**Determine Course Proposal Type:**

**New** - Does not exist in the State inventory for USF system

**New to USFSP** – Course exists in the State inventory for USF system institutions, but has not been offered at USFSP

**Existing Course at USFSP and Requesting a change**

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**Course Does NOT Exist within the USF system**

- **New to USFSP and USF System**
  - Select a course number to propose
    - Research Statewide Course Inventory for existing course number: [http://scns.fldoe.org/scns/public/pb_index.jsp](http://scns.fldoe.org/scns/public/pb_index.jsp)
    - Review guide for creating a course number: [https://www.systemacademics.usf.edu/proposals/resources](https://www.systemacademics.usf.edu/proposals/resources)
  - Prepare a course syllabus
    - Review the guidelines for creating a syllabus
    - Use the syllabus template [https://www.systemacademics.usf.edu/proposals/resources](https://www.systemacademics.usf.edu/proposals/resources)
  - Submit proposal through the Course Proposal System
    - Review user guide
    - Track progress through the course proposal website [https://www.systemacademics.usf.edu/proposals](https://www.systemacademics.usf.edu/proposals)

**Course Exists within the USF system but is not offered at USFSP**

- **New to USFSP (within the USF System)**
  - No Change Requested
    - Complete a New Course Proposal Form
  - Requesting a Change
    - Conduct a Course Search in the USF Course Inventory to determine which USF Institution the course originated from
    - Preliminary discussion with originating institution
    - Submit course change proposal using online system [https://www.systemacademics.usf.edu/proposals](https://www.systemacademics.usf.edu/proposals) then select “Dashboard” and then “Course Change”

**Existing USFSP course and Requesting a change**

- Substantial Change
  - Submit course change proposal using online system [https://www.systemacademics.usf.edu/proposals](https://www.systemacademics.usf.edu/proposals)
  - Change: Grading Option, Section Type, Course Attribute Form
    - or-
    - Addition of General Education Component to USF Course

- Tips prior to submitting a proposal:
  1. Read all instruction guides and review steps.
  2. Gather information you need to specifically answer the questions being asked and provide details to avoid delays at each stage.
  3. Make sure data is correct. Once you hit submit, the workflow begins and the proposer cannot make changes unless it is returned and the process will begin again. This will cause delays in the process.
  4. If a syllabus must be attached, make sure to use the Syllabus Template found under the Resources tab on the System Academics site.
  5. If the course will be added to existing curriculum, complete a curriculum change form.

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