# How to Propose a new course using Kuali Curriculum Management at URI

What is Kuali Curriculum Management?

Kuali Curriculum Management helps institutions build and maintain a permanent, canonical record of all versions of its programs, courses and other types of learning experiences (e.g. service learning projects, apprenticeships, competency-based learning and prior learning assessments).
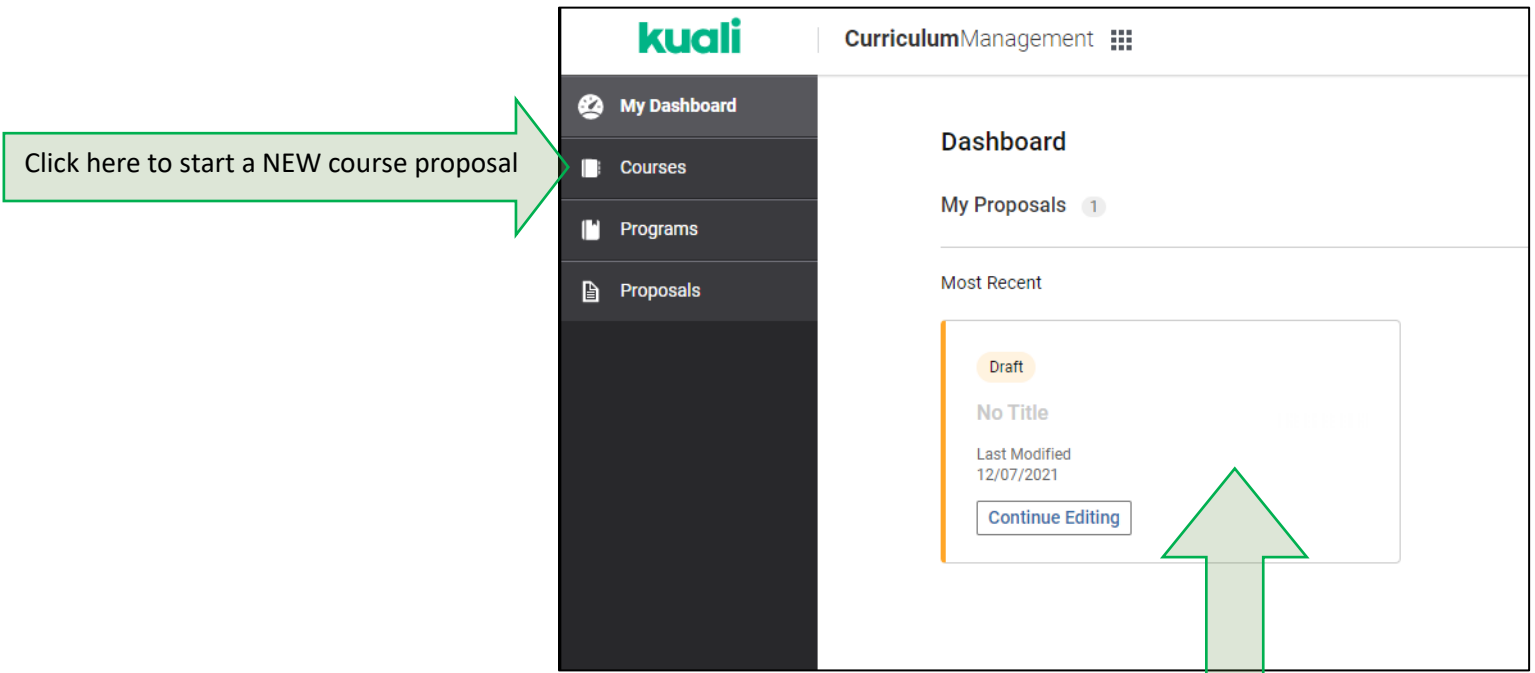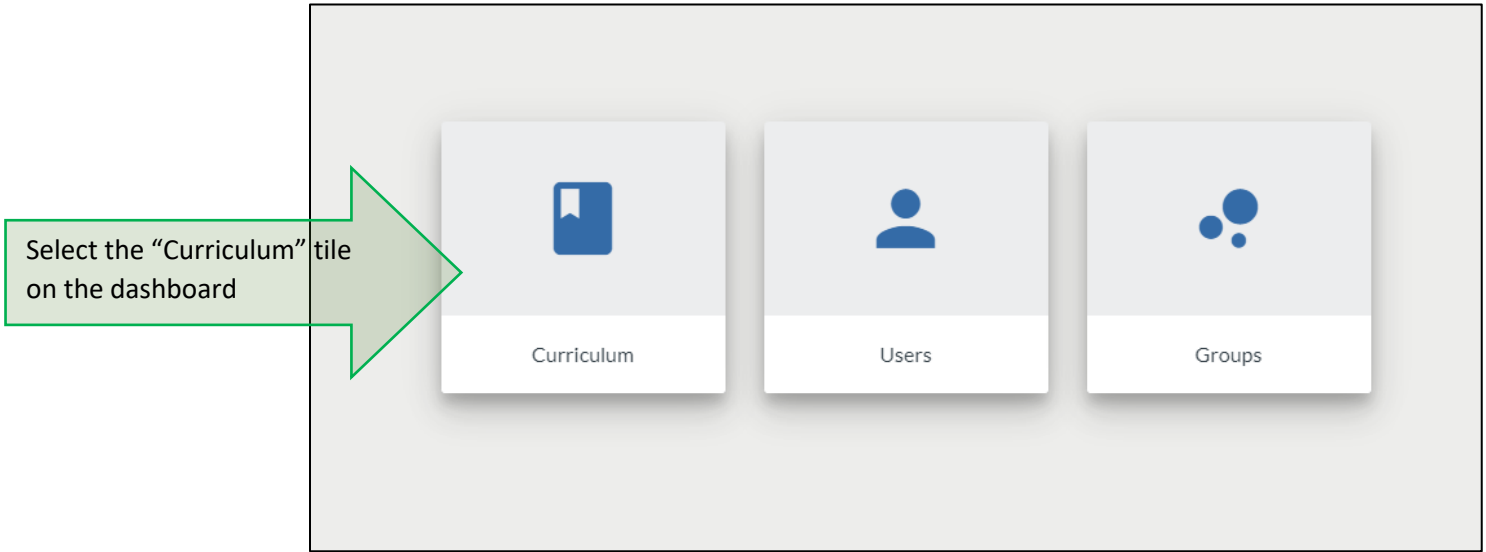
How do I find Kuali Curriculum Management at URI?

