

Proposing A New Course

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

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

Select **New Proposal** from the Actions list on the right side of the screen. Then choose **New Course**.

This form should be used for all new courses including topics courses and one-credit pop-up courses.

All required fields will be marked with a red flag.

General Course Information

School required ?

Academic Level (Undergraduate or Graduate) required ?

All courses must be associated with an academic unit, even if the proposer is another department. The interdisciplinary prefix ID is associated with the School of Society & Culture.

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.

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COLUMNS (4 OF 11)

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