



School of Arts and Sciences

Step-by-Step through  
the [Course and Curriculum Proposal system](#) –

# Submit An Existing Course For Certification In The Core Curriculum

Do you want to  
propose this course  
for certification in  
Core Curriculum  
learning goal(s)?



*Core Requirements Committee (CRC)*

Select option:

Submit an existing course for certification in the Permanent Core Curriculum

for information or technical help:

Karen E. Dennis

[kdennis@sas.rutgers.edu](mailto:kdennis@sas.rutgers.edu)

[sasoue.rutgers.edu](http://sasoue.rutgers.edu)

The [Course & Curriculum Proposal System](#) is the online portal for....

- proposals to the **SAS Curriculum Committee** to Add, Drop, &/or Change Courses, Majors &/or Minors
- proposals to the **Core Requirements Committee (CRC)** for Certification of Courses for one or more of the [Core Curriculum Learning Goals](#)

**LOGIN -** <https://secure.sas.rutgers.edu/apps/sascc>

## Getting Started with the Proposal System...

- Proposals to certify a course in the Core, or to add, drop, &/or change SAS courses, need the endorsement of your department/program (*and sometimes other depts., too*). *So...*
- ...only authorized users can submit proposals: chairs, directors, and undergraduate chairs/directors (as well as School deans).
- Login to the system is with your **Net ID** and **password**.

The screenshot shows the login interface for the Rutgers School of Arts and Sciences Central Authentication Service. At the top, there is a red header with the Rutgers logo and the text 'School of Arts and Sciences' and 'SAS Central Authentication'. Below this, a yellow box contains the text 'SAS COURSE CATALOG', 'UNAUTHORIZED USE OF THIS SYSTEM IS PROHIBITED', and 'PLEASE LOGIN WITH YOUR NET ID'. Underneath the yellow box, there are input fields for 'Net ID:' and 'Password:', followed by a red 'Log In' button. At the bottom, there is a small copyright notice for Rutgers University.

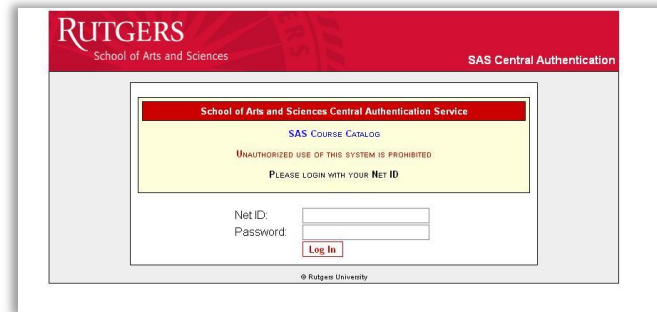
*If you should have access, but can't log in, contact us to be sure you're correctly identified in the system:*

*Karen Dennis*  
[kdennis@sas.rutgers.edu](mailto:kdennis@sas.rutgers.edu)  
or (848) 932-2278

<https://secure.sas.rutgers.edu/apps/sascc>

You can get to the **course & curriculum proposal system** several ways:

- directly at <https://secure.sas.rutgers.edu/apps/sascc>
- through the **SAS Office of Undergraduate Education** webpage ([sasoue.rutgers.edu](https://sasoue.rutgers.edu))
- through links in the Resources folders of the Sakai sites [SAS Undergrad Chairs](#) & [SAS Affiliate UPDs](#)



*Please note: some people have reported login problems when using Internet Explorer as the browser – you may have better luck with Firefox, Chrome, or Safari.*

# Core Goal(s) certification- a checklist

If you plan to propose a course for certification in any Core learning goals...

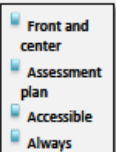
- review the [Faculty Guide to Core Certification](#), and take note of the special requirements in certain categories – e.g., Natural Science [NS]; Writing & Communication goals [WCD & WCR].
- see the [Checklist for Core Certification Proposals](#), for basic guidelines and required documents.

*Please note: special policies apply to online courses – refer to page 6 of the [Faculty Guide](#), & [SAS policy on Online/Hybrid Course Proposals](#)*



