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.

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.