Courses: Checklists

All proposals

Kuali CM Form Field	Criteria
Effective Term and Year	Should match the information in Important! field unless special permission from the RO has been granted and stated in the Rationale. Watch out for the incorrect combination of an Effective Term and Year change with a "Revision" proposal.
Academic Unit Approval	If applicable, should be a date in the past
Faculty/AFIW Path(s) for Workflow	AFIW: List self + associated faculty (if applicable) Faculties: List self Non-faculty/AFIW areas: Leave blank

New Courses

Create using "New" button

Kuali CM Form Field	Criteria
Quest Course ID	Should be blank
Proposal Type	Must be "New"
Subject Code	Must be selected from list
Number	No more than 3 digits, can have a suffix (letter) at the end
Course Level	Matches the level of the Number chosen
Title	Follows title guidelines
Abbreviated Title	Follows abbreviated title guidelines
Description	Review for grammatical, typographical issues. Follows style guide. Doesn't include any "notes"
Units	Must include 2 decimal places
Components	If multiple listed, they should be listed in alpha order
Primary Component	Is included in the list of Components provided
Standard Course Grading	If "No" is selected, the Special Course Grading field should be filled
Total Completions Allowed	If Repeatable is "Yes", selection must be 02-10 only
Requisites (x3)	Should follow the requisite building guidelines; should be built using rules and limiting the use of the Free Form Text where possible
Notes	Should be formatted as a list of round bullets and follow the guidelines dictating allowable notes

Retiring Courses

Create using "Propose Changes" function

Kuali CM Form Field	Criteria
Status	Must be changed to "Retired"
Proposal Type	Must be "Retire"
Retired Impact Details	Reviewed to see if effective date chosen makes sense

Changing Courses

Create using "Propose Changes" function

Kuali CM Form Field	Criteria
Quest Course ID	Should be pre-populated
Course Offering Number	Should be pre-populated
Proposal Type	Must be "Change"
Number	If changed, ensure no more than 3 digits, can have a suffix (letter) at the end
Course Level	If Number changed, ensure matches the level of the Number chosen
Title	If changed, ensure it follows style guide
Abbreviated Title	If changed, ensure it follows abbreviated title guidelines
Description	If changed, review for grammatical, typographical issues. Follows style guide. Doesn't include any "notes"
Units	If changed, must include 2 decimal places
Primary Component	If Components changed, ensure Primary Component still applies or has been changed too
Standard Course Grading	If "No" is selected, the Special Course Grading field should be filled
Total Completions Allowed	Should be 02-10 only
Requisites (x3)	If changed, should follow the requisite building guidelines; should be built using rules and limiting the use of the Free Form Text where possible. For long lists, courses being added to existing rules can be added at the end and alpha order will be corrected later. If use of rules has changed, see if rationale needs to explain what is happening (for clarity).
Notes	Should be formatted as a list of round bullets and follow the guidelines dictating allowable notes.

Cross-listed Courses

Retiring a cross-listed set

Create using "Propose Changes" function [for each offering]

Kuali CM Form Field	Criteria
Status	Must be changed to "Retired"
Proposal Type	Must be "Retire"
Retired Impact Details	Reviewed to see if effective date chosen makes sense
Faculty/AFIW Path(s) for Workflow	AFIW: List self + associated faculty (if applicable) Cross-faculty ownership: List both faculties

Creating a new cross-listed set

Create using "new" button [for each offering > subsequent offerings can be created by using the Duplicate feature once the first offering/base is created and changing what can be different]
Also see "New Courses" checklist for fields not specified below

Kuali CM Form Field	Criteria
Quest Course ID	Should be blank
Offering Number	Should be blank
Proposal Type	Must be "New"
Is this course cross-listed?	Must be set to "Yes"
Cross-listed Courses	Must list all other Kuali records being created at the same time, in alphabetical order; itself is not listed
Fields that can be different	Faculty, Academic Unit, Subject Code, Number, Course Level, Cross-listed Courses, Prerequisites, Corequisites, Antirequisites
Fields that must match	Title, Abbreviated Title, Description, Units, Undergraduate Communication Requirement Identifier, Components, Primary Component, all Grading Information fields, all Repeatable Courses fields, Consent to Add, Consent to Drop, Fee Statement, Notes
Faculty/AFIW Path(s) for Workflow	AFIW: List self + associated faculty (if applicable) Cross-faculty ownership: List both faculties

