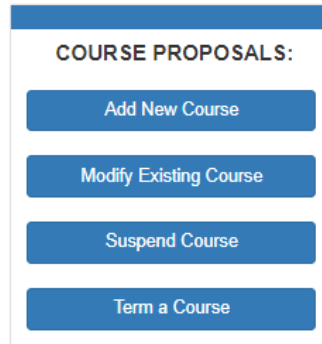# Submitting a Course Proposal:

Proposal submissions have been divided into 5 steps: General Information, Questionnaire, Learning Outcomes, Supplemental Files and Final Review.

1. Select the type of proposal you would like to submit.

2. Make sure to complete all required fields and click **Submit** at the bottom of the screen.

3. Depending on the type of proposal will determine the next steps.

Once you have submitted the basic information related to your proposal, you will be redirected to the Course Proposal Management System. This screen will show you what sections you still have to complete for your proposals.
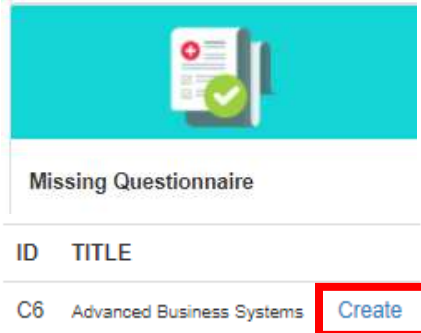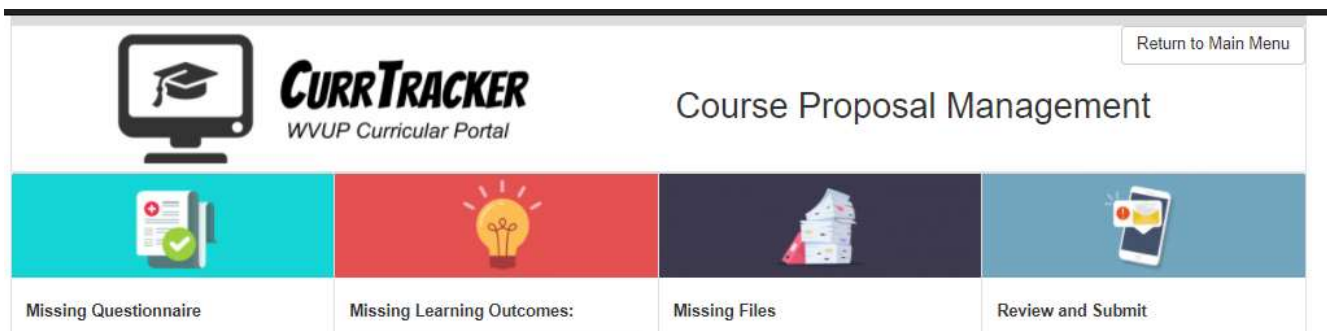

- *Add / Modify a Course Proposal Instructions*

- *Term / Suspend a Course Proposal Instructions*

Add / Modify a Course Proposal

Questionnaire:

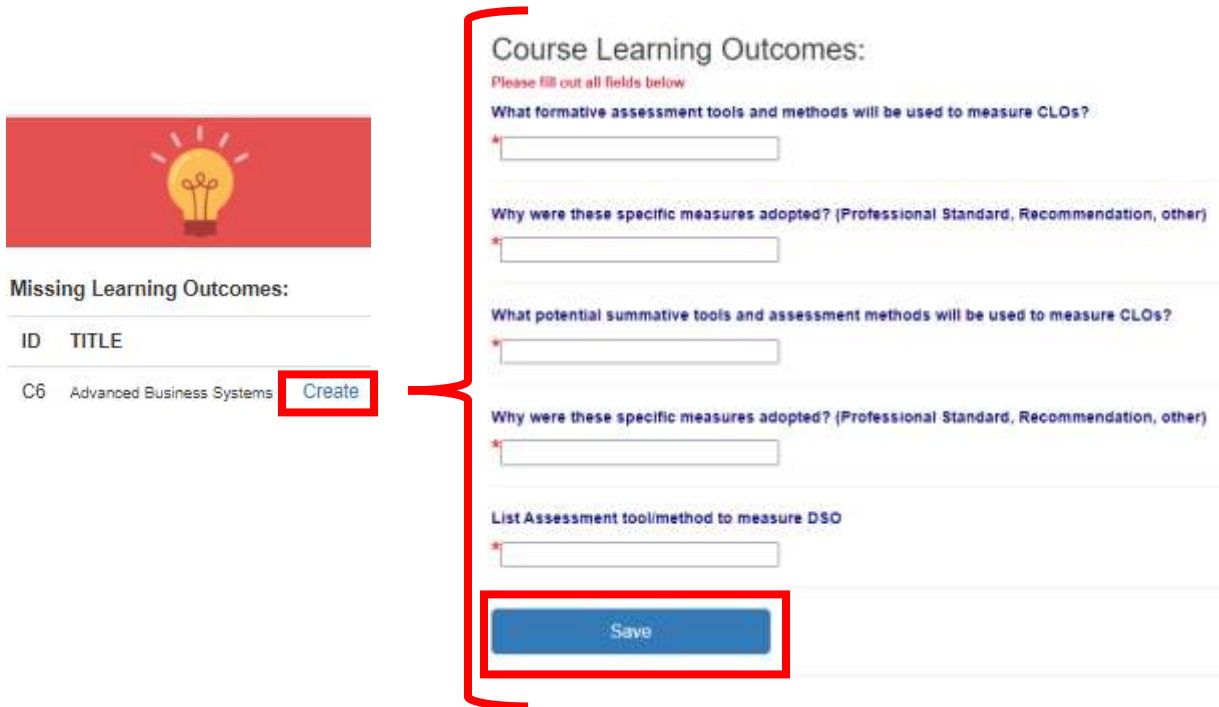1. Click on **Create** next to the proposal you wish to complete the questionnaire for.

2. Make sure to complete all required fields and click **Submit** at the bottom of the screen.
3. The proposal will then move to the "Missing Learning Outcomes" Section.

Learning Outcomes:

1. Click on **Create** next to the proposal you wish to complete Learning Outcomes for.
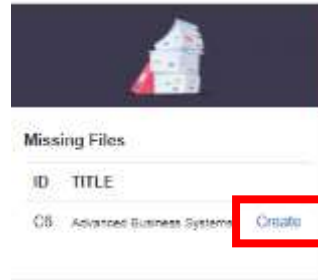   Make sure to complete all required fields and click **Save** at the bottom of the screen.

2. The proposal will then move to the "Missing Files" Section.
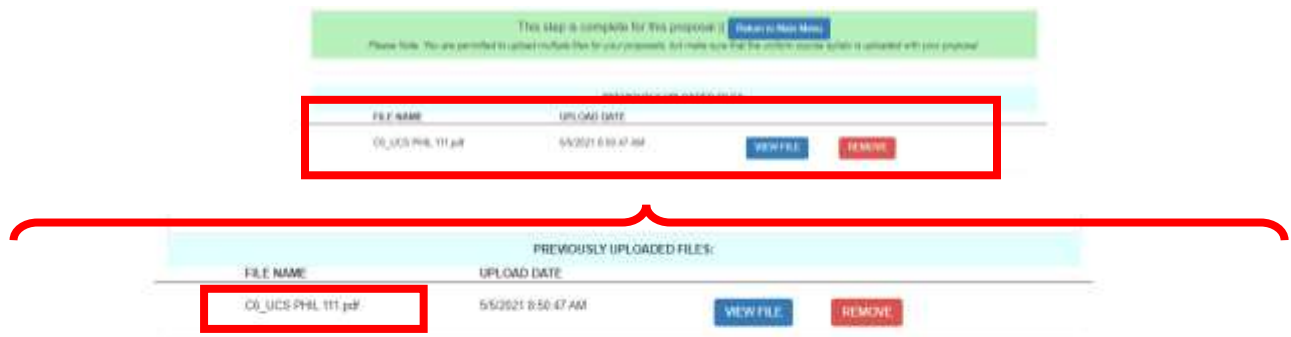
Supplemental Files