## NUTS AND BOLTS: Submitting Course for Certification in the Core Curriculum

- Requests for certification must be endorsed and submitted by the offering department through the online Course Catalog Application System. Undergraduate Chairs can request access to this system by emailing Assistant Dean Karen Dennis at [kdennis@sas.rutgers.edu](mailto:kdennis@sas.rutgers.edu). NetID and password are required for login to the Course Catalog Application, at <https://secure.sas.rutgers.edu/apps/sascc/main>
- Review the syllabus: Does the course fit the Core and meet the CRC's criteria? Is/are the Core goal(s) consistently front and center in the course design?  
*If students will have achieved a proposed goal in prerequisite courses, there is no need to proceed any further, as CRC does not certify courses for goals that students will necessarily already have achieved.*
- Does the syllabus include the proposed Core Learning Goals on the first page, to maximize transparency for students and for the CRC?
  - || Be prepared to submit this syllabus as a pdf, text (txt, Word, or RTF), or Excel file.
  - || Does the syllabus also list *course-specific* learning outcome goals/objectives? These may be the same as the Core goals.
- To be certified for any Core learning goal, a course must have a plan for assessing aggregate student achievement of that goal each time the course is offered. Generally, this will be a simple statement that the course will use the CRC's Core rubrics to score a particular assignment, AND representative samples of that assignment – e.g. specific exam questions or paper assignments.
  - || Be prepared to submit this assessment plan as a pdf, text (txt, Word, or RTF), or Excel file attachment.
  - ☐ If there are course goals beyond the Core goals, be prepared to briefly describe the method to be used in assessing those course-specific goals (you may enter "refer to syllabus"). A separate document is not required here, but the method must be identified in a drop-down menu.
- Be prepared to answer the following questions in the affirmative:
  - ☐ "Has this course been discussed with and consented to by officers of those departments which offer courses with which it might overlap or which offer pre-requisite courses? If yes, name the department(s) and explain..."
  - ☐ "Has this proposal been discussed with and consented to by departments which offer courses formally cross-listed with this course? If yes, name the department(s) and explain..."



# Before You Start: Important Preliminary Questions

For any proposal for Core certification, you'll need to answer these questions:

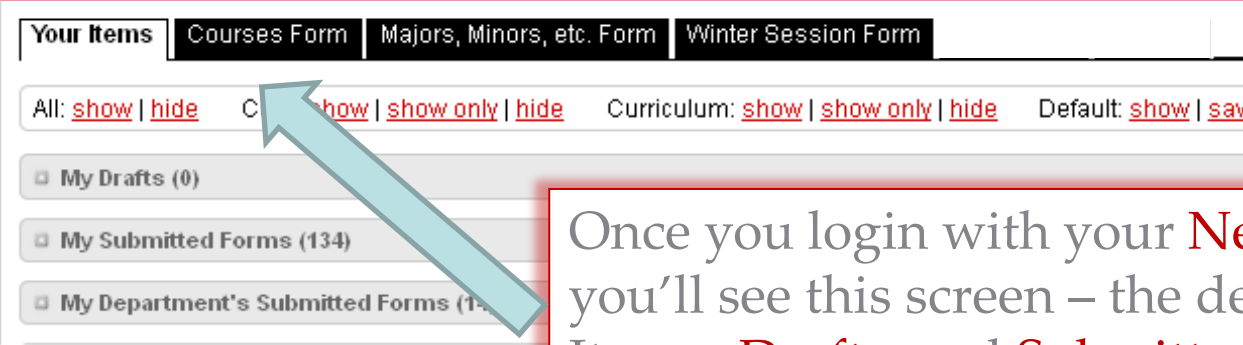
- Has the proposal been discussed with and consented to by officers of those departments which offer courses with which it overlaps, or which offer pre-requisite courses?
- Has the proposal been discussed with and consented to by any department(s) with courses that are *formally cross-listed* with this course?

Certification in any Core learning goal(s)  
*applies to ALL – and ONLY - formally cross-listed courses,*  
and these should be identified in your proposal.

*Please also note that once a course has been certified in Core learning goals, it may **not** be temporarily “cross-listed” with ‘Topics’ or other course numbers/sections in your own or any other department.*



# Getting started... Your Items



Once you login with your **Net ID** and **password**, you'll see this screen – the default view of Your Items: **Drafts**, and **Submitted Forms**.

*Some authorized users will see **My Department's Submitted Forms** as well – all proposals that have been submitted by current and previous agents of your program.*

To **sort**, click any label in the title bar

Clicking on a folder will open it, and in each folder you can **sort** by various features – and **search** for particular items (*upper right of each folder*).



