected.

**Name:** This field will auto-populate once a component has been selected.

**PRIMARY COMPONENT**

**Primary Component\*:** Select the component that is used to determine the grading basis for the course.

**COURSE GRADING**

 **Grading Basis\*:** Select the appropriate grading basis as determined by the primary course component.

**COURSE ENROLLMENT REQUISITES:** Include any required or recommended prerequisites and/or corequisites.

 **Required Requisite(s): (250 characters max.):** Follow the guidelines below when typing requisites.

Wording “Prerequisites”, “Corequisites”, or “Recommended Prerequisites/Corequisites” should always begin the section.

Any letter grades should be surrounded by quotation marks. i.e. “C-“.

If multiple requirements are required they should be joined with the word ‘AND’ in capital letters. i.e. “B-“ or better in ACCTG 1010 AND ACCTG 1020.

If students are able to choose between multiple requirements, they should be joined with the word ‘OR’ in capital letters. i.e. “B-“ or better in ACCTG 1010 OR ACCTG 1020.

Groups of requirements should be surrounded by parentheses. i.e. (“B-“ or better in (ACCTG 1020 AND ACCTG 1021)) AND (“C” or better in (BUS 1010 OR BUS 1020)).

Should always end with a period.

 **Recommended Requisite(s):** Use the guidelines listed above.

**ACADEMIC PLANNING**

**Semesters Typically Offered\***: Select the term(s)/year(s) that the course is typically offered. This is meant to help students plan accordingly. Please be aware that it is just

**Can/will this course be offered online?\*** (Yes | No)

**For Practicum, Clinical, Internship, or Field Work courses: can/will any part of this course be completed at a location outside of Utah?** (Yes | No)

**Is this course intended to directly meet requirements for professional licensure or intended to help maintain specialty accreditation of your program?** (Yes | No | Not Applicable)

**COURSE ATTRIBUTES:** If the course has any GE or BD designations, they will show in the fields listed below.

 **General Education/Bachelor Degree Designation**

 **Course Attributes**

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre (mark.standre@utah.edu)

**COURSE FEE INFORMATION:** If the course has a course fee, the information listed below will be visible. If you are wanting to add or adjust a course fee on an existing course, please fill out the ‘Course Fee: Add or adjust on existing course’ form.

**Fee Amount**

**Course Fee Usage**

**Item Type**

**Fee Chartfield**

**Describe how the fee is associated with course learning outcomes.**

**Detailed Itemized Budget:** Your request will not be considered without this information. A template spreadsheet is available here: <https://uofu.box.com/s/qju1jult72eu9t96lwseq40oz0mlw2j9>

**SUPPORTING DOCUMENTS**

 **Attach a Sample Syllabus**

**ADMINISTRATIVE COURSE DETAIL**

 **Department\***

**College/School:** This field will auto-populate when the department is selected.

**PeopleSoft Course ID**

**Course Category – Catalog Searchability:** Add up to two of the following course tags to the course in order to help students when searching the catalog.

* Lower Division
* Upper Division
* Graduate
* Law
* Medicine
* Dentistry
* Undergraduate

***Course – New***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. To make changes to an existing course, select ‘Propose a New Course and click ‘Go to Form.’*

***Listed below is each field in the ‘Course – New’ proposal form; all fields with an asterisk are required.***

**COURSE INFORMATION**

**Effective Term\*:** Select the (future) term when this course will first be available to students.

**Rationale\*:** Provide a short ‘why’ for your proposed course. Be sure to include any special equipment or supplies including computing lab time, special software, etc.

**Will this course be requesting a fee?\*** (Yes | No): Additional information will be requested later in the form.

**Subject Code\*:** If you are proposing a new subject code, use the ‘New Subject Code’ form.

**Catalog Number\*:** If guidance is needed on selecting an appropriate/available catalog number, contact the curriculum office. For information regarding course numbering, click [here](https://curriculum.utah.edu/glossary/desired-number.php).

**Course Level\*:** Dentistry, Graduate, Law, Medicine, Non-Credit, or Undergraduate.

**Short Course Title\*:** This is the title that will show up on transcripts; 23 character maximum. If you are able to make the short and long course titles the same, please do so. If not, please make sure they resemble each other.

**Long Course Title\*:** This is the title that shows up in scheduling/catalog; 100 character maximum.

**Course Description\*:** This is the description that students see in the published catalog; 1500 character maximum. It is best to keep the course description to 100 words or less.

**Cross-Listed Course(s):** If you are proposing a cross-listing, please fill out the ‘Cross-Listed Course Change Information’ form.

**Similar Courses:** List any courses that have similar content and can “meet with” each other.

**CREDITS**

**Semester Credit Hours\*:** Include both a minimum and maximum number of credits that can be earned from the course. If the course has a fixed number of credits, put the same number in both fields.

