



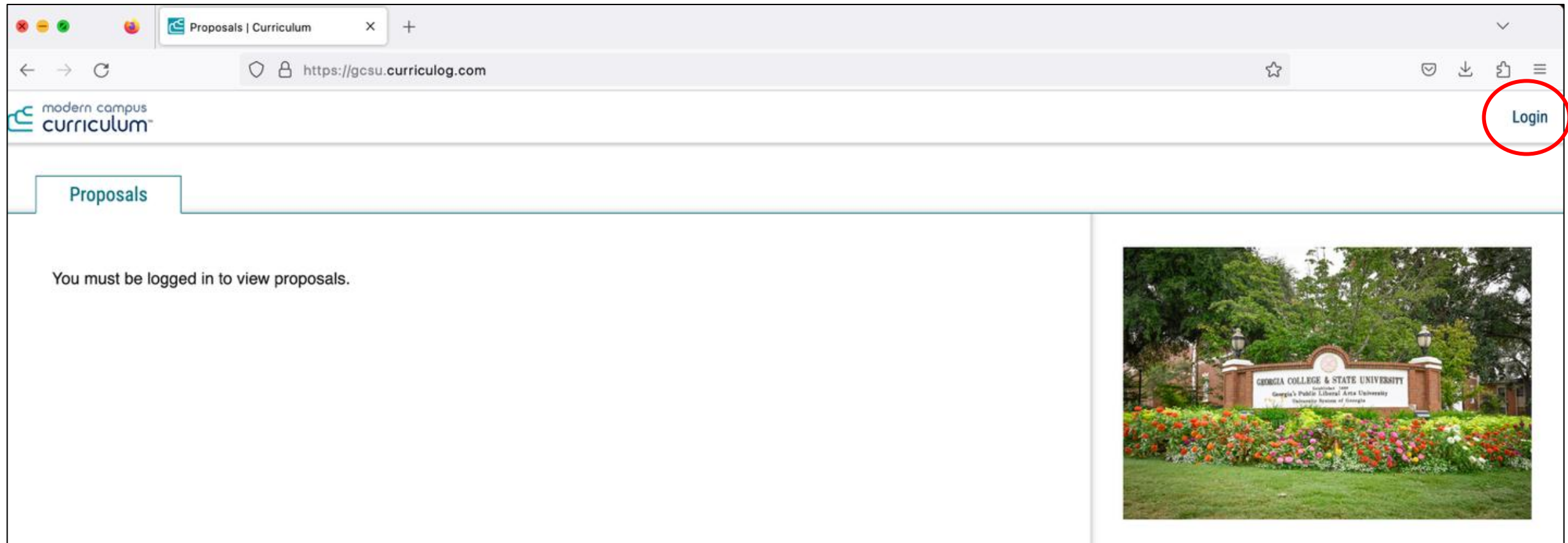
Modern Campus Curriculum: Guidelines for Custom Routing – Proposals that Impact More than One College



