1. Log on at https://courseproposals.wisc.edu with your UW-Madison NetID and password.

2. Your home screen will look similar to this. (If you do not have approval authority, the “Proposals Needing Your Action” section will not appear.)

3. To create a course proposal, click the “Proposal Tasks” tab on the top menu bar, and select “Start New Proposal”:

4. Other features in the “Proposal Tasks” tab include “Search for a Proposal”, “View Directory” and (for approvers only) “User Settings”.

5. Also refer to the “Help Links” tab on the top menu bar.
Online Course Proposal Process Workflow

Standard Process

Proposer* creates proposal
*Any permanent classified staff, academic staff, or faculty

Subject Owner* review
*Department or Program

School/College review

University Curriculum Committee review

Registrar’s Office inputs course to ISIS
Proposal complete

Review by Other Affected Units

Crosslisted Subject Owner review

Crosslisted School/College Review
If subject is in a different School/College

Affected Subject Owner review
- Issue that will affect a program in another unit
- Potential overlap with another course

Affected School/College Review
If subject is in a different School/College

Approval must be granted by crosslisted & affected units before UCC submits to Registrar’s Office.

General Education review

L&S review
For non-L&S courses requesting:
- Liberal Arts and Studies
- L&S breadth