1. Click on **Create** next to the proposal you wish to add supplemental files to.

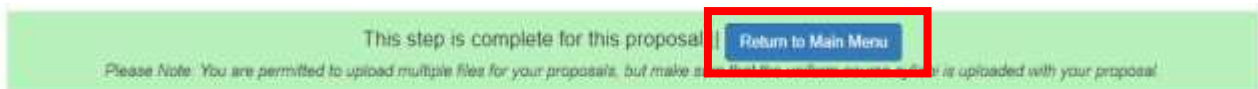2. Click on **Choose File** to pick the file you wish to upload. Once it is selected, click **Open.**

3. Make sure the file is listed and click **Upload.**
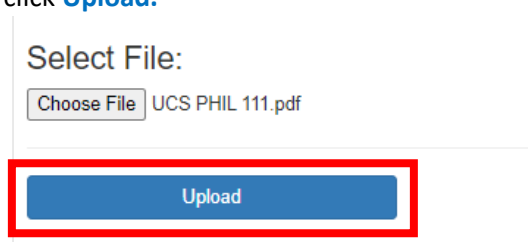
4. If the file uploads successfully, it will be listed under **Previously Uploaded Files.**

5. If you wish to add more files, follow steps 1-3 to add additional files.

6. Once you are done adding files, click **Return to Main Menu.**

Review and Submit:

1. Click on **Review** next to the proposal you wish to view and submit for approval

2. Review the content for each section. If you need to make edits, this is **THE ONLY TIME YOU CAN MAKE CHANGES.**

3. Once you have reviewed the proposal and made any desired changes, make sure to click **Submit Proposal for Approval** to send your proposal to the curriculum committee for approval.
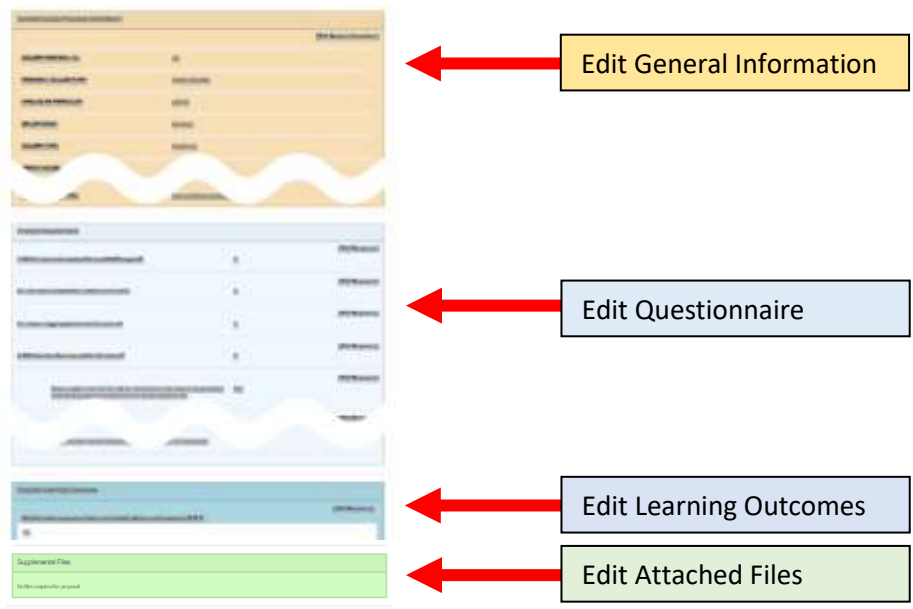
Term/ Suspend a Course Proposal

Review and Submit:

1. Click on **Review** next to the proposal you wish to view and submit for approval

2. Review the content for each section. If you need to make edits, this is **THE ONLY TIME YOU CAN MAKE CHANGES.**
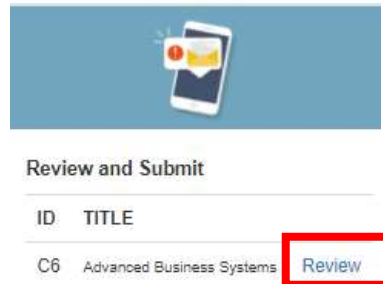

Edit General Information

3. Once you have reviewed the proposal and made any desired changes, make sure to click **Submit Proposal for Approval** to send your proposal to the curriculum committee for approval.