GEORGIA COLLEGE & STATE UNIVERSITY

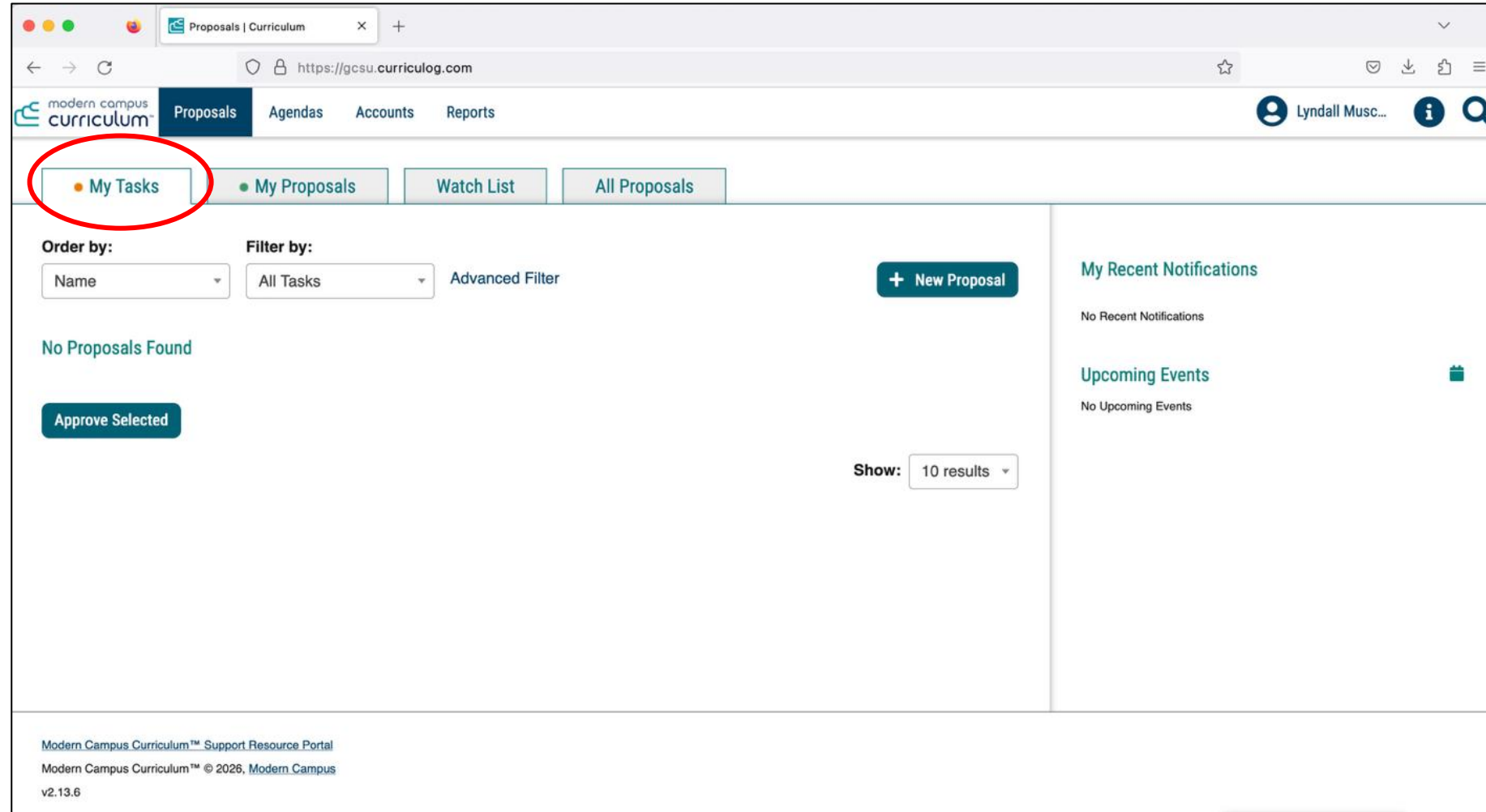
Login for Modern Campus Curriculum

Open Modern Campus Curriculum using the following url: <https://gcsu.curriculog.com/>
Login using Unify/ My GCSU Credentials.



Custom Routing a Proposal that Impacts More than One College

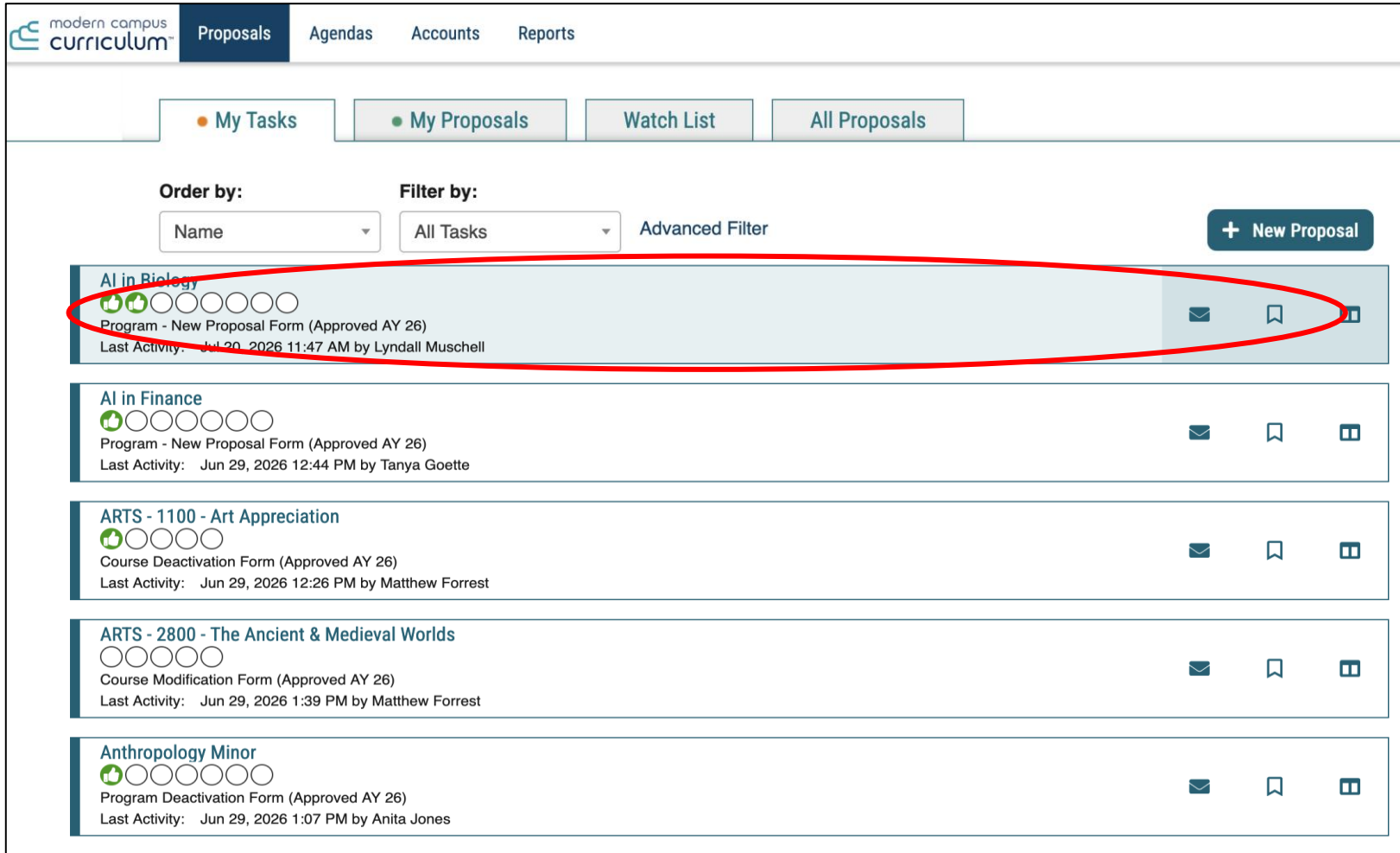
Login to **Modern Campus Curriculum** using Unify/MyGCSU credentials. The chairs of curriculum college level curriculum committees have the ability to “**Custom Route**” proposals that impact more than one college. To begin, click on the bar labeled “My Tasks.” All proposals for committee review will be displayed.



The screenshot displays the 'Proposals | Curriculum' web application interface. The browser address bar shows 'https://gcsu.curriculog.com'. The navigation menu includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The 'Proposals' section is active, showing a tab bar with 'My Tasks' (highlighted with a red circle), 'My Proposals', 'Watch List', and 'All Proposals'. Below the tab bar, there are filters for 'Order by:' (Name) and 'Filter by:' (All Tasks), along with an 'Advanced Filter' button. A '+ New Proposal' button is visible. The main content area displays 'No Proposals Found' and an 'Approve Selected' button. A 'Show: 10 results' dropdown is located at the bottom right. The right sidebar contains 'My Recent Notifications' (No Recent Notifications) and 'Upcoming Events' (No Upcoming Events). The footer includes the text: 'Modern Campus Curriculum™ Support Resource Portal', 'Modern Campus Curriculum™ © 2026, Modern Campus', and 'v2.13.6'.

