Creating a New Proposal

1. From the main landing page select Proposals from the top tool bar.

RICULOG. Proposals	Agendas Accounts Reports
	My Tasks My Proposals Watch List All Proposals
	Iter by: All Tasks Advanced Filter
	All Tasks Advanced Filter Advanced Filter Here Proposal

+ New Proposal

- 2. Within the landing page select . A list of available approval processes (aka, proposal forms) will appear.
- 3. Determine what type of proposal you will be initiating (e.g., course or program proposal).

Note: There are two ways to search for the type of proposal you will need:

a. Sort the list by Process Type or Process Title. (The system defaults to Process Title)

IUDS Proposilis Agendies Accounts Reports				
All Processes Courses Programs Others				
Sort by: Process Table +				

b. Search using the process type tabs at the top of the page.

IRRCILLOS Proposalis Agendas Accounts Reports	9 Jennifer Ellis
All Processes" Courses Courses	
Sort by:	
Process Type •	

4. Start the approval process that you will need to complete your proposal. To do this, select the

to the right of the approval process.

Hint: If you would like to preview the form prior to starting the proposal, click on the to the left of the checkmark and a printable preview of the form will appear.

5. If you are initiating a NEW course or NEW program proposal skip to step #6.

Importing from the catalog is required when completing a Change to Course or Change to Program proposal. Importing from the catalog will prepopulate fields within the proposal and will allow you to make changes to the most current version of the course or program. To import a course or program from the catalog you will:

- a. Click the \checkmark to the right of the approval process, you have chosen.
- b. Complete one of the three fields required to import (prefix, code, or name).

Please note: The source (i.e., the catalog in which you are exporting the information) must match the academic year within the approval process' name (e.g., 23-24 Course Change Proposal = 23-24 Undergraduate & Graduate Catalog).

c. Click Search.

2023-2024 Change to Course Proposal (Undergraduate)				
Search Curriculum Inventory				
Prefix	Code			
ACCT				
Name				
Source				
2023-2024 Undergraduate & Graduate Catalog		Ŧ		
Exclude previously imported results 🗆				
Search				
Show: 20 results				
ACCT 201 Introduction to Financial Accounting (previo Accounting and Legal Studies, Department of	usly imported)			
Accounting and Legal Studies, Department of Provides studies, with a general verview of financial accounting including the underlying accounting principles and concepts, financial statement preparation, financial statement analysis, cash flow, etc				

d. Locate the course or program that you would like to change and select the import

	-5 button	to the right of the course or program and click it.
how:	20 results	•
Accour Provide		-

e. Once you have selected the course/program to import, a preview of the information that will be imported into the proposal will be listed. You <u>DO NOT</u> have to validate this information, simply select "Build Proposal" at the bottom of the page.

2023-2024 Change to Course Proposal (Undergraduate)

Import	Data	into	your	Proposal

Field Name	Data Preview
General Catalog Information: Requesting	Accounting and Legal Studies
Department	
General Catalog Information: Course Prefix	ACCT
General Catalog Information: Course Number General Catalog Information: Course Type	201 Accounting
General Catalog Information: Course Title	Introduction to Financial Accounting
General Catalog Information: Course Description	Provides students with a general overview of
	financial accounting including the underlying
	accounting principles and concepts, financial
	statement preparation, financial statement analysis cash flow, etc.
General Catalog Information: Prerequisites	Twenty-four college credit hours taken at or
	accepted by SU.
General Catalog Information: Corequisites	[no data]
General Catalog Information: Major Prerequisites	[no data]
General Catalog Information: Non-Major	[no data]
Prerequisite	
General Catalog Information: Pre or Corequisites	[no data]
General Catalog Information: Major Pre or	[no data]
Corequisites	
General Catalog Information: Non-Major Pre or	[no data]
Corequisites	
General Catalog Information: Recommended	[no data]
Prerequisites	
General Catalog Information: Recommended Pre o	r[no data]
Corequisites	
General Catalog Information: Meets General	[no data]
Education Category (IA, IB, IIA, IIB, IIIA/C, IIIB/C,	
IVA, IVB, IVC, V)	
General Catalog Information: May Not Receive	[no data]
Credit	
General Catalog Information: Indicate if the course	
will be offered Fall Only or Spring Only (if offered in	
both semesters, leave blank.)	
General Catalog Information: Repeatable	[no data]
General Catalog Information: Undergraduate /	[no data]
Graduate Swing Equivalent	
General Catalog Information: # of Credits	3
General Catalog Information: Hours Per Week	Three hours per week.
General Catalog Information: Repeatable for	[no data]
maximum credits of	
General Catalog Information: Grading	[no data]
Catalog Manager Please Do Not Modify: Course ID Catalog Manager Please Do Not Modify: Status	31100 Active-Visible
Build Proposal Return to Search	

6. The proposal form will open with the form on the left and the approval on the right.

Note: The solid indicators are mandatory approval steps; each proposal must complete

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these approval steps. The indicators that are not solid $\frac{1}{2}$ are conditional steps. These steps are triggered by the answers to certain questions within the proposal.

