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.
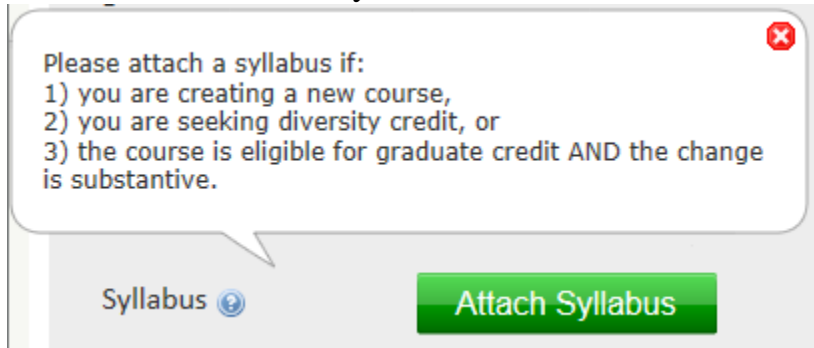

5. Complete all of the fields on the form as appropriate. With the exception of some of the questions related to diversity course credit, all of the fields bordered in red are required for submission.
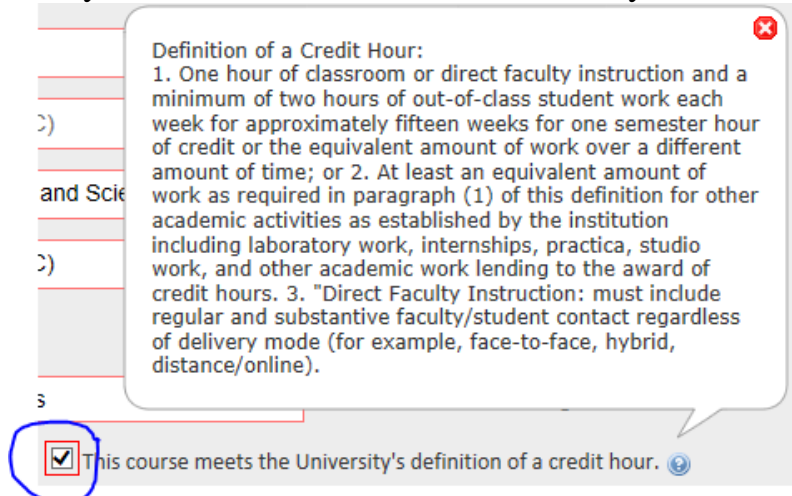
6. Remember to attach a syllabus:

Please attach a syllabus if:
1) you are creating a new course,
2) you are seeking diversity credit, or
3) the course is eligible for graduate credit AND the change is substantive.

Syllabus ⓐ   **Attach 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:

Definition of a Credit Hour:
1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or 2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work lending to the award of credit hours. 3. "Direct Faculty Instruction: must include regular and substantive faculty/student contact regardless of delivery mode (for example, face-to-face, hybrid, distance/online).

☑ This 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:

Other Information

Are you seeking
diversity credit
approval as part of   ◯ Yes ◉ No
this action?

8. When you have finished your work, click Save & Submit:

Cancel | Save Changes | Save & Submit

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.

In Workflow

1. **SOC Chair**
2. CAS Dean
3. CAS Curr Comm Chair
4. CAS Dean
5. Provost
6. Registrar

10. Logout by closing your browser window.