CURRICULOG

Start a Proposal
ORIGINATOR ACCESS

• If you have originator access, you should be able to see the “+New Proposal” button located just below the blue tabs on the left panel.

• Originator access is determined by the College/School Dean or Department Chair.
SELECT CURRICULUM ACTION FORM

• Depending on the action you are attempting to take, select the corresponding form from the list.
• There are TWO pages worth of forms, use the “Next/Previous 10” button to find the form you need.
SELECT CURRICULUM ACTION FORM

- By clicking on either of the COURSES or PROGRAMS tabs along the top, the forms will be sorted by course-only proposals and program-only proposals for easier reference.
SELECT CURRICULUM ACTION FORM

• NOTE: clicking on the row will only provide you with a fly-out panel offering some information about the process

• When you HOVER on the row, two icons become visible to the right
  • Preview Form (left)
  • Start Proposal (right)—will take you to the digital form to be completed
FLY-OUT PANEL

- Will provide a brief description of the forms purpose
- Will list all the potential steps for approval
PREVIEW FORM

• Will provide a pop-out window where you can review all the fields and information required

• HELPFUL if you are uncertain of whether this is the form you need to use or not
• Assuming you have identified the appropriate form for the Curriculum change you wish to pursue, click the “Start Proposal” icon

• The blue circle with a white check mark