Adding a course offering to an existing course > Part 1: The existing course
Create using "Propose Changes" function

Kuali CM Form Field	Criteria
Proposal Type	Must be "Change"
Is this course cross-listed?	Must be set to "Yes"
Cross-listed Courses	Must list all new Kuali records already existing or being created at the same time; itself is not listed [add to the end and alpha order will be corrected by RO]
Fields that can be different	Faculty, Academic Unit, Subject Code, Number, Course Level, Cross-listed Courses, Prerequisites, Corequisites, Antirequisites
Fields that must match	Title, Abbreviated Title, Description, Units, Undergraduate Communication Requirement Identifier, Components, Primary Component, all Grading Information fields, all Repeatable Courses fields, Consent to Add, Consent to Drop, Fee Statement, Notes
Faculty/AFIW Path(s) for Workflow	AFIW: List self + associated faculty (if applicable) Cross-faculty ownership: List both faculties

Adding a course offering to an existing course > Part 2: The new course

Create using "Duplicate" function

Also see "New Courses" checklist for fields not specified below

Kuali CM Form Field	Criteria
Quest Course ID	Should be pre-populated and match existing course
Offering Number	Should be pre-populated and match existing course
Proposal Type	Must be "New"
Is this course cross-listed?	Must be set to "Yes"
Cross-listed Courses	Must list all other Kuali records already existing or being created at the same time, in alphabetical order; itself is not listed
Fields that can be different	Faculty, Academic Unit, Subject Code, Number, Course Level, Cross-listed Courses, Prerequisites, Corequisites, Antirequisites
Fields that must match	Title, Abbreviated Title, Description, Units, Undergraduate Communication Requirement Identifier, Components, Primary Component, all Grading Information fields, all Repeatable Courses fields, Consent to Add, Consent to Drop, Fee Statement, Notes
Faculty/AFIW Path(s) for Workflow	AFIW: List self + associated faculty (if applicable) Cross-faculty ownership: List both faculties

Retiring a course offering and leaving another existing course > Part 1: The remaining course

Create using "Propose Changes" function

Kuali CM Form Field	Criteria
Proposal Type	Must be "Change"
Is this course cross-listed?	Should be set to "No" if the original set was a pair Should be set to "Yes" if more than one offering remains
Cross-listed Courses	The Kuali records being retired must be removed from the list
Faculty/AFIW Path(s) for Workflow	AFIW: List self + associated faculty (if applicable) Cross-faculty ownership: List both faculties

Retiring a course offering and leaving another existing course > Part 2: The retired course

Create using "Propose Changes" function

Kuali CM Form Field	Criteria
Status	Must be changed to "Retired"
Proposal Type	Must be "Retire"
Retired Impact Details	Reviewed to see if effective date chosen makes sense
Faculty/AFIW Path(s) for Workflow	AFIW: List self + associated faculty (if applicable) Cross-faculty ownership: List both faculties

Making changes to any or all course offerings in a cross-listed set

Create using "Propose Changes" function [for each offering]. Each offering must have an accompanying proposal submitted for the same effective date (even if only one offering from the set has changes).

Kuali CM Form Field	Criteria
Proposal Type	Must be "Change"
Effective Term and Year	Must match for each proposal
Is this course cross-listed?	Must be set to "Yes"
Cross-listed Courses	Must list all Kuali records already existing; itself is not listed
Fields that can be different	Faculty, Academic Unit, Subject Code, Number, Course Level, Cross-Listed Courses, Prerequisites, Corequisites, Antirequisites
Fields that must match exactly	Title, Abbreviated Title, Description, Unit Weights, Undergraduate Communication Requirement Identifier, Components, Primary Component, all Grading Information fields, all Repeatable Courses fields, Consent to Add, Consent to Drop, Fee Statement, Notes
Faculty/AFIW Path(s) for Workflow	AFIW: List self + associated faculty (if applicable) Cross-faculty ownership: List both faculties