

CourseLeaf Training Guide:

How to Propose a New Course

NOTE: The instructions below only apply to permanent courses. Special topic and experimental course sections should be proposed through [Special Topic/Experimental Course Management](#).

Before You Begin

- Consult with your departmental colleagues and department chair for their feedback on the proposal. Reach out to other departments to discuss potential overlap with existing courses.
- Create a syllabus to attach to the proposal. For assistance, see the resources on the Provost's [Syllabus Design website](#).
- Can this course serve as an elective for an existing program? If yes, please keep in mind that this will require a **separate program change proposal**. You can begin this program change proposal through [Program Management](#) as soon as your new course proposal has been submitted.

Governance & Timeline

New permanent course proposals are a **Category II** governance change, which requires approval by the department chair and CIC, a one-week public comment period, and notification to Faculty Senate. You should expect the process of getting a new course approved to take a few months at minimum.

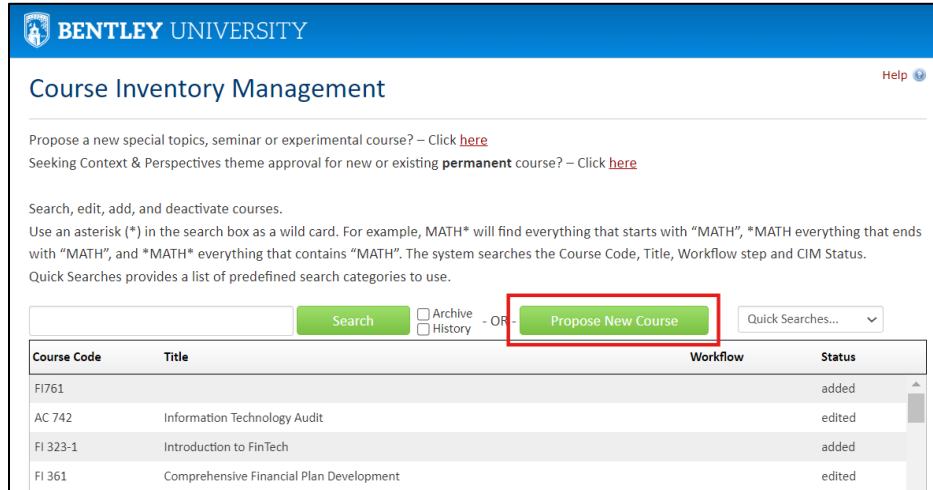
New courses must be approved several months prior to the semester in which they will first be scheduled:

- For the Summer or Fall → Approval by CIC/Grad Curriculum by **February**
- For the Spring → Approval by CIC/Grad Curriculum by **September**

Note that the governance bodies (CPC, CIC, Faculty Senate, and General Faculty) do not meet over the summer (or other breaks). The sequencing of CPC, CIC, Senate, and General Faculty meetings can create bottlenecks, particularly if there are periods of high-volume business, and so some business may be delayed to future meetings. This could jeopardize the target dates for deployment of programs/courses. Faculty are advised to target an earlier approval date than needed to ensure a smooth and timely approval.

Submitting a New Course Proposal

- Go to the [Course Management landing page](#) and click “Propose New Course”:



BENTLEY UNIVERSITY

Course Inventory Management

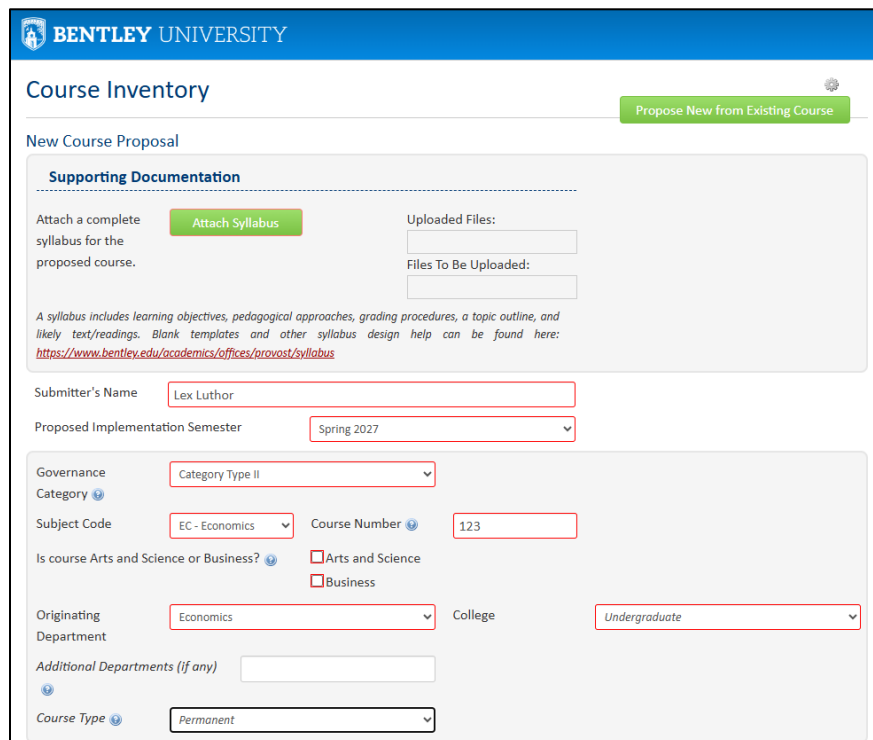
Propose a new special topics, seminar or experimental course? – Click [here](#)
Seeking Context & Perspectives theme approval for new or existing **permanent** course? – Click [here](#)

Search, edit, add, and deactivate courses.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Course Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
FI761			added
AC 742	Information Technology Audit		edited
FI 323-1	Introduction to FinTech		added
FI 361	Comprehensive Financial Plan Development		edited

- The New Course Proposal form will open in a pop-up window. Complete the required fields.
 - NOTE: Please do not try to open or edit multiple course forms at once. Your work may not save or submit properly.