Kuali is part of URI's Office365 and uses single sign-on. Start by navigating to office.com and select or search for the Kuali app. Click on the Kuali app to open the Kuali platform in a new tab.
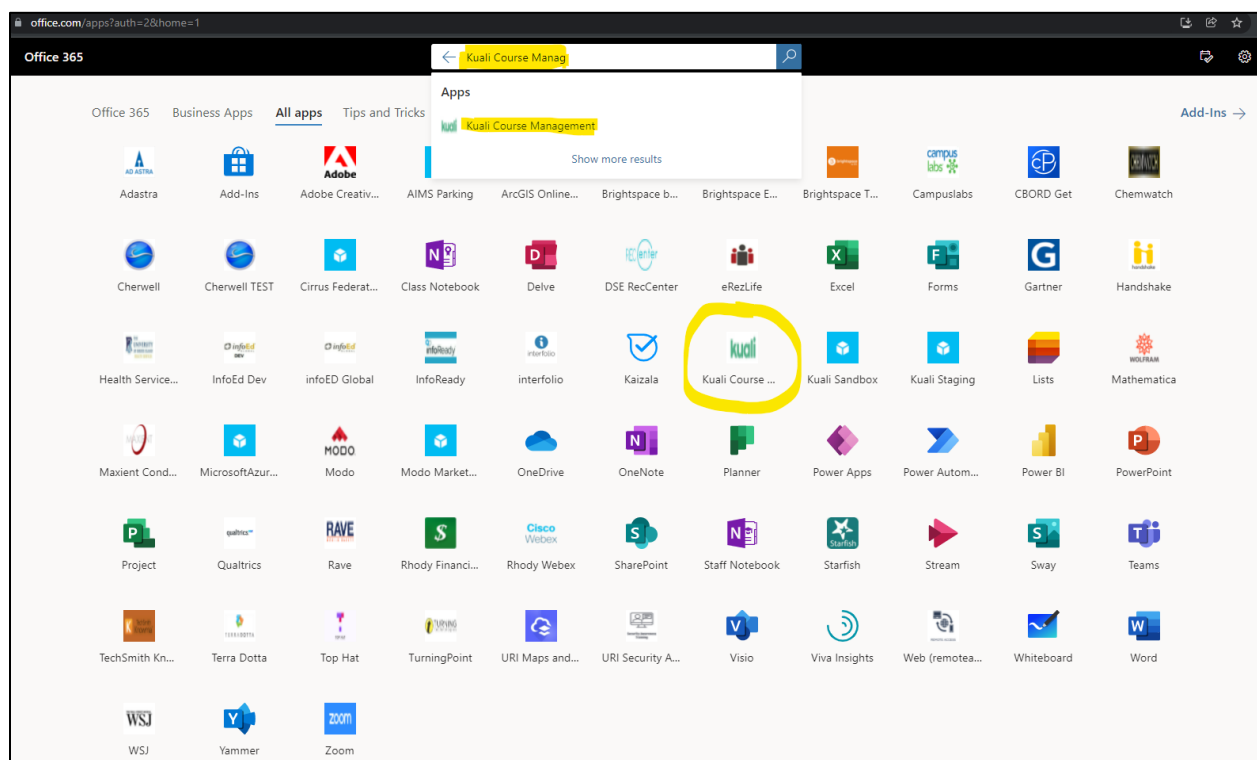
The Dashboard

