

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

Start New Proposal

* indicates required fields

Form Type
Please select the type of proposal you would like to create.

☐ **Badge Proposal**
This form begins the process to propose a new badge. After submission, the OEMC chair may reach out via email to request a meeting with the proposers for clarification. Other communication will occur through SAIL.

☒ **Change Course**
This form and procedures must be used to propose changes to an existing course at the undergraduate or graduate level, to propose an existing course for General Education, or to dual/cross-list a course or the fast-track a prerequisite drop or exchange.

☐ **Curriculum Change Request**
This form and procedures must be used to propose changes to or drop an existing emphasis, minor, major, badge, program, degree or academic unit at the undergraduate or graduate level. Multiple changes to a program (as well as related changes across multiple programs within the same unit) can be submitted on a single CCR.

☐ **New Certificate Program**
This form and procedures must be used to propose a New Certificate Program.

☐ **New Course**
This form and procedures must be used to propose any new course at the undergraduate or graduate level.

☐ **New Program Prospectus**
This form and procedures must be used to propose the creation of a new academic program.

☐ **New Unit Proposal**
This form and procedures must be used to propose the creation of a new academic unit.

Course Prefix:
SOC
(Example: MTH*)

Course Number:
388
(Example: 388 400*)

Syllabus of Record (student learning objectives, topics, methods of evaluation, sample sources of information)
Enter the log number of approved New Course or Change Course proposal to import its syllabus of record. Your search term must be at least 4 numbers long. This option will become unavailable after creation of the proposal.

Publicly Viewable:
☒ No
☐ Yes
This setting will allow you to make your proposal viewable to the public during the authoring period, including in the event of a denial. Your proposal will be viewable at all other times regardless of this setting.

Academic Level:
☒ Undergraduate
☐ Graduate
☐ Post Baccalaureate
☐ Masters
☐ Professional Doctorate

Where will proposal be housed*
Sociology Department

Add proposal to group
- No Group -

A group is a collection of proposals that are dependent upon each other and should be reviewed together.

[Submit](#) [Cancel](#)

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

[Proposal Dashboard](#) / [Change Course: SOC 388](#)

You have successfully added a proposal

Change Course: SOC 388
Department: Sociology Department
Proposal Type: Change Course
Publicly Viewable: No
Academic Level: Undergraduate
Current Status: Authoring
[Edit Basic Information](#)

Contributors
[+ Add Person](#)
Anna Hammersmith
[Transfer](#)

Required Information

Form	Ready for Submission	Last Update	Actions
Change Course	No	2/5/25 @ 3:46 PM	Edit Print

Comments
[+ Add Comment](#)
There are currently no comments for this proposal

Documents
[+ Add Document](#)
Please use the [catalog templates](#) available on the Registrar's website.
There are currently no documents uploaded for this proposal