Custom Routing a Proposal that Impacts More than One College

To review proposals, highlight the proposal and click to open.



modern campus curriculum™

Proposals Agendas Accounts Reports

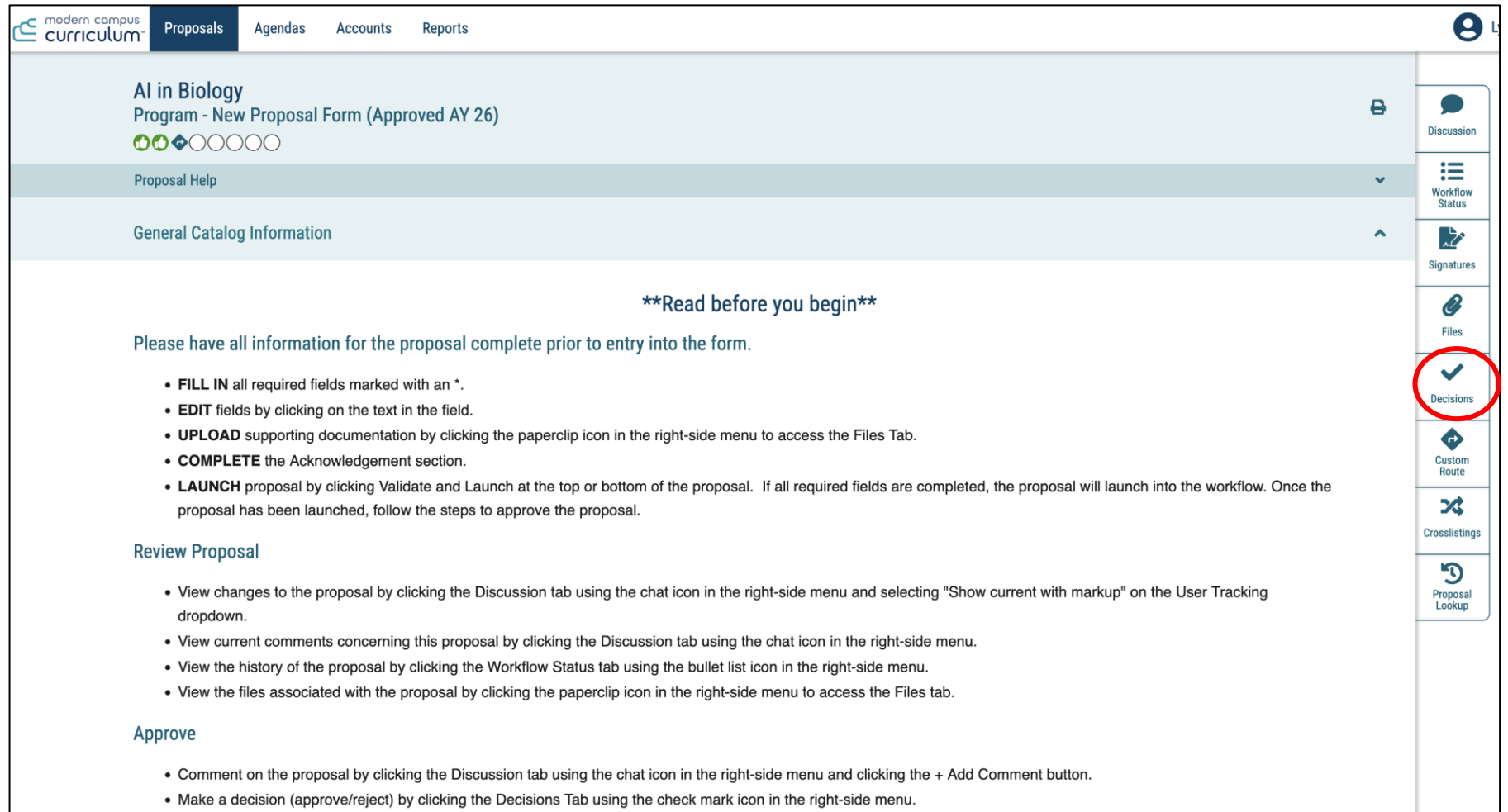
My Tasks My Proposals Watch List All Proposals

Order by: Name Filter by: All Tasks Advanced Filter + New Proposal

AI in Biology	👍👎👍👎👍👎👍👎	Program - New Proposal Form (Approved AY 26)	Last Activity: Jul 20, 2026 11:47 AM by Lyndall Muschell	✉️ 📖 🗑️
AI in Finance	👍👎👍👎👍👎👍👎	Program - New Proposal Form (Approved AY 26)	Last Activity: Jun 29, 2026 12:44 PM by Tanya Goette	✉️ 📖 🗑️
ARTS - 1100 - Art Appreciation	👍👎👍👎👍👎👍👎	Course Deactivation Form (Approved AY 26)	Last Activity: Jun 29, 2026 12:26 PM by Matthew Forrest	✉️ 📖 🗑️
ARTS - 2800 - The Ancient & Medieval Worlds	👍👎👍👎👍👎👍👎	Course Modification Form (Approved AY 26)	Last Activity: Jun 29, 2026 1:39 PM by Matthew Forrest	✉️ 📖 🗑️
Anthropology Minor	👍👎👍👎👍👎👍👎	Program Deactivation Form (Approved AY 26)	Last Activity: Jun 29, 2026 1:07 PM by Anita Jones	✉️ 📖 🗑️

Custom Routing a Proposal that Impacts More than One College

During the review of individual proposals, determine whether or not the decisions within the proposal will potentially impact more than one college. If so, the proposal will need to be reviewed and approved by all colleges that will be affected. To begin the **Custom Routing**, click on the **✓** in the menu on the right-hand side.