## Getting started... the Courses Form

**Your Items** | **Courses Form** | Majors, Minors, etc. Form | Winter S

All: [show](#) | [hide](#) | Core: [show](#) | [show only](#) | [hide](#) | Curriculum: [sh](#)

My Drafts (0)

My Submitted Forms (134)

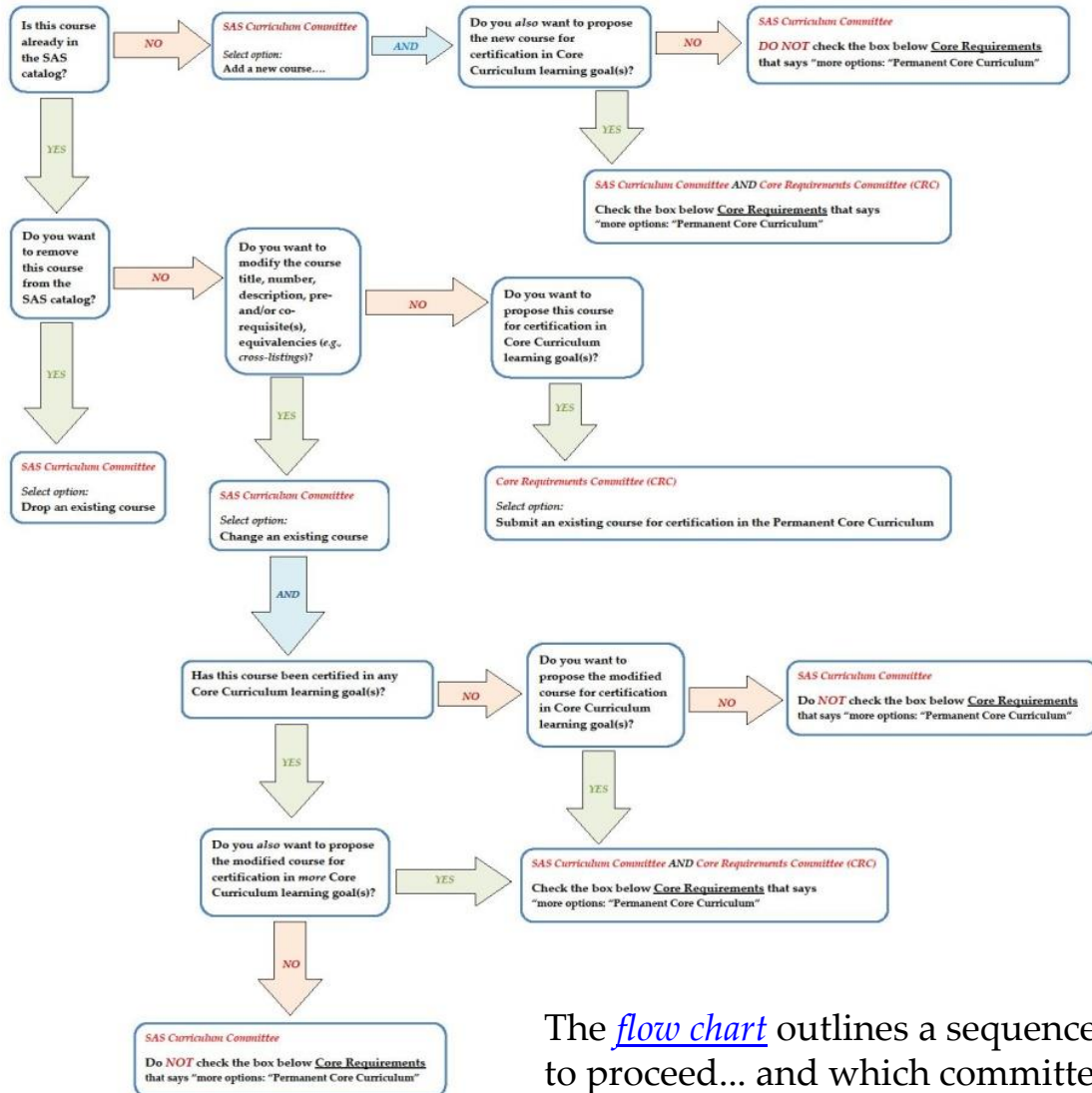
My Department's Submitted Forms (14)

This guide focuses on the **Courses Form**, which is the most commonly used feature in the proposal system. *(The same basic steps apply to all the forms.)*

So to begin, click the “**Courses Form**” tab. This will allow you to submit a proposal to certify a course in the Core, or to add, drop, &/or change SAS courses.



# The Courses Form ... selecting the right option



Although both the CRC and the SAS Curriculum Committee use the same [online proposal system](#), they operate independently.

For more information, see the [sasoue.rutgers.edu](http://sasoue.rutgers.edu) website, & these links:

- [SAS Curriculum Committee Meetings and Members](#)
- [Core Requirements Committee \(CRC\) Meetings and Members](#)

The [flow chart](#) outlines a sequence of *Yes/No* choices that clarify how to proceed... and which committee(s) will review your proposal.

# The Courses Form

## ...selecting the right option

Please choose from the following options:

- ☐ Add a new SAS course
- ☐ Change an existing SAS course
- ☐ Drop an existing SAS course
- ☐ Submit an existing course for certification in the Core Curriculum (Select this option if the **ONLY** action you propose is certification in the Core) \*

*Please note: these 3 options apply to SAS courses only*

An SAS course may go to both committees at once – for example, if you want to propose certification in the Core while also changing the course title, no., pre- and/or co-req(s), etc... or it's a new course that you *also* want to propose for the Core.

