

# Proposing Changing to an Existing Program

Login to Coursedog: <https://app.coursedog.com>

On the Products page, select **Curriculum Management**.

Choose **Programs** from the Curriculum Management navigation menu on the left-hand side of the screen:



Use the search bar in the upper right to locate the program.

Click on the program to see the details.

Then click on **Propose Changes** on the right side of the screen. Select the **Program Change Request Form** from the drop-down list.

The web form will be pre-populated with the current information for the program.

You must indicate the type of change(s) you are requesting. Note that if you want to change the name of a program, you must use the new program form. (The new program form includes an option to populate the form with information from an existing program.)

What type of change are you requesting? required ?

Change to Program Learning Outcomes ×Change to Program Description (for Catalog) ×▼

The required form components will vary based on this selection. When you submit the change, the routing of the proposal will also depend on this selection. For example, substantial changes to the requirements will go to the CEPC, but changes to a list of elective choices will not.

All required fields will be marked with a red flag.

For all program changes, you should explain why you are proposing the changes in the section titled **Supporting Details**.

If you are adding elective choices, you can include the courses that should be added in the supporting details section.

If you would like to make substantial changes to the requirements, the **Program Requirements** form component will be editable. You will be able to remove or add courses from existing requirements.

The form component for program requirements is slightly more complicated than other fields. The instructions below walk you through how to enter course requirements, and there is a text entry box for other types of requirements. You should reach out to the registrar's office with any questions.

When you click the add button (at the very bottom of the component) and select requirement, you will see an untitled requirement dropdown. If you click on this, you will see:

(No requirement level):

The screenshot shows a form titled "Untitled Requirement" with a "Shown in catalog" button and an expand/collapse icon. Below the title, there are two sections: "Requirement level" and "Type". The "Requirement level" section has a dropdown menu currently set to "Requirement level". The "Type" section has a dropdown menu currently set to "Completion Requirement". Below these sections is a text input field labeled "Name" containing the text "Untitled Requirement". At the bottom of the form, there are two buttons: "ADD REQUIREMENT RULE" in blue and "DELETE REQUIREMENT" in red.

Requirement level ?      Type ?

Requirement level      Completion Requirement

Name ?

Untitled Requirement

ADD REQUIREMENT RULE

DELETE REQUIREMENT

The name will appear in the Catalog and in Knightvision to describe the requirement. In the catalog sample below, the name of the requirement is “Computer Science Courses”.

#### Computer Science Courses (5)

 **Complete ALL of the following Courses:**

- [CS111 - Introduction to Computer Science I](#)
- [CS113 - Introduction to Computer Science II](#)
- [CS211 - Data Structures and the Analysis of Algorithms](#)
- [CS213 - Machine Organization and Assembly Language](#)
- [CS407 - Software Engineering](#)

The next step is to ADD REQUIREMENTS RULE.

In the common case that a requirement involves a set of courses you would typically pick one of the first three rule types: Complete All Of, Complete X of, or Complete Any Of. In each of these cases you will be able to search for and add courses to the list.

Rule Condition ?

Complete All Of ▼

Data Type ?

Courses ▼

Filter ? 

by: Subject code ▼

CLEAR FILTER

Select course ?

Type here to start searching ▼

Rule Name ?

Enter name/label...

— REMOVE

✕ STOP EDITING

For any other requirement (ex. At least four electives at the 300-level or above), please use the “Freeform text” option. The full list of possible rules in this list corresponds to all of the choices in the database system underlying Knightvision.

When you are finished with the proposal, you should click the submit button at the bottom of the page.

SUBMIT PROPOSAL

Coursedog will automatically save work in progress in the **Drafts** section. You can access these proposals in the Curriculum Management navigation list. Once you submit a proposal you can see where it is in the approval process if you click on **Proposals** in the left-hand side navigation.

Curriculum Management

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Proposals ⓘ

Document type

All types

REPORTS CURRICULUM REPORTS LIST EXPORT RESULTS SAVED VII

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| Vote Required 0 ⓘ | Assigned To Me 0 ⓘ | Created By Me 0 ⓘ |
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COLUMNS (4 OF 11)

For questions, comments, or suggestions for improving these instructions, please contact Greta Pangborn ([gpangborn@smcvt.edu](mailto:gpangborn@smcvt.edu)).