

# Proposing Edits to an Existing Course

Login to Courseedog: <https://app.courseedog.com>

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

Choose **Courses** 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 course.

**Courses** + PROPOSE NEW COURSE    IMPORT CURRICULUM COURSES    HISTORICAL UPLOADS    REPORTS    EXPORT RESULTS    SAVE

Browse Revisions By ⓘ Effective Start Term

DATES    **TERMS**    Fall Semester 2025

X 1 FILTER    Q CY 101

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| CODE  | KNIGHTVISION COURSE TITLE     | SCHOOL                          | STATUS |
|-------|-------------------------------|---------------------------------|--------|
| CY101 | (LCMC) Intro to Cybersecurity | School of Business & Technology | Active |

Click on the course to see the details.

Then click on **Propose Changes** on the right side of the screen.

## Select Edit Course Form



Select proposal form 

Course Change Request Form

CANCEL

SUBMIT

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

You must indicate the type of change(s) you are requesting.

### General Course Information

What type of change are you requesting? required 

Change to Course Title, Description, Number, Cap, or Level 

Change/Addition of Core Designation 

The form components required will vary based on this selection. For example, selecting the addition of a core designation means you will be required to submit information about how the course meets the corresponding learning objectives.

When you submit the change, the routing of the proposal will also depend on this selection. For example, changes to the core designation will go to the CEPC, but changes to a course description will not.

All required fields will be marked with a red flag.

For all course edits, you should explain why you are proposing the changes in the section titled **Additional Information**. This component also allows you the option to upload additional documents.

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

Home

Courses

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### Proposals ⓘ

Document type

All types

REPORTS

CURRICULUM REPORTS LIST

EXPORT RESULTS

SAVED VII

FILTER

SORT BY

Date Created



Search For Proposals

Vote Required 0 ⓘ

Assigned To Me 0 ⓘ

Created By Me 0 ⓘ

COLUMNS (4 OF 11)

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