The screenshot shows the 'modern campus curriculum' interface with a 'Proposals' tab selected. The main content area displays 'AI in Biology Program - New Proposal Form (Approved AY 26)' with a progress indicator (3 green circles, 3 white circles). Below this are sections for 'Proposal Help' and 'General Catalog Information'. A central instruction box reads: '**Read before you begin** Please have all information for the proposal complete prior to entry into the form.' followed by a list of instructions: FILL IN, EDIT, UPLOAD, COMPLETE, and LAUNCH. Below this are sections for 'Review Proposal' and 'Approve'. The right-hand sidebar contains a vertical menu with icons for Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red circle and a checkmark icon), Custom Route, Crosslistings, and Proposal Lookup.

modern campus curriculum

Proposals Agendas Accounts Reports

AI in Biology
Program - New Proposal Form (Approved AY 26)

Proposal Help

General Catalog Information

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

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

Approve

- Comment on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- Make a decision (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

Discussion

Workflow Status

Signatures

Files

Decisions

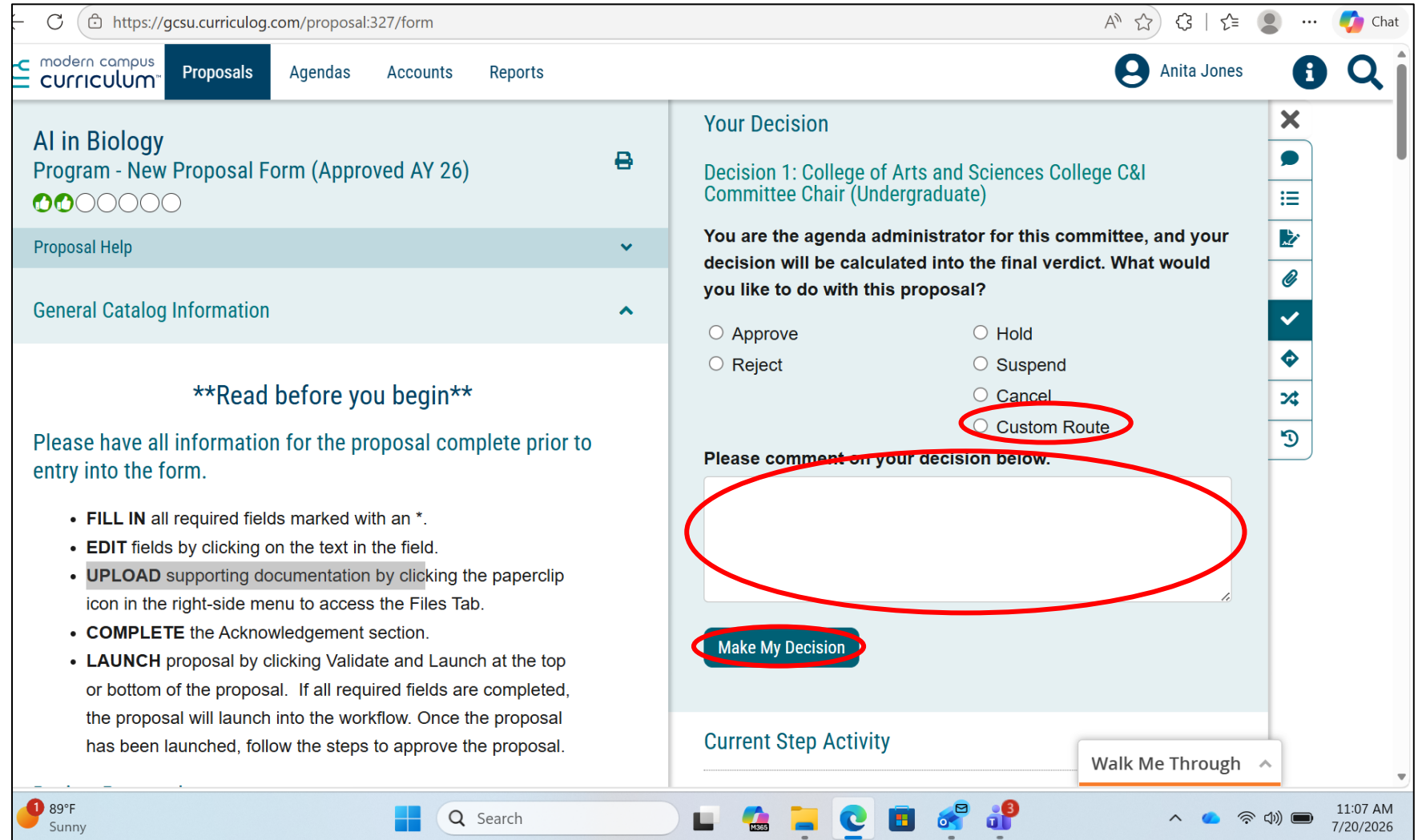
Custom Route

Crosslistings

Proposal Lookup

Custom Routing a Proposal that Impacts More than One College

Custom Route will appear as an option for your decision. To begin the process of review by other college(s), click **Custom Route**, add a comment stating the college(s) impacted and the need for review, then click “Make My Decision.” **Note that the comment section is required.**



The screenshot shows a web browser window with the URL <https://gcsu.curriculog.com/proposal:327/form>. The page is titled "modern campus curriculum" and has a navigation bar with "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Anita Jones".

The main content area is titled "AI in Biology Program - New Proposal Form (Approved AY 26)". It includes a "Proposal Help" link and a "General Catalog Information" link. A section titled "**Read before you begin**" contains instructions for filling in, editing, uploading, completing, and launching the proposal.

