**COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

**Guide to New Course Proposals and Course Changes**

**NEW COURSE PROPOSAL**

**How to Propose a New Course:**

<http://www.uvm.edu/~facrsrcs/How%20To%20Propose%20a%20New%20Course%209.11.13.pdf>

**When submitting a new course proposal, please attach the following under Companion Documents in CourseLeaf:**

1. Course syllabus including lecture and lab objectives and experiences
2. CALS Curriculum Checklist- link under Forms on CALS Curriculum Comm. website: http://www.uvm.edu/cals/facultystaff/?Page=Curriculum.html
3. Teaching evaluations if available
4. Instructor CV if the instructor is not a member of the graduate faculty

**Important Tips:**

1. Faculty are strongly encouraged to offer new courses initially under the Department’s 095/195/295: Special Topics. This practice provides valuable information to instructors. After a course has been taught three times as a Special Topics course, it must go for a permanent number to be taught again.
2. All 100 level courses require a 0XX prerequisite; 200 level courses require a 1XX prerequisite.
3. Complete all sections of the form in CourseLeaf. If the question is not applicable to your course, please write N/A.

**EXISTING COURSE CHANGES**

**How to Change an Existing Course:**

<http://www.uvm.edu/~facrsrcs/How%20To%20Change%20an%20Existing%20Course%209.11.13.pdf>

**Important Tips:**

1. When making changes to an existing course, please make sure to include a justification for the changes. Please attach any relevant documents under Companions Documents in CourseLeaf.

**COURSE DEACTIVATION, REACTIVATION AND DELETION**

**How to Deactivate an Existing Course:**

<http://www.uvm.edu/~facrsrcs/How%20To%20Deactivate%20an%20Existing%20Course%209.11.13.pdf>

**How to Reactivate an Existing Course:**

<http://www.uvm.edu/~facrsrcs/How%20To%20Reactivate%20an%20Existing%20Course%209.11.13.pdf>

**How to Delete an Existing Course:**

<http://www.uvm.edu/~facrsrcs/How%20To%20Delete%20an%20Existing%20Course%209.11.13.pdf>

**GRADUATE CREDIT FOR 200 LEVEL COURSES**

**Please include the following under Companion Documents in CourseLeaf:**

1. Statement in the course syllabus describing how the course will differ for graduate students (i.e., evaluated by different standard, different assignments).
2. Please contact the Graduate College for their requirements.

**TO ACCESS COURSELEAF WEBSITE**

https://catalog-next.uvm.edu/courseadmin

**REMINDERS**

1. New courses and course changes do not go into effect until the next academic year. They must be submitted to the Provost’s office by February 15th, then approved, for inclusion in the next year’s Catalogue.
2. If your course is cross-listed with a department in another college, including the Graduate College, then you need to contact that department/college. Some departments/colleges will have additional requirements that you need to meet. Please include all communications of support under your Companion Documents in CourseLeaf.

**DIVERSITY/SUSTAINABILITY**

CALS Curriculum Committee does not evaluate courses for diversity or sustainability. If you are seeking diversity and/or sustainability designation, please make sure those sections are complete in your CourseLeaf proposal before submitting to your Department Chair.

**Any questions, please contact the Chair of the CALS Curriculum Committee:**

<http://www.uvm.edu/cals/facultystaff/?Page=Curriculum.html>