

New Courses

New Course Proposal forms may be submitted anytime during the academic year. The proposal originator should indicate the first term the course will be offered, which cannot be the current term and cannot start in less than 3 months. After all approvals are received, new courses are entered into the course master by the Office of the Registrar, and then they become active. Once active, a course may be offered. New course listings and descriptions will appear in the following year's catalog.

The approval of New Course Proposal forms is the responsibility of the faculty of each respective academic unit. A faculty member who develops a course prepares all required information for a New Course Proposal form in [Curriculog](#). The [Curriculog](#) form can be completed by a faculty, program staff, or an administrative assistant.

New Course Proposal approval workflow in [Curriculog](#) is as follows:

- The Originator
- Academic unit's designated approver
- Associate Vice President for Graduate Education
- Vice Provost for Operations and Finance
- Associate Registrar for Catalog and Degree Audit