The "Your Decision" section is highlighted. It asks the user to make a decision for the "College of Arts and Sciences College C&I Committee Chair (Undergraduate)". The options are:

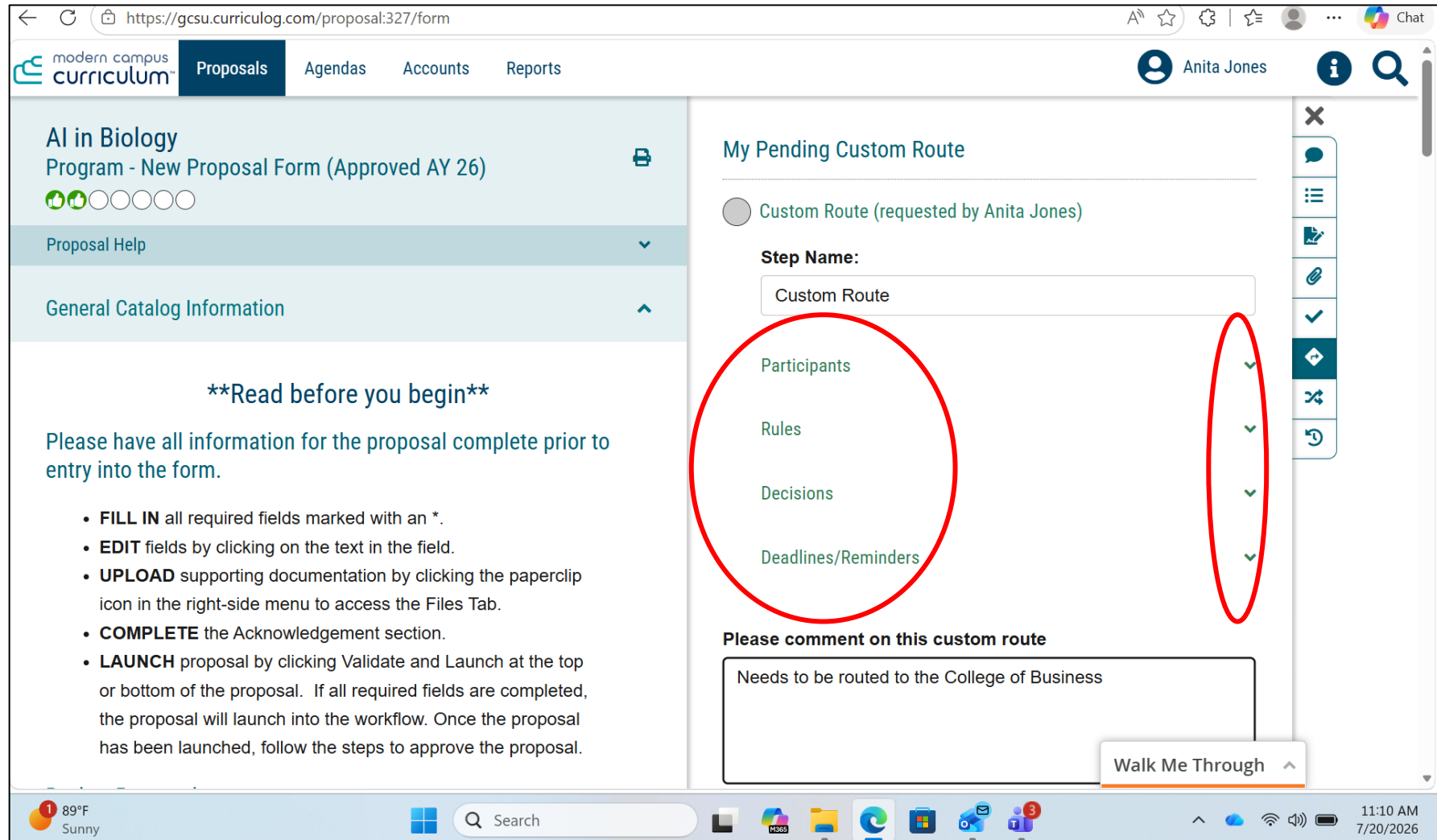
- ☐ Approve
- ☐ Reject
- ☐ Hold
- ☐ Suspend
- ☐ Cancel
- ☒ Custom Route

Below the options, there is a text box for "Please comment on your decision below." and a "Make My Decision" button. Both the "Custom Route" option and the "Make My Decision" button are circled in red.

The bottom of the page shows the "Current Step Activity" section and a "Walk Me Through" link. The Windows taskbar at the bottom indicates the time is 11:07 AM on 7/20/2026.

Custom Routing a Proposal that Impacts More than One College

To complete the **Custom Route**, more information will need to be provided related to participants, rules, decisions, and deadlines/reminders. Additionally, in the comment sections information will need to be provided related to the college(s) impacted and the need for review. Open each section by clicking on the small down arrow beside the section descriptor. **Note that the comment sections are required.**



The screenshot displays the 'Modern Campus Curriculum' web application interface. The left sidebar shows the 'Proposals' tab selected, with a list of proposals including 'AI in Biology Program - New Proposal Form (Approved AY 26)'. The main content area is titled 'My Pending Custom Route' and shows a 'Custom Route (requested by Anita Jones)'.

