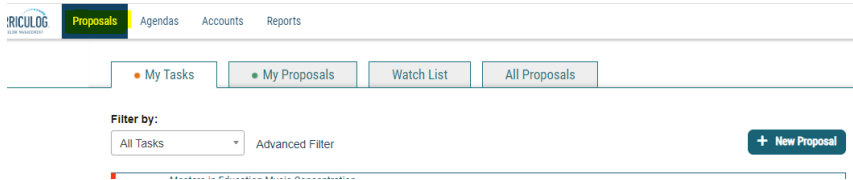



Creating a New Proposal

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



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)



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




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.

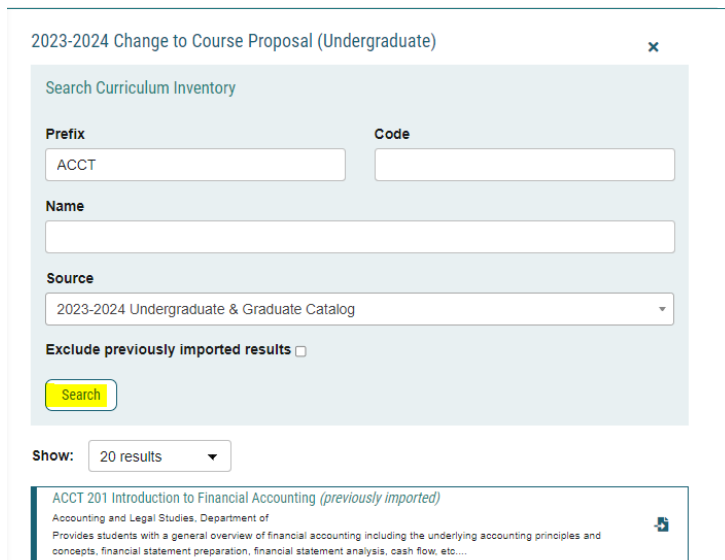
5. If you are initiating a NEW course or NEW program proposal skip to step #6.


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:

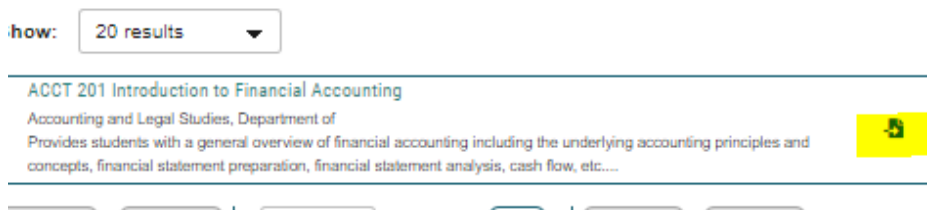
- a. Click the  to the right of the approval process, you have chosen.
- b. Complete one of the three fields required to import (prefix, code, or name).

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.



- d. Locate the course or program that you would like to change and select the import button  to the right of the course or program and click it.



- 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 **DO NOT** have to validate this information, simply select “Build Proposal” at the bottom of the page.