The key questions:

- Is this course already in the *Master Course List*?
- If this is an existing SAS course, do you *also* want to *modify* the course title, number, credits, description, pre-and/or co-requisite(s), and/or equivalencies (e.g., cross-listings)?

## The Courses form ...selecting options

- Please use this form to enter information for one course at a time.
- Fields marked with \* are required.
- Only one syllabus may be attached to the form. If you have already uploaded a syllabus, you may either remove it using the provided link or replace it by uploading again.
- You have the option of partially filling out this form and saving your progress. Use the "Save Form" button at the end of the form to do so. The form will not be checked for accuracy when saving.
- When you are ready to submit the form for review, use the "Submit for Review" button at the bottom of the page. The form will be checked for errors and you will have the opportunity to correct any mistakes.
- If you are entering a large quantity of information be sure to SAVE your work frequently using the Save button at the bottom of the form. Like many web applications, your login expires after 30 minutes of inactivity.

Please choose from the following options:

- ☐ Add a new SAS course
- ☐ Change an existing SAS course
- ☐ Drop an existing SAS course
- ☒ Submit an existing course for certification in the Core Curriculum (Select this option if the **ONLY** action you propose is certification in the Core) \*

Do you **ALSO** want to propose the new or modified course for certification in any Core Curriculum learning goals?

See a [flow chart](#) on selecting options here and below.

See the [Step by Step Guide to the CCAS](#) for detailed instructions, and a checklist of required documents.

*Is this course already in the Master Course List? - **YES***

If **NO**, select "Add a new SAS course" and follow the additional steps for Core certification (*the proposal goes to the SAS Curriculum Committee as well as the CRC*).

*Do you want to modify the course title, number, credits, description, pre- &/or co-req(s), special notation(s), &/or equivalencies (e.g., cross-listings)? - **NO***

If **YES**, select "Change an Existing SAS course" and follow the additional steps for Core certification (*the proposal goes to the SAS Curriculum Committee as well as the CRC*).

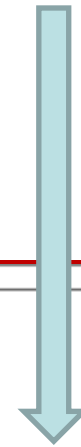
# Submit an Existing Course for Core Goal certification

If the *only* change you propose would be certification in the Core, the proposal goes *only* to the Core Requirements Committee (CRC).

Select the option **Submit an existing course for certification in the Permanent Core Curriculum.**

Please choose from the following options:

- ☐ Add a new SAS course
- ☐ Change an existing SAS course
- ☐ Drop an existing SAS course
- ☐ Submit an existing course for certification in the Core Curriculum (Select this option if the **ONLY** action you propose is certification in the Core) \*



Next, you'll enter the course number, and retrieve the existing information about it in the system.

**Please note:** the auto-complete function does not link to the current University catalog, or include courses of Schools other than SAS (unless previously entered here). You may need to enter or correct the information below.

Course Number: 01 : : \* [Lookup Existing Course Information](#)

Course title: \*

Credits: \*

Semester to Take Effect: Spring \* 2014 \*

Drop from Master Course List? ☐

Is this course to be offered in an online or hybrid format? Choose One \*

**Fully online** refers to those courses with a severely limited number of possible in-person meetings, including  
**Hybrid** refers to those courses with a significant portion of meetings online, roughly 1/3 to 1/2.

See [SAS policy resolution on Online/Hybrid Course Proposals](#) for more details.

Abbreviation: (Optional)

Pre-requisite(s)(if any):

Co-requisite(s)(if any):

Special Notation(if any):

Catalog Description:  
 (500 chars remaining)

## the Course Look-Up function

The course look-up will populate fields for Course Title, Credits, and Catalog Description – for SAS courses.

Note: it may not populate the Pre-requisite(s), Co-requisite(s), or Special Notations fields, which can be copied from the catalog description.

- The course look-up function *does not link to the current University catalog*, so you may need to enter some of the information.
- In addition, because this system was designed for the SAS Curriculum Committee before the creation of the Core Curriculum, only SAS courses were in the initial database. The look-up won't find most courses for other Schools unless/until they've been entered 'by hand'.

# Submit an Existing Course for Core Goal certification


## The Course Information section

*You can save your work at any point after this, by clicking **Save Form** at the bottom... but you won't be able to submit it for review without further information.*

- **Course Format:** this field is new – and *required*. You must answer the question *“Is this course to be offered in an online or hybrid format?”*

If it is not (for now, or the foreseeable future) choose “Not online.”

Is this course to be offered in an online or hybrid format?