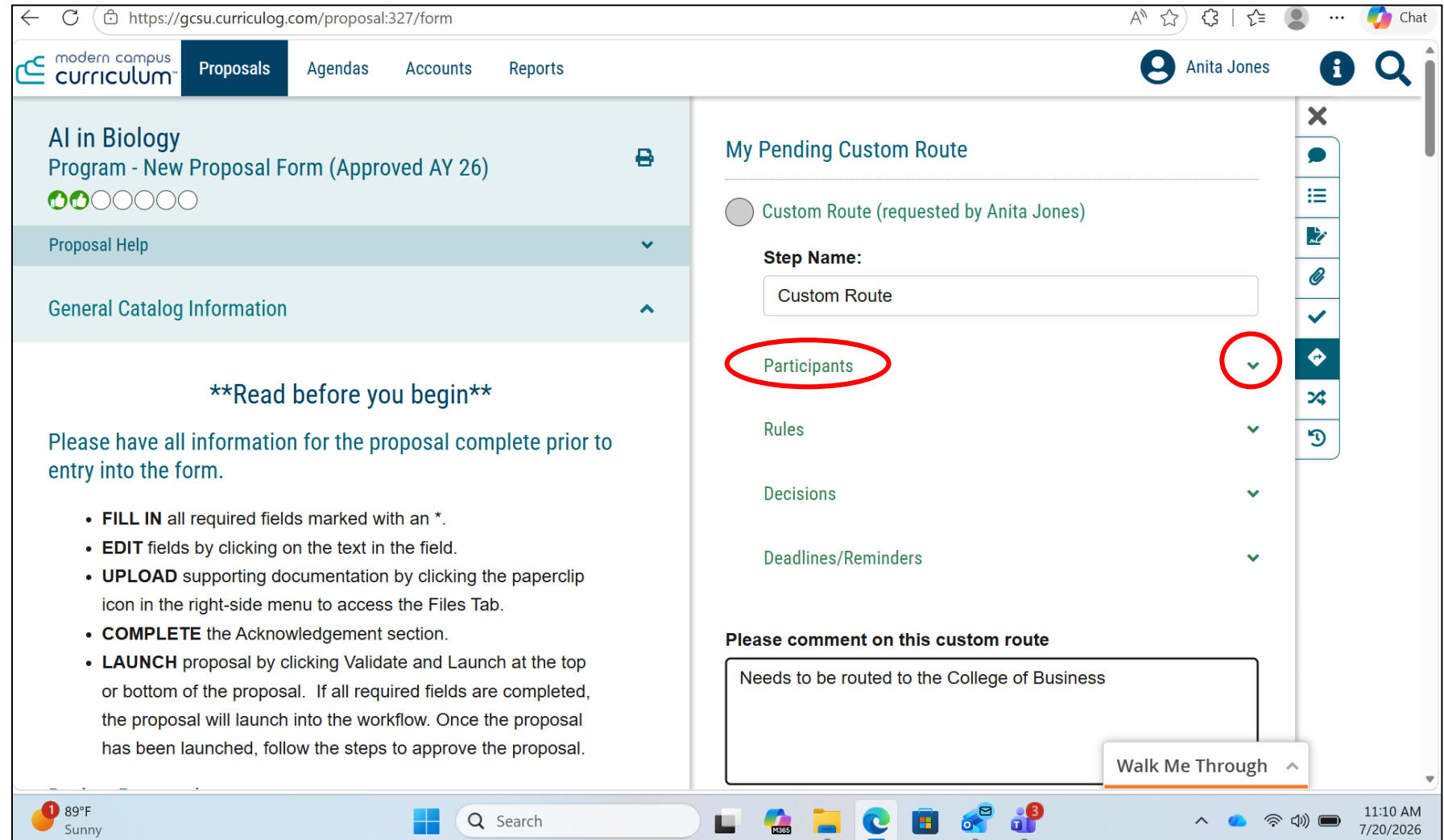
Under 'Step Name:', there is a text input field containing 'Custom Route'. Below this, four sections are listed: 'Participants', 'Rules', 'Decisions', and 'Deadlines/Reminders'. Each section has a green down arrow to its right, indicating it can be expanded. A red circle highlights the 'Participants' section, and a red oval highlights the down arrows for all four sections.

Below these sections, there is a text input field for comments, containing the text 'Needs to be routed to the College of Business'. A 'Walk Me Through' button is visible at the bottom right of the comment field.

The bottom of the screen shows a Windows taskbar with the date and time '11:10 AM 7/20/2026'.

Custom Routing a Proposal that Impacts More than One College

The first requirement is to indicate who should be brought into the workflow. This is done by selecting the participants. Click the down arrow to the left of “Participants” and the option will expand.



The screenshot displays the 'modern campus curriculum' web application. The main navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Anita Jones' is logged in. The left sidebar shows the proposal title 'AI in Biology Program - New Proposal Form (Approved AY 26)' and a 'Proposal Help' link. The main content area is titled '**Read before you begin**' and contains instructions for filling in, editing, uploading, completing, and launching the proposal. The right sidebar, titled 'My Pending Custom Route', shows a custom route requested by Anita Jones. The 'Participants' section is highlighted with a red circle, and a dropdown arrow next to it is also circled in red. Below 'Participants' are sections for 'Rules', 'Decisions', and 'Deadlines/Reminders'. At the bottom, there is a text box for comments and a 'Walk Me Through' button. The Windows taskbar at the bottom shows the date and time as 11:10 AM on 7/20/2026.

https://gcsu.curriculumlog.com/proposal:327/form

modern campus curriculum

Proposals Agendas Accounts Reports

Anita Jones

AI in Biology
Program - New Proposal Form (Approved AY 26)

Proposal Help

General Catalog Information

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

Please have all information for the proposal complete prior to entry into the form.

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow. Once the proposal has been launched, follow the steps to approve the proposal.

My Pending Custom Route

Custom Route (requested by Anita Jones)

Step Name:
Custom Route

Participants

Rules

Decisions

Deadlines/Reminders

Please comment on this custom route

Needs to be routed to the College of Business

Walk Me Through

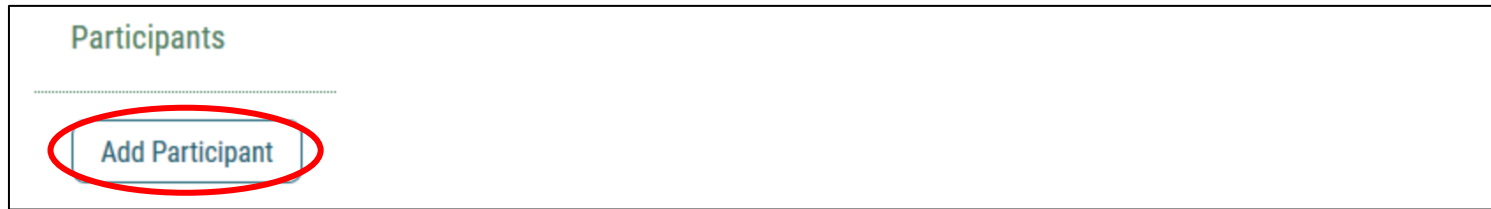
89°F Sunny

Search

11:10 AM 7/20/2026

Custom Routing a Proposal that Impacts More than One College

Select “Add Participant”. This will launch a new window titled “Who is involved on this step?” and will display two options initially – Role Types and Hierarchy.



