USFSP Types of Course Proposals and Processing

User Guides and Forms are found on the Resources Tab

Process

New (to USFSP and USF System)
  o Submit New Course Proposal online via the System Academics site.
    ▪ [https://www.systemacademics.usf.edu/proposals](https://www.systemacademics.usf.edu/proposals) then click Dashboard

New to USFSP (within USF system) and Requesting a Change
  o Submit a Course Change Proposal online via the System Academics site.
    ▪ [https://www.systemacademics.usf.edu/proposals](https://www.systemacademics.usf.edu/proposals) then click Dashboard

New to USFSP (within USF system) and No Change
  o Complete a USFSP Curriculum Change Form
    ▪ Select Addition of USF existing course to USFSP (not change)
    ▪ Route completed forms for approval as indicated on the form.
    ▪ Once approved internally, Registrar will add to the USFSP University Catalog and inform schedulers and advising.
    ▪ Schedulers can then begin scheduling the course for USFSP after notification received.
      ▪ Note: Prerequisites, corequisites, restrictions and fees are “inherited” via the system catalog. USFSP specific adjustments at the section level will be vetted during the scheduling process. Note: Prerequisite and corequisites must meet State mandates.

Existing USFP Course and Requesting a Change (Substantial change—not one listed below.)
  o Submit a Course Change Proposal online via the System Academics site.
    ▪ [https://www.systemacademics.usf.edu/proposals](https://www.systemacademics.usf.edu/proposals) then click Dashboard

Existing USFSP Course and Requesting One of the Following Changes Listed Below:
  o From the System Academics site: [https://www.systemacademics.usf.edu/proposals](https://www.systemacademics.usf.edu/proposals)
  o Click Dashboard to complete the appropriate form:
    ▪ Grading Option, Section Type, Course Attribute Form (includes changes to scheduling type)
    ▪ Or Addition of General Education Component to USF Course

Note: If courses are to be added to curriculum, the appropriate USFSP curriculum change form must be completed.

Tips:
  • Use the Dashboard to create and manage course proposal you submit
    ○ Faulty and academic administrators can submit proposals.
  + New Course
    Course Change
    □ Addition of General Education Component to another USF Institution’s Course
    □ Course Discontinuation
    □ Grading Option, Section Type, or Course Attribute Change
  • Use Tracking Icon then the Courses link to review course proposals.
    ○ You can see all, or filter by institution, active, archived, withdrawn, etc.
• Use the Resources icon to research information on the State Course Numbering System and USF system Course Inventories.

Types of Course Proposals

**New**
• Course does not exist in the inventory with the State

**New to USFSP**
• Course exists in the inventory with the State for USF system institutions, but has not been offered at USFSP
  o No Requested Change
  o Requesting a Change

**Existing Course at USFSP and Requesting a Change**
  o Change to the course
  o Requesting for general education or exit course (attribute) or section/grading options.

Ways to determine the type of request:

Use the Resource Tab on the Course Proposal System [www.systemacademics.usf.edu/proposals](http://www.systemacademics.usf.edu/proposals)

  o Check if the course is in the State Course Numbering System
    ▪ Find a Course by Institution – USF
    ▪ or Find a Course Statewide if needed
  o Check if the course is listed in the USF Course Inventory
    ▪ Check USFSP
    ▪ Check if All (if not under USFSP)
    ▪ If needed, check course attributes for general education

Note: If you find a course, you can click on the course for details including when last offered and where.