How to Create a Course Revision Proposal

1. Click on “Courses” link under the “Build” Header

Step 2: Click on Course Update link
Step 3: Choose the appropriate department from the dropdown menu and click OK.

NOTE: If you do not see a copy icon, contact Heather Townsend at 575-6893 or Kelly Addington at 575-6233 so they can make the copy of the course for you. If a course has come through for a course update within the last year, a copy icon will not be available. It is sometimes possible that a course update proposal has already been created by someone in your department and the Instruction Office will research this information for you and can also change the author name on the proposal, if needed.

Step 4: Click on the copy icon of course you want to update
Step 5: Choose “Course Update” from the proposal type dropdown menu and hit Next.

Step 6: Provide rationale for modification and hit OK.
Step 7: Your proposal shell is created and you now need to complete the fields in the checklist to submit. When you finish each field, it will change from blue to green.