Choose One  \*

**Fully online** refers to those courses with a severely limited number of possible in-person meetings, including exams.

**Hybrid** refers to those courses with a significant portion of meetings online, roughly 1/3 to 1/2.

The SAS faculty adopted the following policy at its meeting on May 7, 2013:

[SAS policy on Online/Hybrid Course Proposals](#)



# Submit an Existing Course for Core Goal certification

## The Course Information section

- **Syllabus:** directly below the Catalog Description field is the **Syllabus Upload** field.

This is required: you won't be able to submit the form for review without it, though you can save your Draft Form.

The screenshot shows a web form with the following elements:

- Catalog Description:** A text field with a character count "( 500 chars remaining)".
- Please note:** A yellow banner with the text "any changes to Catalog copy should be submitted to the SAS Curriculum Committee."
- Required Attachment:** A label pointing to the Syllabus field.
- Syllabus:** A text field with a "Browse..." button next to it.
- Accepted file types:** A list of supported formats: pdf, txt, doc, docx, rtf, xls.
- Upload File:** A red button to submit the syllabus.
- Outcome Goals for the Course:** A text field below the Syllabus field.

A blue arrow points from the text box on the left to the Syllabus field in the form.

- Use the **Browse** function to find your syllabus file, in any one of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
- Click **Upload File**. You will see a confirmation message.

# Submit an Existing Course for Core Goal certification

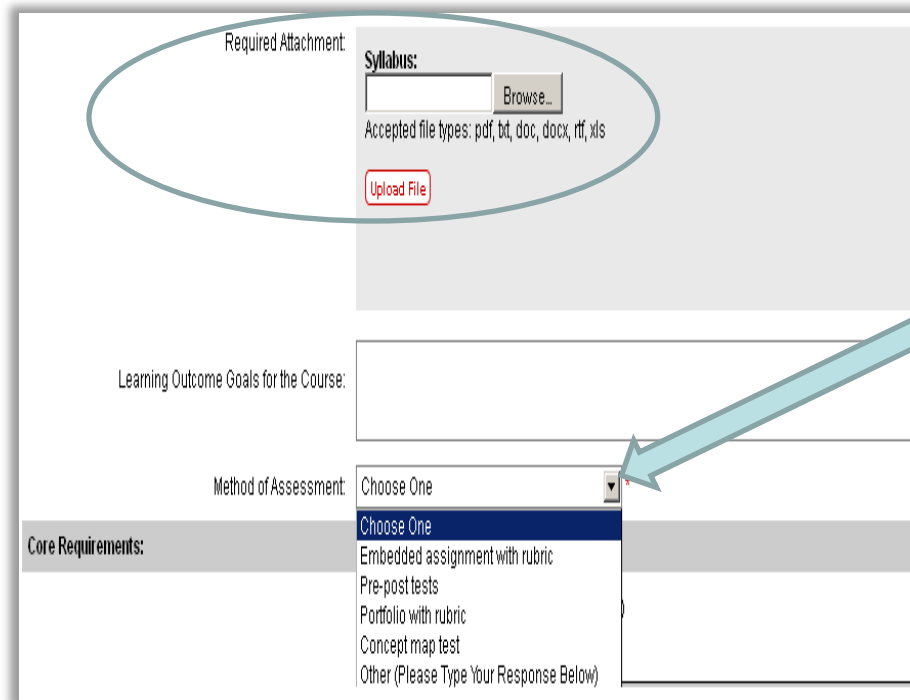
## The Course Information section

### ■ Learning Outcome Goals for the Course

This field is for *course-specific student learning goals*, **not** the Core goals, and is meant for the SAS Curriculum Committee. But something must be entered here, or you won't be able to submit the form for the CRC, either.

You may simply enter "*refer to syllabus*" in the box - or enter course-specific or relevant department learning goals.\*

*\*Please note –there is a 500 character limit – including spaces. Exceeding the limit will prevent you from saving the form or submitting it for review.*



The screenshot shows a web form with several sections. A light blue oval highlights the 'Required Attachment' section, which includes a 'Syllabus:' label, a text input field, a 'Browse...' button, and a list of accepted file types: pdf, txt, doc, docx, rtf, xls. Below this is an 'Upload File' button. A light blue arrow points from the 'Method of Assessment' dropdown menu to the 'Learning Outcome Goals for the Course:' text input field. The 'Method of Assessment' dropdown is open, showing options: 'Choose One', 'Choose One', 'Embedded assignment with rubric', 'Pre-post tests', 'Portfolio with rubric', 'Concept map test', and 'Other (Please Type Your Response Below)'. The 'Core Requirements:' section is partially visible at the bottom left.