Participants

Add Participant

To select participants, select the down arrow to the left of “Hierarchy.”



Who is involved on this step?

▼ Role Types

▼ **Hierarchy**

Custom Routing a Proposal that Impacts More than One College

Scroll down in the “Hierarchy” until you reach the listing of the colleges. Locate the college(s) that are impacted by the curricular decisions. Open the hierarchy for the college(s) by clicking on the down arrow(s) to the left of the name of the college(s). This will expand the listing of the role for the college.

Who is involved on this step?

- 👤 University Senate Notification
- ▼ 🏛 College of Arts and Sciences
- ▼ 🏛 College of Health Sciences
- ▼ 🏛 Georgia College and State University
- ▼ 🏛 Ina Dillard Russell Library
- ⬆️ 🏛 **J. Whitney Bunting College of Business and Technology**
 - ▼ 👤 J. Whitney Bunting College of Business & Technology College C&I Committee Chair, GR
J. Whitney Bunting College of Business & Technology College C&I Committee Chair (Graduate)
 - ▼ 👤 J. Whitney Bunting College of Business & Technology College C&I Committee Chair, UG
J. Whitney Bunting College of Business & Technology College C&I Committee Chair (Undergraduate)

Add Role(s)

Cancel

Walk Me Through ^

Custom Routing a Proposal that Impacts More than One College

To select “participants,” highlight the role of the person(s) who will need to review and act on the proposal. Depending on the proposal, this may be a department chair, the chair of the undergraduate or graduate curriculum committee, or the dean. To add the participants, click “Add Role(s).” Once the user(s) have been added, the roles will be listed on the step under “Participants.” If you need to remove a user, you can click “Add Participant” again, then click the user you would like to remove which will remove the blue highlight from the role(s) and click “Add Roles” again and the user(s) will be removed.

Who is involved on this step?

- University Senate Notification
- College of Arts and Sciences
- College of Health Sciences
- Georgia College and State University
- Ina Dillard Russell Library
- J. Whitney Bunting College of Business and Technology**
 - J. Whitney Bunting College of Business & Technology College C&I Committee Chair, GR
J. Whitney Bunting College of Business & Technology College C&I Committee Chair (Graduate)
 - J. Whitney Bunting College of Business & Technology College C&I Committee Chair, UG
*J. Whitney Bunting College of Business & Technology College C&I Committee Chair (Undergraduate)***
 - J. Whitney Bunting College of Business & Technology Dean Approver

Add Role(s) Cancel

Walk

Custom Routing a Proposal that Impacts More than One College

First, the decision needs to be made if the users that are being brought into the proposal on Custom Route will have the ability to edit the proposal and/or make comments. When making this decision, consider the reason for the Custom Route: it may be that you only need feedback from another individual and a comment is sufficient – or it may be that you need to extend editing rights to a new committee.

Rules

What work is allowed on each Proposal?

- ☐ Edit Proposal
- ☐ Make Comments

Is a signature required?

- ☐ Yes

Is agenda available? Does this step involve a committee situation where one person will vote on behalf of others?

- ☐ Yes

Who can view the comments during this step?

Every user (login not required)

Custom Routing a Proposal that Impacts More than One College

The next question asks if a signature is required. **Leave this step unchecked.** If “yes” is selected, a signature will be required. The user will need to enter either their signature pin or provide a scanned paper copy of their signature in order to approve the step.

Rules

What work is allowed on each Proposal?

- ☐ Edit Proposal
- ☐ Make Comments

Is a signature required?

- ☐ Yes

Is agenda available? Does this step involve a committee situation where one person will vote on behalf of others?

- ☐ Yes

Who can view the comments during this step?

Every user (login not required)

Custom Routing a Proposal that Impacts More than One College

The next option is related to committees – and is only available if you have chosen a role type associated with a committee as your participant. For example, if the undergraduate or graduate curriculum committee chair is selected as the participant, the chair will vote on behalf of the committee and be able to create an Agenda as needed. In this case, “yes” should be selected. If a role type is selected that is not associated with a committee – this option will not be accessible.

Rules

What work is allowed on each Proposal?

- ☐ Edit Proposal
- ☐ Make Comments

Is a signature required?

- ☐ Yes

Is agenda available? Does this step involve a committee situation where one person will vote on behalf of others?

- ☐ Yes

Who can view the comments during this step?

Every user (login not required)

Custom Routing a Proposal that Impacts More than One College

The last option is a drop-down menu allowing the determination of who may view comments made during this step. All users (including guests without logins) may be allowed to view comments, or viewing may be restricted to one of the other options available from the drop-down menu.

Who can view the comments during this step?

Every user (login not required)

Every user (login not required)

Every user who has a login

Every user in the hierarchy branch that owns the item

Every user involved in the proposal at any step

Every user involved in the current step PLUS the originator

Only those involved on the current step

Custom Routing a Proposal that Impacts More than One College

The next category relates to the decision. The first question asks about the level of participation and approval. See the next slide for a full description of each level. The number of participants included in the custom route will need to be considered.

Decisions

What type of decision is this?

☒ Require 100% participation and unanimous approval.

☐ Require 100% participation and % for approval.

☐ Require % participation and majority approval.

What kind of decision flags will you allow to be used on this proposal?

☐ Hold ☐ Suspend

☐ Cancel

Where will the proposal go after the custom route?