**Repeat for Credit\*** (Yes | No): Repeatable means the course can be taken multiple times for additional credit. This is not to indicate if students are allowed to retake the course to replace an unwanted grade.

**Number of Completions Allowed** (Default: 1): If a course is repeatable for credit, indicate how many completions are allowed.

**Total Credits Allowed\*:** Calculate total credits allowed using the formula below.

Maximum Credits x Number of Completions Allowed = Total credits allowed

**ADDITIONAL CREDIT INFORMAITON**

**Allow Multiple Enroll in Term** (Yes | No): Select ‘Yes’ if students are allowed to enroll in the course multiple times within the same semester. This is typically used for Special Topics courses.

**COMPONENTS:** For more information about course components, click [here](https://curriculum.utah.edu/glossary/component.php).

**Select Component\*:** Select pre-defined component from the dropdown menu. If there are multiple course components, select ‘+ADD COMPONENT’ to enter information for additional component(s).

**Code:** This field will auto-populate once a component has been selected.

**Name:** This field will auto-populate once a component has been selected.

**PRIMARY COMPONENT**

**Primary Component\*:** Select the component that is used to determine the grading basis for the course.

**COURSE GRADING**

 **Grading Basis\*:** Select the appropriate grading basis as determined by the primary course component.

**COURSE ENROLLMENT REQUISITES:** Include any required or recommended prerequisites and/or corequisites.

 **Required Requisite(s): (250 characters max.):** Follow the guidelines below when typing requisites.

Wording “Prerequisites”, “Corequisites”, or “Recommended Prerequisites/Corequisites” should always begin the section.

Any letter grades should be surrounded by quotation marks. i.e. “C-“.

If multiple requirements are required they should be joined with the word ‘AND’ in capital letters. i.e. “B-“ or better in ACCTG 1010 AND ACCTG 1020.

If students are able to choose between multiple requirements, they should be joined with the word ‘OR’ in capital letters. i.e. “B-“ or better in ACCTG 1010 OR ACCTG 1020.

Groups of requirements should be surrounded by parentheses. i.e. (“B-“ or better in (ACCTG 1020 AND ACCTG 1021)) AND (“C” or better in (BUS 1010 OR BUS 1020)).

Should always end with a period.

 **Recommended Requisite(s):** Use the guidelines listed above.

**ACADEMIC PLANNING**

**Semesters Typically Offered\***: Select the term(s)/year(s) that the course is typically offered. This is meant to help students plan accordingly. Please be aware that it is just

**Can/will this course be offered online?\*** (Yes | No)

**For Practicum, Clinical, Internship, or Field Work courses: can/will any part of this course be completed at a location outside of Utah?** (Yes | No)

**Is this course intended to directly meet requirements for professional licensure or intended to help maintain specialty accreditation of your program?** (Yes | No | Not Applicable)

**COURSE ATTRIBUTES:** If the course has any GE or BD designations, they will show in the fields listed below.

 **General Education/Bachelor Degree Designation**

 **Course Attributes**

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre (mark.standre@utah.edu)

**SUPPORTING DOCUMENTS**

 **Attach a Sample Syllabus**

**NEW COURSE FEE INFORMATION:** Include the following information if a course fee is being proposed with the course.

**Fee Amount\***

**Course Fee Usage\***

**Item Type\***

**Fee Chartfield\***

**Is this course part of a program which has a program fee?\*** (Yes | No)

**Does the fee overlap with any approved program fees?\*** (Yes | No)

**I understand all fees will be collected by the University Cashier.\*** (Yes | No)

**Describe how the fee is associated with course learning outcomes.**

**Detailed Itemized Budget:** Your request will not be considered without this information. A template spreadsheet is available here: <https://uofu.box.com/s/qju1jult72eu9t96lwseq40oz0mlw2j9>

**ADMINISTRATIVE COURSE DETAIL**

 **Department\***

**College/School:** This field will auto-populate when the department is selected.

**PeopleSoft Course ID**

**Course Category – Catalog Searchability:** Add up to two of the following course tags to the course in order to help students when searching the catalog.

