**Course Proposal Forms**

As a general rule, course proposal forms are due before registration begins. Due to a combination of system functionality, policy/procedure, and fair treatment of students, sections may need to be cancelled and rebuilt for changes to become effective. See below for guidance.

---

**Diagram Description**

- **Title / Course Description**
- **Credits / Continuing Education Units**
- **Subject Area / Catalog Number**
- **Cross-listing**
- **Repeatable**
- **Requisite**

**Flowchart:**

1. **Are classes scheduled for the effective term and/or future terms?**
   - **Yes:** Stop. Cancel class(es), submit Course Proposal Form. Once processed, you may rebuild a new section in Schedule New Course. *If classes are not cancelled first, then changes will be made effective for the first term without classes scheduled.*
   - **No:** Submit Course Proposal Form

2. **Are classes scheduled for the effective term and/or future terms?**
   - **Yes:** Has registration started?
     - **Yes:** Stop. Requisites cannot be changed when registration is open.
     - **No:** Submit Course Proposal Form
   - **No:** Stop. Cancel class(es), submit Course Proposal Form. Once processed, you may rebuild a new section in Schedule New Course. *If classes are not cancelled first, then changes will be made effective for the first term without classes scheduled.*