### ■ Method of Assessment

Again, this is for the *course-specific*, not Core, learning goals. In this **drop-down menu**, select a relevant method – or select "Other," and repeat "*refer to syllabus*" in the new box that opens.

*\* Further down the form is an optional upload field where you can attach a course-specific assessment plan if you choose...*

# Submit an Existing Course for Core Goal certification

## The Core Requirements section

Selecting the option **Submit an existing course for certification...** opened a complete list of the Core learning goals.

Check the Core goal(s) being proposed for certification.

Please take note, in doing so, of the special requirements for goals in certain categories – *e.g., Social and Historical Analysis [HST & SCL]; Writing & Communication [WCD, WCR], etc....*

The screenshot shows a web form titled "Core Requirements:". It contains several sections with checkboxes and text boxes. A large blue arrow points from the text "Check the Core goal(s) being proposed for certification." to the "Please Note" section. Another blue arrow points from the text "Please take note, in doing so, of the special requirements for goals in certain categories – e.g., Social and Historical Analysis [HST & SCL]; Writing & Communication [WCD, WCR], etc...." to the "Areas of Inquiry" section.

**Core Requirements:**

Do you **ALSO** want to propose this course for certification in the Core learning goals? Check **HERE**: ☒ Permanent Core Curriculum (ratified 5/08)

**Permanent Core Curriculum:**

Guidelines for Core proposals, below, from the [Faculty Guide to Submitting Courses for Certification in the Core](#)

**Please Note**

Some sections of the Core Curriculum are structured so that goals must be in combination – e.g.:  
[NS] Natural Sciences  
[HST] Historical Analysis  
[SCL] Social Analysis  
[WC] Writing and Communication

For courses in the **21st Century Challenges** category, the syllabus and assessment must specify the **salience of the course content to the identified 21st century challenge**.

**21st Century Challenges [21C]**

☐ Analyze the degree to which forms of human difference shape a person's experiences of and perspectives on the world.  
☐ Analyze a contemporary global issue from a multidisciplinary perspective.  
☐ Analyze the relationship that science and technology have to a contemporary social issue.  
☐ Analyze issues of social justice across local and global contexts.

**Areas of Inquiry**

**[NS] Natural Sciences - all courses must meet goal e**  
e. ☐ Understand and apply basic principles and concepts in the physical or biological sciences.  
f. ☐ Explain and be able to assess the relationship among assumptions, method, evidence, arguments, and theory in scientific analysis.  
g. ☐ Identify and critically assess ethical and societal issues in science.

**[SCL & HST] Social & Historical Analysis - all courses must meet at least one of the shared goals h, i, &/or j**  
h. ☐ Understand the bases and development of human and societal endeavors across time and place.  
i. ☐ Explain and be able to assess the relationship among assumptions, method, evidence, arguments, and theory in social and historical analysis.  
j. ☐ Identify and critically assess ethical issues in social science and history.

**[HST] Historical Analysis**  
k. ☐ Explain the development of some aspect of a society or culture over time, including the history of ideas or history of science.  
l. ☐ Employ historical reasoning to study human endeavors.

**[SCL] Social Analysis**  
m. ☐ Understand different theories about human culture, social identity, economic entities, political systems, and other forms of social organization.  
n. ☐ Apply concepts about human and social behavior to particular questions or situations.

**[AH] Arts and Humanities**  
o. ☐ Examine critically philosophical and other theoretical issues concerning the nature of reality, human experience, knowledge, value, and/or cultural production.  
p. ☐ Analyze arts and/or literatures in themselves and in relation to specific histories, values, languages, cultures, and technologies.

**ALL** courses proposed in the Natural Sciences category **MUST** meet goal **e**, **AND** one or both of goals **f** &/or **g**.

All courses in the Social & Historical Analysis category **MUST** meet at least **one** of the shared goals (**h, i, j**)...  
...AND at least one of the goals specific to:  
Historical Analysis (**k, l**)...  
&/or  
Social Analysis (**m, n**).

The **AHq** requirement may be fulfilled by:  
• standard language courses at the late-intermediate or early-advanced level;  
• courses focused on the subject of language(s)

# Submit an Existing Course for Core Goal certification

## The Core Requirements section

Method of Assessment for Permanent Core Curriculum:

Choose One

Core Assessment Plan:

Browse...

Accepted file types: pdf, txt, doc, docx, rtf, xls

Upload File

Next is the drop-down menu for the **Method of Assessment for Core Curriculum**. Select the option that best describes how the *Core learning goal(s)* will be assessed.

If you select **Other**, a new box will open. Enter “*refer to Core Assessment Plan,*” or outline the alternative method in the box.

