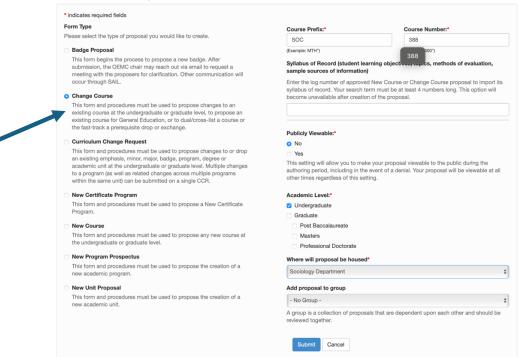
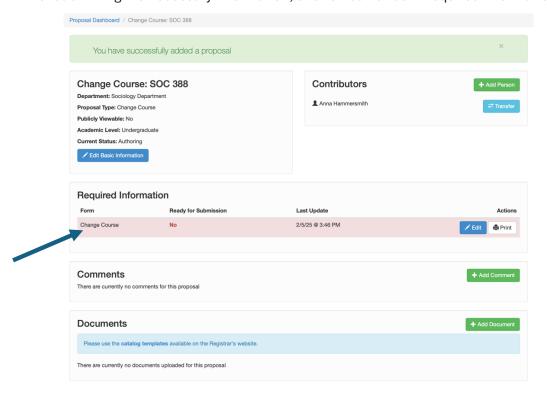
1. After logging in select "New Proposal" and then choose "Change Course." Fill in the relevant information.

Start New Proposal

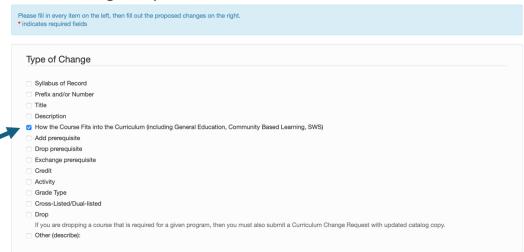


2. After submitting the necessary information, click on edit under "Required Information."



3. On this page, you will be prompted to select "Type of Change" to which you should pick "How the Course Fits into the Curriculum (including General Education, Community Based Learning, SWS)."

Course Change Proposal



4. Once you select this option, below, you will be able to select existing course identifiers (on the left) and the type of changes (on the right). Research Intensive (RI) should be included here as an option. Once you select RI as the type of change, you will see the prompts required for the RI proposal.