* Lower Division
* Upper Division
* Graduate
* Law
* Medicine
* Dentistry
* Undergraduate

***Course – Add or Adjust Course Fee (on existing course)***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. To make changes to an existing course, select ‘Course Fee – Add or Adjust on Existing Course.’ Fill out necessary information and then select ‘Go to Form.’*

***Listed below is each field in the ‘Course Fee Requests for Existing Courses’ proposal form; all fields with an asterisk are required.***

**COURSE INFORMATION**

**Effective Term\*:** Select the (future) term when this course fee change will become effective for students.

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre (mark.standre@utah.edu)

**COURSE FEE INFORMATION**

**Type of Request\*:** New, Increase, Decrease, Remove

**Fee Amount\***

**Course Fee Usage\*:** Consumable Instruction Materials, Instructional Materials & Services, Curriculum Enhancements, Other Specialized Services

**Item Type:** 140000XXXXXX

**Fee Chartfield**

**Is this course part of a program which has a program fee?** (Yes | No)

**Does the fee overlap with any approved program fees?** (Yes | No)

**I understand all fees will be collected by the University Cashier\*.** (Yes| No)

**SUPPORTING DOCUMENTS**

**Describe how the fee is associated with course learning outcomes.**

**Detailed Itemized Budget:** Your request will not be considered without this information. A template spreadsheet is available here: <https://uofu.box.com/s/qju1jult72eu9t96lwseq40oz0mlw2j9>

***Course – Cross-Listed Change Information***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. To make changes to an existing course, select ‘Cross-Listed Course Change’ and then select ‘Go to Form.’*

***Listed below is each field in the ‘Cross-Listed Course Change Request’ proposal form; all fields with an asterisk are required.***

**CROSS-LISTED CHANGE INFORMATION**

**Full Course (Subject & Number)\***

**Effective Term\*:** Select the (future) term when this course will first be available to students.

**Subject Code\***

**Course Number\***

**Action Requested\*:** Choose the action you are requesting from the dropdown menu.

* Remove course from cross-listing and inactivate.
* Remove course from cross-listing and remain active.
* Add a course to an existing cross-listing.
* Create a new cross-listing.
* Inactive all courses in a cross-listing.

**List all courses in the cross-listing\***

**Course Level\***

* Undergraduate Semester
* Graduate Semester
* Dentistry Semester
* Law Semester
* Medicine Semester

**What are the changes you wish to make?\*** (Please provide the details for the Action Requested)

**Why are these changes needed?\***

**Please specify how you have communicated with the Department(s) that maintain the cross-listed courses concerning the requested change.\***

***Additional Information***

*Below is some additional information about how to view your work and customize your view.*

**PROPOSAL DRAFTS**

Once you have started working on a proposal, Coursedog will autosave your work.

To access your saved work, click ‘Drafts’ on the left side of the Curriculum Management page.

**SUBMITTING A PROPOSAL**

After you have completed all required and any additional fields, select ‘Submit Proposal.’

Once you have submitted your proposal, the workflow process will begin.

To view any proposals you have created, select ‘My Proposals’ from the right side of the home page.

To check on the workflow status or view a complete history of the course, open the proposal and find the ‘Proposal Toolbox’ on the right side of the page.

**EDITING A PROPOSAL**

If changes need to be made to the proposal, you can select ‘Edit Proposal’ in the top right corner of the page. Consider leaving a comment to explain the changes being made.

Once you have submitted the new proposal, you can choose to either restart the workflow or keep it moving. It is suggested to keep the workflow moving unless the changes made are significant.

**SAVED & DEFAULT VIEWS**

When viewing courses and programs, you can create custom filters to remove any courses/programs that you do not wish to see.

Once you have applied your custom filter, you can save and name your filter by selecting ‘Saved Views’ in the top right corner of the page and then ‘Save Current Views’ at the bottom of the pop-up window.

Name your saved view.

To set a saved view as your default view, go to your ‘Account Settings.’

Select which saved view you would like to set as your default view.

***Approving a Proposal***

*If you have approval rights in Coursedog, use the information below.*

**APPROVING A PROPOSAL**

 **Finding a Proposal**

Once a proposal has been submitted for a department you are an approver for, you will receive an email. Click the link to be taken directly to the proposal in Coursedog.

To view all of your active tasks, visit the Dashboard on the Curriculum Management home page. Click on any of the course/program request on your Dashboard to be taken to the proposal.

**Making a Decision**

When making a decision for a proposal, you will have three options (see below).

* **Approve**: If you have vied the proposal and have no issues with the changes or new course/program being proposed, select ‘Approve’ and then ‘Submit Decision.’ This will send the proposal to the next step in the workflow. You can also leave a comment if necessary.
* **Reject:** This option is not recommended, but can be used to send a proposal all the way back to the author and remove it from the workflow. If you are rejecting a proposal, please include a comment that details why that decision has been made.
* **Route Back:** If there are issues that need to be addressed before a proposal can move forward in the workflow, select the ‘Route Back’ option. Once you have selected ‘Route Back,’ you will need to select to whom you would like to send the proposal and what they need to do. It is also required that you leave a comment when using this option.

**If you have any questions or concerns regarding curriculum or Coursedog, please don’t hesitate to reach out the curriculum office:** curriculum@utah.edu