Follow this visual guide to navigate through the Dashboard and propose a course using Kuali Management system.

Select the "Curriculum" tile on the dashboard

Curriculum | Users | Groups

Click here to start a NEW course proposal

kuali | Curriculum Management

My Dashboard

Courses

Programs

Proposals

Dashboard

My Proposals 1

Most Recent

Draft

No Title

Last Modified
12/07/2021

Continue Editing

OR. Click on these tiles to continue editing a course you worked on before.

kuali | Curriculum Management | Action List | SEAN KRUEGER

My Dashboard | Search... | + New Course

Courses

Code	Title	Description	Created On	Status
MUS499	TEST - UG f2f	--	2021/11/20	Active

Programs

Proposals

Search Options

Pagination:

Prev | Next

Click "**New Course**" to begin

Fisrt, add your **Proposer Information**.

Then, add the **Course Information**

Modality: Only one modality may be proposed per form.

Course Description: Course descriptions are written for students, not faculty, and must communicate clearly and concisely to them. Jargon, acronyms, and technical language should be avoided as much as possible. Anyone should be able to read the description and understand the nature and intent of the course. An acceptable course description with a maximum of 30 words, begins with a verb, e.g. examines, introduces, explores, investigates. Articles, adjectives, and adverbs are seldom necessary. Sentence fragments are acceptable.

Continue with **Scheduling Information.**

Credits**:** The basis of a credit shall normally be three hours work: 1 credit for each lecture or recitation and two hours of preparation; 1 credit for each two-hour laboratory and one hour of preparation; or 1 credit for each three-hour laboratory with no outside preparation. The student workload for an online class shall be equivalent to the in-class and out-of-class work in its face-to-face equivalent. Online courses require the equivalent of 45 hours of student effort per credit. For more information about credits see FS Curriculum page

Primary Method of Instruction: Please select only one primary method of instruction; all additional methods of instruction should be noted in the secondary method of instruction table below.

Secondary Method of Instruction: Additional methods of instruction are captured in this table

See Faculty Senate website for method of instruction definitions.

Contact Hours: Equivalent to the number of 50-minute class meetings per week

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Scheduling Information

In which semester will this course be offered? Check all that apply.

Fall	Spring	Summer	Winter J
☑	☑	☑	☑

Number of sections offered per semester:

Sections per academic year:

Maximum class size:

No. of seats offered per semester:

Seats per year:

Is this a cross-listed course?
◉ Yes
○ No

Cross-listed Course
+ ADD NEW

Cross-listed Departments

Can this course be repeated for credit?	How many times can the course can be repeated for credit?	Can this course be repeated for credit within the same term?	Maximum number of credits that can be earned within the same term?	What is the maximum number of credits that can be earned?
◉ Yes ○ No		◉ Yes ○ No		

Credits ❓
◉ Fixed [   ]
○ Range

Primary Method of Instruction *❓

Method of Instruction	Contact Hours	
+ ADD ROW		

Secondary Method of Instruction ❓

Method of Instruction	Contact Hours	
+ ADD ROW		

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Prerequisites and Corequisites

To add a prerequisites, select the "Use Rule Categories" box, then use the logic dropdown boxes to add a course(s) or other requirements needed for the proposed class.

Other prerequisites can be added to the text box. Example: Permission by Instructor.

