1. After logging in select "New Proposal" and then select "New Course."

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:*
390
(Example: 400°)

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."

You have successfully added a proposal ✕

New Course: SOC 390
Department: Sociology Department
Proposal Type: New 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
New Course	No	2/5/25 @ 3:50 PM	[✎ Edit] [🖨 Print]
Syllabus of Record	No		[✎ Edit] [🖨 Print]

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

Documents
[+ Add Document]

Please use the **catalog templates** available on the Registrar's website.
If catalog copy is attached to a Curriculum Change Request grouped with this course proposal then catalog copy does not need to be attached to this course as well. Instead, you may upload a document here that identifies the title of the PCR where catalog copy can be found.

There are currently no documents uploaded for this proposal

3. On this page, you will scroll down to find the line "Course is proposed as." Here you will find the RI Designation. Once you select RI as the type of change, you will see the prompts required for the RI proposal.

Prerequisites:

All GVSU courses allow registration by instructor permit. Only list if you need students to be specially aware of it.

Banner cannot enforce prerequisites such as "First-aid certification" or "50 hours of community service". Banner can only enforce things that are typically found on a transcript. If you are unsure please contact the registrar's office.

Word Count: 0

Offered: *

- Fall
- Winter
- Spring
- Summer

If the course will only be offered a particular semester, indicate which one:

Grade Type: *

- Letter
- CR/NC
- PD/P/NC (thesis)

Course is proposed as: *

(Check all that apply)

- Required
- Elective
- Capstone
- Community Based Learning (CBL)
- ☑ Research Intensive (RI)
- General Education
- Supplemental Writing Skills
- Used by another unit