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Course Inventory

New Course Proposal

Supporting Documentation

Attach a complete syllabus for the proposed course.

Uploaded Files:
Files To Be Uploaded:

A syllabus includes learning objectives, pedagogical approaches, grading procedures, a topic outline, and likely text/readings. Blank templates and other syllabus design help can be found here: <https://www.bentley.edu/academics/offices/provost/syllabus>

Submitter's Name:

Proposed Implementation Semester:

Governance Category:

Subject Code: Course Number:

Is course Arts and Science or Business? ☐ Arts and Science ☐ Business

Originating Department: College:

Additional Departments (if any):

Course Type:

- **Proposed Implementation Semester:** This is the first semester that the course will be available to be scheduled
 - **Governance Category:** Category Type II
 - **Is course Arts and Science or Business?:** This field only displays for certain undergraduate subject codes. Check “Arts and Science” ONLY if this course can apply toward the 15 credits of Arts and Sciences Electives that business majors are required to complete. Please do NOT check both boxes, as a course cannot count toward both Arts & Science and Business.
 - **Course Type:** Permanent (Special Topic and Experimental course sections should be proposed through [Special Topics/Experimental Management](#))
 - Please do not forget to include **learning outcomes** for the course and to attach a **syllabus**.
- **Communication Intensives (Undergrad courses only)**
 - All undergraduate students are required to complete at least one course designated as a Communication Intensive (CI). Additionally, certain business-focused majors must complete a second CI course within their major. See [Communication Intensive Course Requirements Overview for Faculty](#) for information about the standards governing CI courses.
 - If you are interested in requesting a CI designation for your course, check the “Communication Intensive” box.
 - Please note that you **must** include a rationale explaining how your course meets the CI requirements - click the help bubble for guidance on what to include in your rationale:

Focus Designation

[Communication Intensive Course Requirements](#)

Proposed Focus Designation:

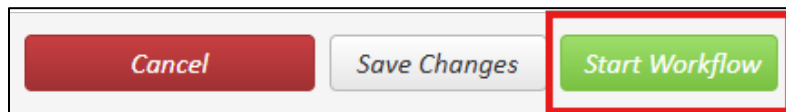
☐ Communication Intensive

Focus Designation Rationale:

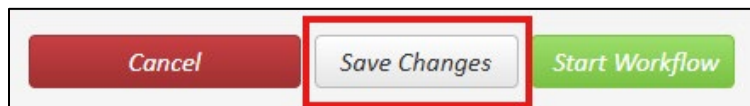


- **Context & Perspectives (Undergrad courses only)**
 - All undergraduate students are required to take one course in each of six Context & Perspectives themes. C&P designations can only be added to arts & sciences courses, and each course can only carry a single C&P designation.

- If you are interested in applying a Context & Perspectives theme to your course, you must fill out a **separate [Context & Perspectives Request](#)**. Please note that you will not be able to fill out a C&P request until after you have submitted your new course proposal.
- Once your new course proposal and your Context & Perspectives request have been approved, the Registrar's Office will administratively add the C&P designation to your course.
- **When you are finished, click "Start Workflow."**
 - This will move your proposal along to the first step in the governance process.



- **Approval Process:** Please note that you may be asked to attend a CIC/Grad Curriculum meeting when your course comes up for a vote. You should be prepared to explain your plans for this course and to answer any questions.
- **Rollbacks:** If an approver decides to roll the proposal back to you for changes, you will receive a notification email from CourseLeaf. The email will include a comment explaining why the proposal was rolled back. You can follow the link in the email to reopen the form, make the requested changes, and resubmit it to the workflow.
- **Note for Department Chairs:** Most workflows require approval from the department chair as the first step in the approval process. If you are a department chair, you may need to approve your own proposal at the [Approve Pages](#) site before it moves on to the next step.
- **If you need to save your work and return later:**
 - Scroll to the bottom of the form and click "Save Changes."



- To resume your proposal, go to the Course Management landing page and search by the course code, or by a keyword with an asterisk before and after

the search word (ex: *calculus*). Then click “Edit Course” to re-open the form:

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
EC 123	Economics of Superheroes		added
EMS 406	Films, Franchises, and Fandom: Superheroes in Popular Culture		
MC 370	Films, Franchises, and Fandom: Superheroes in Popular Culture		

New Course Proposal
Changes saved but not submitted

[Preview Workflow](#)

Viewing: **EC 123 : Economics of Superheroes**
Last edit: 07/09/26 10:14 am

Supporting Documentation
Attach a complete syllabus for the proposed course.