

Proposing A New Program

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 Program**.

This form includes components that correspond to data that will be used to implement this program in the database that supports Knightvision and the SMC Catalog. You will also be asked to upload a document that addresses the requirements for a new program in the Faculty Regulations.

All required fields will be marked with a red flag.

The form component for entering program requirements is slightly more complicated than the 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.

Program Requirements

PROGRAM REQUIREMENTS

Requirements:

 HR      

No requirements yet

No Requirements

ADD +

Start by clicking the 'Add' button below, then select 'Requirement'. Then build out the requirements for the program using the 'Add Requirement Rule' function to search for and select courses. If you have questions about how to use the requirement builder, please contact the Registrar's Office for assistance.

When you click the add button and select requirement, you will see an untitled requirement dropdown. If you click on this you will see:

(No requirement level):

 Untitled Requirement [Shown in catalog](#) 

Requirement level 

Requirement level ▼

Type 
Completion Requirement

Name 

Untitled Requirement

[ADD REQUIREMENT RULE](#)

[DELETE REQUIREMENT](#)

The name will appear in the Catalog & 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 click ADD REQUIREMENTS RULE.

In the common case that a requirement involves a list of courses you would 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

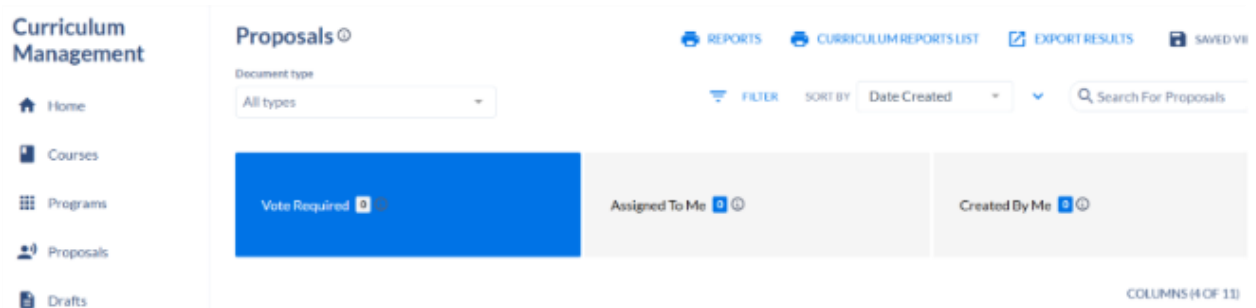
 STOP EDITING

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 requirement choices in the database system underlying Knightvision.

When you are finished with the proposal, you should hit 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.



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