Hint: To close the right-hand toolbox and to make your proposal larger, click the above the tabs to the right of the proposal.

ACCT - 201 - Introduction to Financial Accounting 2023-2024 Change to Course Proposal (Undergraduate) unaunched		Approval Steps	Incomplete	X Steps to Approval
🛃 Import 🖹 Run Impact Report 🖬 Save All Changes 🛷 Validate and Launch Proposal Proposal Help	~	Participants		O Files
General Catalog Information	^	Step Details		Crosslistings
		Art Department Curriculum Committee	Not Applicable	Proposal Lookup
NOTE: Significant changes to an existing course should be considered a NEW COUR	SE	Biology Department Curriculum Committee	Not Applicable	cookup

IMPORTANT: Please review the information provided regarding the fall and spring deadlines.

- Fill in all required fields marked with an *. You will not be able to launch the proposal without completing the required fields. <u>For all other fields, fill in only those for which a change is</u> <u>requested. Writing in N/A is not necessary.</u>
- 8. Launch the proposal by clicking "Validate and Launch Approval Process" in the top left corner. Once you have launched the proposal, you will have a chance to edit the proposal before APPROVING it and sending it along in the approval process.
- 9. Approve the proposal. Once you have made final edits after launching, you must approve the proposal to send it along to the next approver in the approval process. You can locate your proposal by navigating to the My Task tab.

There are two ways to approve a proposal.

a. Click on the box to the left of the proposal you would like to approve and select "Approve Selected" at the bottom of the screen.

 My Tasks 		My Proposals	Watch Li	st	All Proposals				
ilter by:									
All Tasks		* Advanced Filter						+ New F	roposal
22022-20	23 CP	ducation with Dual Certification	posal	d Educati	on (PreK-6), B.S. Curriculu	m Guide	M		
Z 2022-20	23 Ne	tience, B.S. Forensic Science Tr COOOC COO www.Major or Program Proposal May 25, 2022 12:22 PM by Jennifer E	0000			C			
Z2022-20	0 23 Ne	ience, B.S. Geological Engineer	0000			C			
2023-2024	Char	S. Curriculum Guide: Advertisin OOO nge to Undergraduate Curriculum Gu Sep 16, 2022 3:05 PM by Jennifer Ell	ide/4-Year Plan	ia Track		С		Д	
2023-2024	Cha	S. Curriculum Guide: General Tr OOO nge to Undergraduate Curriculum Gu Sep 16, 2022 1:57 PM by Michael Ko	ide/4-Year Plan			C	Ŋ	Д	
2023-2024	Cha	S. Curriculum Guide: Sales & Bu OOO nge to Undergraduate Curriculum Gu Sep 16, 2022 3:05 PM by Jennifer Ell	ide/4-Year Plan	ent Track		C	М	Д	
) 🙆 Recor	ducation Educational Administra CO nciliation (For Admin Use Only)+ May 5, 2022 6:02 AM by Karen Olmst		n		C		Д	
) 🙆 Recor	Aucation English Concentration	ead			C		Д	
Inventory) (i) Recor	ducation Geography Concentrati CO nciliation (For Admin Use Only)+ May 4, 2022 7:21 AM by Karen Olmst				C		Д	
	Recor	ducation Mathematics Concentr COC nciliation (For Admin Use Only)+ May 4, 2022 7:23 AM by Karen Ofmst				C		Д	
Approve Selected	1								

b. Open your proposal and navigate to the Decisions tab on the right-hand toolbar and select "Approve" from the options under "Your Decision". Once you've made your choice, click "Make My Decision".

Elementary Education with Dual Certification in Early Childhood Education (PreK-6), B.S. Curriculum Guide Z.2022-2023 Change to Major, Program or Track Proposal	₽	Your Decision What would you like to do with this proposal? Approve Custom Route	Discussion
Proposal Help	~	 Reject Please comment on your decision below. 	Workflow Status
General Catalog Information	^		Signatures
** Read before you begin **			Ø Files
IF YOU ARE CHANGING A TRACK WITHIN A MAJOR OR PROGRAM, USE THE "CHANG TRACK PROPOSAL" INSTEAD	E TO	Make My Decision	V Decisions
1. Select Type of Program below. NOTE: The Shared Core option is only applicable to the Perdue School Pre-		Current Step Activity	Custom Route
Professional Core. All others should choose Program.		Curriculog Administrator Working	24
		Step Summary	Crosslistings
Type of Program*		This step requires 100% approval from all participants to move forward.	3
⊙Program		Participants	Proposal Lookup
Shared Core		Annette Barnes	

The proposal will appear in your task list under the "My Proposals" tab, and you may easily view its progress at any time.