How to Use CourseLeaf

- CourseLeaf Program Form - If you are a faculty member looking to make changes to your department's majors or minors.

- CourseLeaf Course Form - If you would like to propose a new permanent course or make changes to an existing permanent course.

- Special Topics Form & Experimental Form - To propose a new special topics or experimental section for the upcoming semester – for instructions click here.

> *Please do not open multiple course or program forms at one time. Your work may not be able to be saved or submitted.*

- Context & Perspectives - To seek approval for Context and Perspectives theme for a new or existing permanent course – for instructions click here.

- CourseLeaf Administration - If you are a department chair or committee member responsible for approving catalogue or course changes.

- Job Aid – This is a single sheet job aid to help with Special Topic/Experimental Request Management

Other Notes

When proposing major, minor, or course changes in CourseLeaf, please utilize the Style Guide. CourseLeaf and Workday compare data in order to sync, and to make sure that data matches, a series of best practices have been provided for you.