

To Propose a New Course

Important note: The system works best when you do your work and promptly save (or save and submit) and exit. Leaving a form open/idle for long periods of time can result in lost work.

1. Go to the CourseLeaf website located here:
<https://catalog-next.uvm.edu/courseadmin>
2. Log on with your UVM netid and password
 - All salaried faculty and staff have access to the system (via net ID and password)
 - You must enable cookies to access the system
3. Click the Propose New Course button:

A green rectangular button with the text "Propose New Course" in white, centered on the button.

4. Select the appropriate Subject Prefix. In most cases, the College/School and Department/Program fields will automatically populate.

New Course Proposal

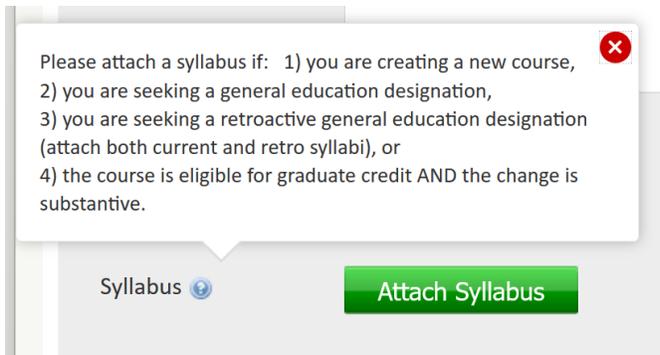
Effective Term 	Fall 2026 
Subject Prefix	Select... 
College/School	Select College/School... 
Department/Program	Select Department/Program... 

5. Complete all of the fields on the form as appropriate

All fields bordered in red are required for submission

A rectangular input field with a red border, representing a required field on the form.

6. Attach a syllabus:



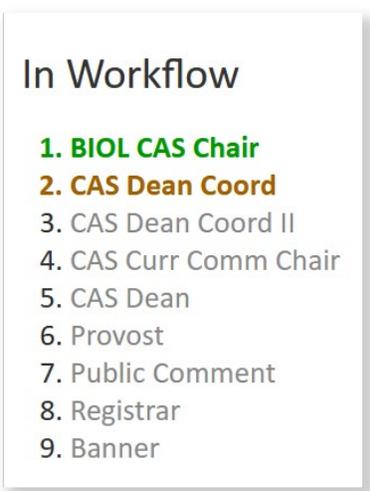
7. To save changes and return to the form later, click Save Changes

When you have finished your work and are ready to submit the form into workflow, click Save & Submit:



8. After submitting the 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 the 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.

In this example, the form is at Step 2 in its workflow:



9. Logout by closing your browser window