Requirements for Enrollment

Prerequisites and Corequisites

☑ Use Rule Categories

Rule Category 1 ⇕   0
                                Total Credits   ⚙ + ⌄

Complete ALL of the following ⌄   All of A   🔄 Update Logic

A   Completed ⌄   all selected courses ⌄   + ⋯

Completed the following: Courses

URI 101 - Planning for Academic Success   🗑

Grand Total Credits: 0

Other Prerequisites
e.g., sophomore standing; for majors only; GPA; permission of instructor

Edit ▾   Insert ▾   Format ▾

B I S̶ U   ☰ ▾ ☰ ▾ 🔗 Normal   ▾ ↶ ↷ 🖼 ⊞ ▾ ◇

Grading Method
○ Letter grades
○ S/U
⦿ Letter grades & S/U

Rational and Effect

Explain the purposed of the course: Not all reviewers of this proposal will be familiar with your curriculum; be clear and concise. Consider curriculum changes, including reasons for adding this new course to existing programs, changes to discipline, addressing gaps in department or college, and/or enhancements to existing programs. Include any connections to Strategy 1 in the Agenda for Change

If the course is required for a NEW program of certificate: Then, an updated curriculum worksheet is required to identify the course distribution for the program. The curriculum worksheet can be attached by selecting the "ADD FILE" button.

Explain how this course may be similar to or may overlap with any course offered at URI: The originating department/college is responsible for considering all potential impacts of the proposed new course and is responsible for consulting with other departments and colleges about these impacts. Proposers should perform a course catalog search using keywords to identify possible overlap.

Overlap Statement:

Option 1: Send an email with syllabus to the department chair, director, or associate dean for review and provide a statement from them. The statement will then need to be converted to a PDF and added to the "Overlap Statement".

Option 2: Type the name, title, and email of the person who can provide the overlap statement and an email will be sent to them requesting a statement once the course has been submitted.

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Syllabus and Staffing

A course ready syllabus is required.

Staffing plans should be added to the text box including qualified online instructors when proposing an online course.

Syllabus and Staffing
Staffing plans Explain the staffing plans for teaching this course. If online, confirm instructors are qualified for online teaching. **Syllabus** * Please upload a course-ready syllabus. ADD FILE

Library Impact Statement

Option 1: Find the librarian subject selector for your domain at the [University Libraries Subject Selectors website](#). Add the name of this person in the Library Subject Selector Name text box. An email will be sent to the librarian after you submit the proposal, and they will add the impact statement on your behalf.

Option 2: If you have completed the library impact statement request form from the university library website, and the subject selector has already sent you the statement, then you can add the statement using the Library Impact Statement Document ADD FILE button.

| Library Impact Statement	
Library Subject Selector Name * ❓ Start typing	**Library Subject Selector Email** *
Supplementary resources you expect to use in proposed course Check all that apply. ☐ Coursepaks ☐ Reserves ☐ E-reserves ☐ Other	**If Other, please specify:**
Will students conduct library research in this course? ○ Yes ○ No	
LIST the critical journals, monographs, and electronic resources in the field that the University Library MUST have in order to support this course or program:	
LIST any additional journals, monographs and electronic resources in the field that would support the course, but are NOT essential:	
Library Impact Statement Document † For upload by University Librarian after proposal submission. ADD FILE	

Review and Submit

1. Review all sections

2. Select "Leave Edit Mode" on the top right part of the screen   Another Great Course
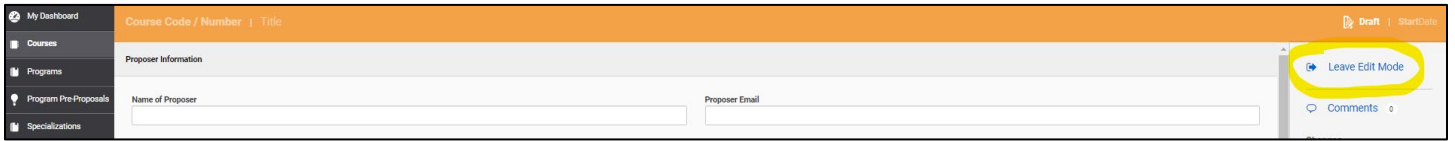
3. Review again.

4. Select "Submit for Approval" on the top right part of the screen

5. Back on the dashboard you will find the course and the workflow step it is currently on. The workflow step as the course progresses through the review process

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