*(Please note the 500 character limit – including spaces: exceeding this will prevent you from saving the form or submitting it for review.)*

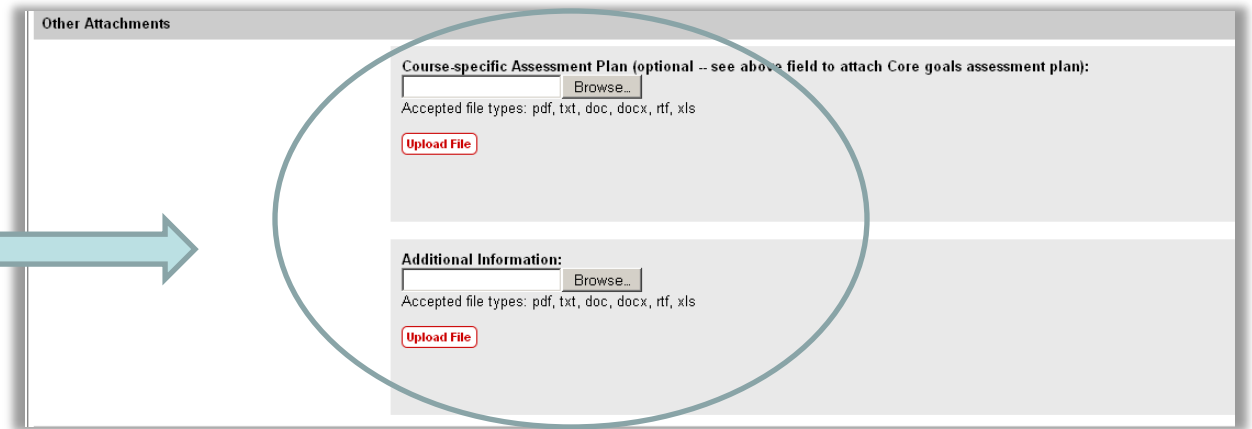
- **Core Assessment Plan:** This is a required attachment. In this field...
  - Use the **Browse** function to find your assessment plan file, which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls, xlsx).
  - Click **Upload File**. You will see a confirmation message.

*If the Core goals list is open, you won't be able to submit the form without this information.*

# Submit an Existing Course for Core Goal certification

## The Other Attachments section

Below the Core Requirements section are two *optional* fields.



Other Attachments

Course-specific Assessment Plan (optional -- see above field to attach Core goals assessment plan):

Browse...

Accepted file types: pdf, txt, doc, docx, rtf, xls

Upload File

Additional Information:

Browse...

Accepted file types: pdf, txt, doc, docx, rtf, xls

Upload File

- **Additional Information** can be attached, if you want to amplify on anything in the course proposal. This field allow multiple document attachments .
  - Use the **Browse** function to find your file(s), which can be in any of these formats: pdf, txt, rtf, Word (doc, docx) or Excel (xls,xlsx).
  - Click **Upload File**. You will see a confirmation message.
- In the same way, you can attach an *optional* **Course-specific Assessment Plan** for any *course &/or department learning goals* identified above.

# Submit an Existing Course for Core Goal certification

## Other information

- At the bottom of the form, indicate whether the course would require additional resources because of Core certification, and...
- Confirm that the proposal has been discussed with and consented to by departments which offer cross-listed courses, or where there is a pre-requisite relationship. *Certification in Core learning goals applies to ALL formally cross-listed courses.*
- Click **Submit for Review**. You will now see a (read-only) version of the proposal in **Submitted Forms** on the Your Items tab....
- or, if you're not ready to send this to the committee(s) yet, click **Save Form**, and it will be saved in your **Drafts** folder.

The screenshot shows the 'Other' section of a form. A blue arrow points from the text 'At the bottom of the form...' to the 'Will this course require additional resources?' question. Another blue arrow points from the text 'Click Submit for Review' to the 'Submit for Review' button at the bottom right of the form.

**Other**

Will this course require additional resources?

If yes, explain: ☐ Yes ☐ No \*

Has this course been discussed with and consented to by officers of those departments which offer courses with which it might overlap or which offer pre-requisite courses? ☐ Yes ☐ No \*

If yes, name the department(s) and explain: Department:

For Core goals certification: has this proposal been discussed with and consented to by departments which offer courses formally cross-listed with this course? Explanation:

