

# Creating a New Proposal

1. From the main landing page select Proposals from the top tool bar.

2. Within the landing page select . A list of available approval processes (aka, proposal forms) will appear.

3. Determine what type of proposal you will be initiating (e.g., course or program proposal).

Note: There are two ways to search for the type of proposal you will need:

a. Sort the list by Process Type or Process Title. (The system defaults to Process Title)

b. Search using the process type tabs at the top of the page.

4. Start the approval process that you will need to complete your proposal. To do this, select the

to the right of the approval process. e right of the appro9(t)9(h)3(e )7(ap)-17((v)-4(al)-7( )9(p)3(ro)7684q0r,

Please note: The source (i.e., the catalog in which you are exporting the information) must match the academic year within the approval process' name (e.g., 23-24 Course Change Proposal = 23-24 Undergraduate & Graduate Catalog).

- c. Click Search.

2023-2024 Change to Course Proposal (Undergraduate) ×

Search Curriculum Inventory

**Prefix**  **Code**

**Name**


**Source**

**Exclude previously imported results**

**Search**

Show: 20 results

ACCT 201 Introduction to Financial Accounting  
Accounting and Legal Studies, Department of  
Provides students with a general overview of financial accounting including the underlying accounting principles and cash flow, etc....

- d. Locate the course or program that you would like to change and select the import button  to the right of the course or program and click it.

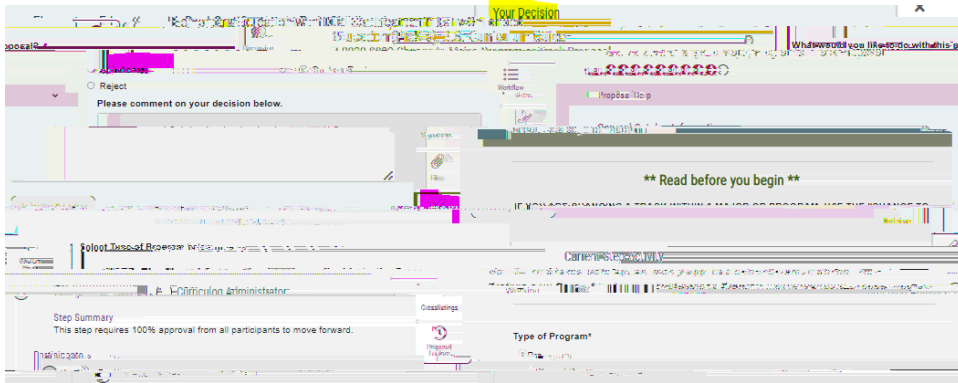
how: 20 results

ACCT 201 Introduction to Financial Accounting  
Accounting and Legal Studies, Department of  
Provides students with a general overview of financial accounting including the underlying accounting principles and concepts, financial statement preparation, financial statement analysis, cash flow, etc....

- e. Once you have selected the course/program to import, a preview of the information that will be imported into the proposal will be listed. You DO NOT have to validate this information, simply select "Build Proposal" at the bottom of the page.



7. Fill in all required fields marked with an \*. You will not be able to launch the proposal without completing the required fields.



The proposal will appear in your task list under the "My Proposals" tab, and you may easily view its progress at any time.