**Tips for a Successful Curriculum Proposal**

1. For **program plan changes,** make sure to download and use the ’25-26 degree audit template as a starting point. Copy/paste your relevant program plan details and changes to the **new template** so to reflect your last edited program plan**.**
2. **Implementation Year:** Make sure to select Fall 25 as your implementation year.
3. Make sure you’ve completed and filled out all boxes and drop downs in Course Leaf.
4. For **course adds and edits**, make sure the course description and pre-requisites listed on the syllabus **match exactly** the course description and prerequisites listed in the Course Leaf form.
5. Please remember to **attach all required supporting documents** (e.g., syllabi, edited program plans, etc.)
6. **On program plan edits** – please double check your credit math. Please make sure all credits add up correctly.
7. **Deactivating a course** – If you deactivate a course, you need to submit the relevant program plan edits, with the appropriately adjusted credits.