2023-2024 Change to Course Proposal (Undergraduate) x


Import Data into your Proposal

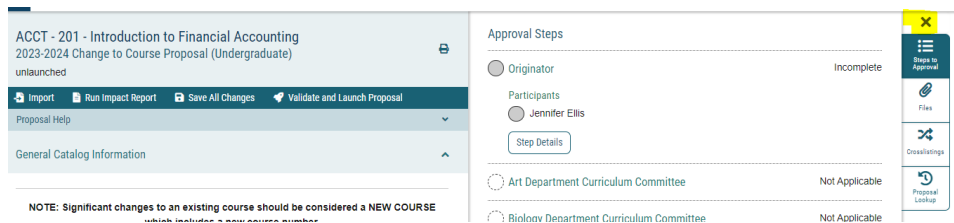
Field Name	Data Preview
General Catalog Information: Requesting	Accounting and Legal Studies
Department	
General Catalog Information: Course Prefix	ACCT
General Catalog Information: Course Number	201
General Catalog Information: Course Type	Accounting
General Catalog Information: Course Title	Introduction 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 or	[no data]
Corequisites	
General Catalog Information: Meets General Education Category (IA, IB, IIA, IIB, IIIA/C, IIIB/C, IVA, IVB, IVC, V)	[no data]
General Catalog Information: May Not Receive Credit	[no data]
General Catalog Information: Indicate if the course will be offered Fall Only or Spring Only (if offered in both semesters, leave blank.)	[no data]
General Catalog Information: Repeatable	[no data]
General Catalog Information: Undergraduate / Graduate Swing Equivalent	[no data]
General Catalog Information: # of Credits	3
General Catalog Information: Hours Per Week	Three hours per week.
General Catalog Information: Repeatable for maximum credits of	[no data]
General Catalog Information: Grading	[no data]
Catalog Manager Please Do Not Modify: Status	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 these approval steps. The indicators that are not solid  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.

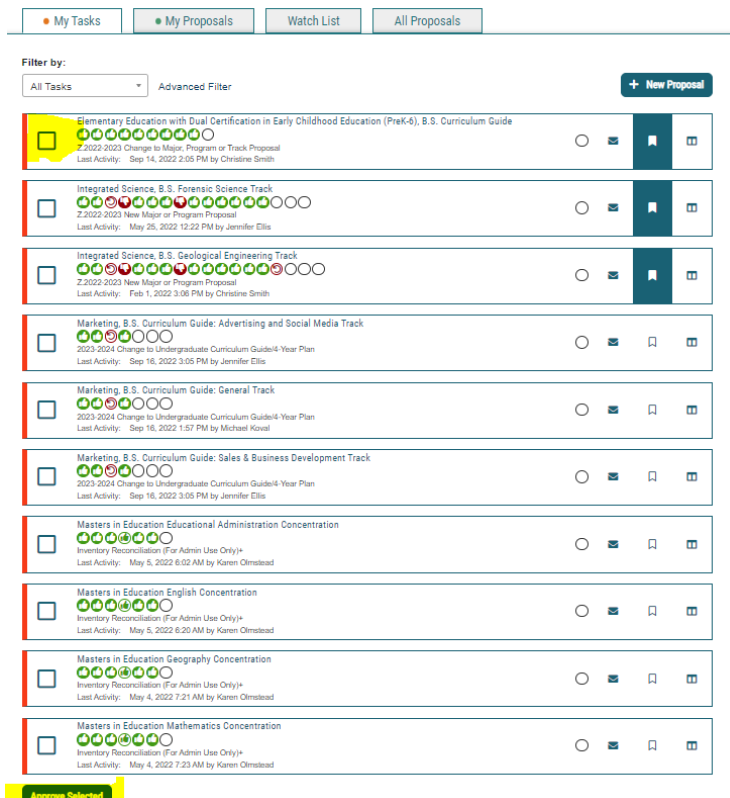


IMPORTANT: Please review the information provided regarding the fall and spring deadlines.

7. Fill in all required fields marked with an *. You will not be able to launch the proposal without completing the required fields. For all other fields, fill in only those for which a change is requested. Writing in N/A is not necessary.
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.



- 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

Proposal Help

General Catalog Information

**** Read before you begin ****

IF YOU ARE CHANGING A TRACK WITHIN A MAJOR OR PROGRAM, USE THE "CHANGE TO TRACK PROPOSAL" INSTEAD

1. Select Type of Program below:

NOTE: The Shared Core option is only applicable to the Perdue School Pre-Professional Core. All others should choose Program.

Type of Program*

Program

Shared Core

Your Decision

What would you like to do with this proposal?

Approve Custom Route

Reject

Please comment on your decision below.

Make My Decision

Current Step Activity

Curriculog Administrator Working

Step Summary
This step requires 100% approval from all participants to move forward.

Participants

Annette Barnes

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup

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