

New Courses

New Course Proposal forms may be submitted at any time during the academic year when [Curriculog](#) is active (usually, August 1 – May 15). The first term in which the course will be offered cannot be the current term, and cannot start in less than 3 months. After all approvals are received, the Office of the Registrar enters the courses into the course master, and then they become active and may be offered.

New course listings and descriptions, as well as all updates to the existing courses, will appear in the following year's catalog if course proposals are submitted to [Curriculog](#) by November 15.

The preparation of the necessary documentation for the New Course Proposal form 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 submitted by a faculty, program staff, or 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 Academic Financial Operations
- Associate Registrar for Catalog and Degree Audit