Originated By (name of department/program officer):  \*

Title: Chair  \*

Department:  \*

Date: Aug  \* 27  \* 2012  \*

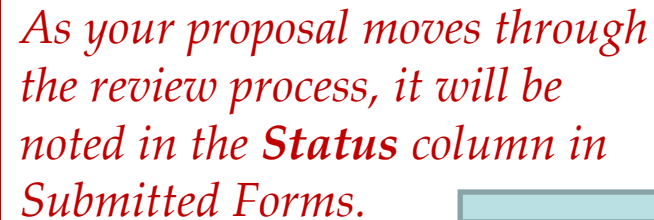
Form Completed By: Karen E. Dennis  \*



Show 25 entries

Title	Course/Subj. #	Action	Type	Status
<a href="#">Biomedical Issues of AIDS (NB) (read only)</a>	01:119:152	Core Goals	Course	Core Approved
<a href="#">Bilingualism in the Spanish-speaking World (NB) (read only)</a>	01:940:363	Core Goals	Course	Core Approved
<a href="#">Wealth and Culture (NB) (read only)</a>	01:070:303	Core Goals	Course	Core Approved
<a href="#">Globalization, Sex, and Families (NB) (read only)</a>			Course	Core Approved
<a href="#">The Spanish Language in Social Contexts (NB) (read only)</a>			Course	Core Approved
<a href="#">Spanish-American Theater (NB) (read only)</a>			Course	Core Approved
<a href="#">Environment and Literature in Hispanic Culture (NB) (read only)</a>			Course	Core Approved
<a href="#">Women Working in the Global Economy: Feminist Perspectives (NB) (read only)</a>			Course	Core Approved
<a href="#">Gender and Consumption (NB) (read only)</a>			Course	Core Approved
<a href="#">Genetic Analysis I (NB) (read only)</a>			Course	Core Approved
<a href="#">Information Technology and Informatics (read only)</a>			Course	Core Approved
<a href="#">Mediated Communication in Society (read only)</a>			Course	Core Approved
<a href="#">Exploring New Media (read only)</a>			Course	Core Approved
<a href="#">Comparative Social and Labor Legislation (read only)</a>	37:575:302	Core Goals	Course	Core Approved
<a href="#">Social Movements, Social Change and Work (read only)</a>	37:575:357	Core Goals	Course	Core Approved
<a href="#">Labor and the Global Economy (read only)</a>	37:575:363	Core Goals	Course	Core Approved

*As your proposal moves through the review process, it will be noted in the **Status** column in Submitted Forms.*



Once you click **Submit for Review**, a (read-only) version of the proposal appears in **Submitted Forms** on the Your Items tab, with its attachments (see below)...

...or, click **Save Form** at any time, and it will be saved in your **Drafts** folder (*it's a good idea to do this frequently as you work.*)

Other

Will this course require additional resources?

If yes, explain: ☐ Yes ☐ No \*

Has this course been discussed with and consented to by officers of those departments which offer **courses with which it might overlap or which offer pre-requisite courses**? ☐ Yes ☐ No \*

If yes, name the department(s) and explain: Department:

For Core goals certification: has this proposal been discussed with and consented to by departments which offer courses **formally cross-listed with this course**?

Originated By (name of department/program officer):

Title:

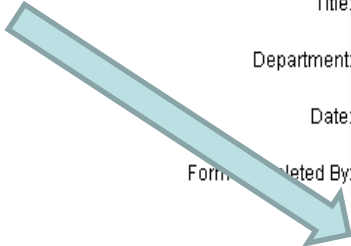
Department:

Date:

Form completed By:

**Submit for Review** **Save Form** **Cancel**

*If you get any error message(s) after clicking **Submit for Review**, and you can't resolve the problem, contact Karen Dennis for help, at [kdennis@sas.rutgers.edu](mailto:kdennis@sas.rutgers.edu)*



# Step-by-Step through Proposals, *continued*

Please choose from the following options:

- ☐ Add a new course
- ☐ Change an existing course
- ☐ Drop an existing course
- ☐ Submit an existing course for certification in the Permanent Core Curriculum

*Please note: these 3 options apply to SAS courses only*

**Follow the links for more Step-By-Step instructions:**

[Proposal flow chart](#)... *a sequence of Yes/No choices that will help clarify the proposal and review process*

[ADD A New Course to the SAS Catalog](#) *(with or without certification in Core learning goals)*

[CHANGE an Existing Course in the Catalog](#) *(with or without certification in Core learning goals)*

[DROP an Existing Course from the SAS Catalog](#)

# Help! *How do I...?*

For help with the [Course and Curriculum Proposal system](#), the Core certification process, and/or assessment, contact:

Karen E. Dennis

[kdennis@sas.rutgers.edu](mailto:kdennis@sas.rutgers.edu)

(848) 932-2278

For more information:

- [SAS Office of Undergraduate Education](#) ([sasoue.rutgers.edu](http://sasoue.rutgers.edu))
- [SAS Curriculum Committee Members and Meetings](#)
- [Core Requirements Committee \(CRC\) Members and Meetings](#)
- [Core Learning Goals Certification - Frequently Asked Questions](#)