Course - Curriculum Proposal Instructions

1. Go to Curriculum Committee website and click on the link for Course change.
2. 3 actions can be completed.
   a. New Course Proposal – Select "Propose New Course".
   b. Edit Course Proposal – Select the course you want to change, click "edit course"
   c. Inactivate Course Proposal – Select the course you want to inactivate, click "Inactivate"
3. Following completion of the proposal, and prior to clicking the "Start Workflow" button at the bottom of the page, please review your proposal for typographical errors and ensure you have filled out the form as you had intended.
4. Upon successful submission of your proposal, the division chair will be notified. You can preview the workflow and approval steps that have been completed.

Field Name	Notes
Contact Name, Email and Phone	Contact information to which all inquiries should be directed.
Subject Code	Subject code of the course
Course Number	Select the course number you are proposing. An error will occur if the number is already being used. Be mindful of the level of the course.
Catalog Title	Enter the title of the course affected by the proposal or, if a new course is being proposed, enter the name you wish the new course to be called.
Short Title	Enter the short title of the course up to 22 characters maximum by which the course will be listed on schedules and transcripts.
Course Type	Select Dev, GEM Aligned, Individual or LAB
Implementation Term	Select the term in which the course will be in the catalog. All proposals are effective Fall semester.
Credits	Enter the number of credits for the course.
Catalog Description	Enter a concise description that affects a course as it appears in the catalog. Enter a catalog description that meets the following guidelines: Narrative component of 80 words or less, Pass/fail grading, Pre-requisite requirements and Co-requisite requirements.
Requisites	List any proposed changes to existing or new pre-requisite courses.
Crosslisted	List any courses offered under a different subject. (The courses must be identical.)
Session Cycle	Select the term that this course will be offered.
Yearly Cycle	Select the yearly cycle this course will be offered.
Instructor Consent Required	Select Yes or No if instructor approval is required for students to register for this course.
Registration Restrictions	If any, select restrictions to registration.
Pass/Fail Grading	Select whichever option matches the proposed course as it exists, or, if for a new course, as you wish it to exist if the proposal is accepted. View help bubble for additional help.
Allow Audit	Can this class be audited, yes or no.
Course Capacity	Enter the number of students to be allowed to enroll in the course.
Gen Ed Course	If this course is GEM Aligned, see course type.
Create Course Waitlist	Will this course will have a waitlist, yes or no.
Resource Impact on Division and College	Detail any resources that might be affected (e.g. faculty workloads, fiscal responsibilities, etc.) and any outside divisions that might be affected (e.g. service courses, pre-requisites, cross-listed courses, etc.). Proposals that the committee identifies as affecting additional divisions, outside that of the author's, where no indication has been made in this field will be returned to the author.

Justification or Rationale for this Proposal	Provide rationalization for the necessity or importance of this curricular change. Remember that each proposal will be reviewed by many different parties, so clearly state why this proposal is being submitted.
Additional Information	Insert any additional information to support your proposal.
Supporting Documents	Attach any documentation to support your proposal. All courses must attach a syllabus.