



Curriculum Management

**Course Inventory
Management
Propose New Course**

Action Taken

Date	Who	Action	Pages
11/05/21	Rick Rader	Update	

Table of Contents

1	Overview	4
2	Opening the Propose New Course Form	4
3	Proposing a New Course	5

1 Overview

To propose a new course, the online Propose New Course form is used.

2 Opening the Propose New Course Form

Step 1

In the Curriculum Management portlet in the Academics tab of the portal, select Course Inventory Management.

Curriculum Management

Use the online forms and electronic workflow in the Curriculum Management system to submit proposals for the catalog.

Course Inventory Management

- Edit, deactivate, reactivate, or propose a course.

Program Management

- Edit a program's description, learning objectives/outcomes, or curriculum.
- Deactivate or propose a concentration, graduate certificate, minor, or specialization. (Contact Academic Programs and Planning to propose, elevate or deactivate a degree program.)

Workflow


- View and manage workflow, if you have approval responsibility, such as chair of a curriculum committee or chair/head of a department.



Step 2

Select the Propose New Course button.

A new browser window will open with the form.



Course Inventory

New Course Proposal

Date:

Proposer: Name: E-mail: Telephone:

Subject: New subject prefix? ☐

Department:

College:

General Information

Requested Start Term:

Course Title:

Catalog Number:

Course Description:


Is the course crosslisted? ☐ Yes ☒ No

Is this a replacement course? ☐ Yes ☒ No

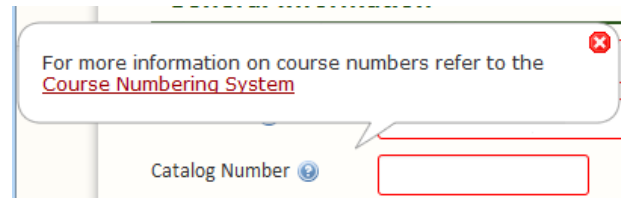
3 Proposing a New Course

Step 1

Complete all required fields in the form, which are outlined in red. Some of the fields will be auto-populated.

For assistance with completing the form, select  to display the 'help bubble' next to a field.

The help bubble provides instructions or links to resources.



Step 2

Save the proposal by selecting the Save Changes button at the bottom of the form. Changes will be saved and the form will close. To re-open the form, select the Edit Course button in the Course Inventory Management home page.

Once the proposal is completed, select the Start Workflow at the bottom of the form, so the proposed course is submitted into electronic workflow for the catalog.

