Submitting a New Course Proposal

When submitting a new course proposal - one in which the content is new - the Propose New Course form should be filled out. Perform the following steps to submit a new course proposal:

1. Click the link below to access the LAS Course Application.
   [https://lascollege.depaul.edu/Courses](https://lascollege.depaul.edu/Courses)

2. Login using your Campus Connect username and password.

![LAS Course Application](image1)

3. Click the Propose New Course tab for submitting a new course proposal.

![Propose New Course Tab](image2)

4. Select the subject for which you want to submit a course proposal from the Subject drop-down list.

![Subject Drop-down List](image3)

5. Enter the 3-digit course number in the Catalog Number field.

![Catalog Number Field](image4)
Note: Only 3-digit course numbers that have been inactive for five years can be reused for a new course. You can click the Check availability link to see what course numbers are currently being used in your subject area. To confirm whether a catalog number is available to use, email Karen Sysol at ksysol@depaul.edu.

6. Enter the title of the course in the Course Title field.

7. Enter the description of the course in the Course Description field.

8. Select the component of the course that you would like to propose from the Component drop-down list.

Note: If your course has more than one component, select the primary component of the course and indicate all other secondary components in the Additional Comments field.
9. Select the time of year when you would like the course to be offered to students from the Frequency of Offering drop-down list.

10. Enter the prerequisites, if any. This is an optional field.
11. Enter the credit hours of your course in the **Credit Hours** drop-down list.

12. Check the checkbox if you want the new course to be permanently crosslisted with another course. If you aren’t sure, you can indicate this information when scheduling the course in the web scheduler.

13. If you have checked the checkbox to permanently crosslist the new course with another course, then provide the subject and catalog number(s) for the other course(s).

14. If the new course has to be cross-listed with multiple courses, click the **Add** button to add another course.

**Note:** The maximum number of courses you may add is three. Remember, these are courses that this course will be combined with all of the time.
15. Check the checkbox if the course has been cross-listed in the past or if it closely aligns with an existing course within LAS.

16. Enter your comments in the **Additional Comments** field.

17. Click the **Submit** button to submit the new proposal.
After a new course proposal is submitted, a confirmation email will be sent to you. A notification email will be sent to the Department Chair. Once a decision has been made, you will be notified via email.

Note: As long as the proposal has not yet been approved, you may login and make any changes. Click the Review Courses tab and then click the row of the course you wish to edit. After making the changes, click the Save button.