To Propose a New Course

1. Go to the CourseLeaf website located here:
   https://catalog-next.uvm.edu/courseadmin
   - all salaried faculty and staff have access to the system (via net ID and password)
   - you must enable cookies to access the system
   - opening with Internet Explorer is NOT recommended as it seems to cache an old version of the form

2. Log on with your UVM netid and password.

3. Click the Propose New Course button:

4. Select the Subject Prefix. In most cases, the College/School and Department/Program fields will automatically populate. If you need a new Subject/College/Department combination, you should discuss this with the Faculty Senate Curricular Affairs Committee and the Registrar’s Office.

   [Table: New Course Proposal]
   
<table>
<thead>
<tr>
<th>Subject Prefix</th>
<th>Sociology (SOC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/School</td>
<td>College of Arts and Sciences (CAS)</td>
</tr>
<tr>
<td>Department/Program</td>
<td>Sociology (SOC)</td>
</tr>
</tbody>
</table>
5. Complete all of the fields on the form as appropriate. With the exception of some of the questions related to diversity course credit, all of the fields bordered in red are required for submission.

6. Remember to attach a syllabus:

7. Before you submit your form, make sure you do two things:

   A. Verify that the course meets the University’s Definition of a Credit Hour:

   B. Indicate whether or not you are seeking Diversity Credit approval as part of the change:
8. When you have finished your work, click Save & Submit:

   ![Save & Submit button](image)

9. After submitting your form, you can see the workflow path it will follow, and where it is in workflow. The individual at the next stop will receive an e-mail indicating that your form is ready for review/approval. You can log in to the system periodically to see its progress. When it has completed its entire workflow, you will get an e-mail notification.

   ![Workflow](image)

10. Logout by closing your browser window.