☐ Proposal should come back to this step.

☒ Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved: **If Rejected:**

Custom Routing a Proposal that Impacts More than One College

Approve / Reject 100% for approval – This option indicates that all users on the step must come to a unanimous decision for the step to be approved or rejected. If all users provide a decision and it is not unanimous, the step will not advance until users either change their votes to reach 100%, a deadline is reached an automatic decision is triggered, or an administrator force approves/rejects.

Vote: ____ % for approval – This option indicates that a threshold must be reached for the step to advanced, **however it still requires that all users on the step provide a decision.** For example, if the step has 4 users, and the threshold is set to 75% - then only 3 of the 4 users must vote “approve”. If 3 of the 4 log in and vote right away – the step will not advance to the step immediate. It will wait and allow the fourth user the opportunity to log in, review the proposal and changes, provide comments, and provide a decision – even if their decision cannot change the outcome. Only when all users on the step, and the vote threshold have been reached will the step advance.

Quorum Vote: Require ____ % participation – This option indicates that a threshold must be reached for the step to advanced, **however it does not require that all users on the step provide a decision.** For example, if the step has 2 users, and the threshold is set to 50% - then only **1** of the 2 users must vote to “approve”. Once the 1 user votes, it then meets the 50% threshold and will advance the step without the other user’s vote.

Custom Routing a Proposal that Impacts More than One College

The second question asks about the kind of decision flags that will be allowed. See the next slide for a full description of each type of decision.

Decisions

What type of decision is this?

☒ Require 100% participation and unanimous approval.

☐ Require 100% participation and % for approval.

☐ Require % participation and majority approval.

What kind of decision flags will you allow to be used on this proposal?

☐ Hold

☐ Suspend

☐ Cancel

Where will the proposal go after the custom route?

☐ Proposal should come back to this step.

☒ Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved:

If Rejected:

Custom Routing a Proposal that Impacts More than One College

Decision flag options include the following:

Hold – This indicates that your decision is to hold the proposal for review or continued revisions. You will be able to continue work on the proposal; however, it will not advance in the workflow until the hold is removed by an Administrator.

Suspend – If this decision option is selected, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed by an administrator.

Cancel – If this decision option is selected, the proposal will be sent back to the Originator in an unlaunched state; the Originator may then cancel and delete the proposal.

Custom Routing a Proposal that Impacts More than One College

The third question asks where the proposal should go after the custom route decisions have been made. See the next slide for a guidance in making this decision.

Decisions

What type of decision is this?

☒ Require 100% participation and unanimous approval.

☐ Require 100% participation and % for approval.

☐ Require % participation and majority approval.

What kind of decision flags will you allow to be used on this proposal?

☐ Hold ☐ Suspend

☐ Cancel

Where will the proposal go after the custom route?

☐ Proposal should come back to this step.

☒ Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved: **If Rejected:**

Custom Routing a Proposal that Impacts More than One College

Where will the proposal go after the custom route?

Proposal should come back to this step. This option is often chosen when the reason for a Custom Route is to invite a feedback loop. When you select this option, the proposal will advance to the Custom Route step when the administrator approves it. Once the Custom Route step has been completed and approved, it will return to you for further revisions and a decision. Once you provide your decision, it will then advance to the next step in the workflow.

Proposal should advance to the next step. This option is often selected when you are inviting a user into the workflow to make additional changes or comments and allow the workflow to progress after with no additional revisions on your part. This means that once the administrator approves the request for a Custom Route, you will still need to complete your step by providing your final decision. At that time, the proposal will move on to the Custom Route, and then on to the next step in the workflow.

Custom Routing a Proposal that Impacts More than One College

The last option on the Decisions tab is the decision to provide an **additional** notification to selected participants if the proposal is either approved or rejected. This notification is in addition to the one automatically sent to the users on the step and may be different based on the approval or rejection. To add a user to send a notification to, click on “Add Participant”, then use the to expand **Hierarchy**, then the Role, and finally the user. When you have selected the user, they will be highlighted in blue, then click “Add Role(s)” to add them to the step.

Decisions

What type of decision is this?

☒ Require 100% participation and unanimous approval.

☐ Require 100% participation and % for approval.

☐ Require % participation and majority approval.

What kind of decision flags will you allow to be used on this proposal?

☐ Hold☐ Suspend

☐ Cancel

Where will the proposal go after the custom route?

☐ Proposal should come back to this step.

☒ Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved:

Add Participant

If Rejected:

Add Participant

Custom Routing a Proposal that Impacts More than One College

The last section of the Custom Route that can be set is the Deadlines/Reminders option. This option allows you to set a number of days to be allowed for the step before an automatic action will occur and you can choose if reminders are to be sent to the users involved on the step.

Deadlines/Reminders

Would you like to set a deadline for this step?

☒ Set Deadline

Move Step after days.

Send reminder days(s) before deadline.

What should happen if the deadline passes?

☐ Automatically Reject

☒ Automatically Approve

Who should you notify when the deadline is passed?

Add Participant

Would you like to set a timed reminder for this step?

Send every days(s).

Send after days(s).

Custom Routing a Proposal that Impacts More than One College

After selecting all the options associated with your Custom Route, you will be required to enter a comment. The comment is usually used to provide explanation to the user being invited and requires a minimum of two characters to be entered..

Please comment on this custom route

Please let me know what you think about this proposal so far.

Custom Routing a Proposal that Impacts More than One College

Below the comment box are three buttons:

- **Edit Custom Route**
- **Request Custom Route**
- **Cancel Custom Route**

See the following slide for descriptions of each selection.

Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request.

If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.

Edit Custom Route

Request Custom Route

Cancel Custom Route

Custom Routing a Proposal that Impacts More than One College

Edit Custom Route – You will be able to review all the selections you have made on the Custom Route, and if you are unhappy with any of the selections, you can choose to edit it further.

• **Request Custom Route** - Selecting Request Custom Route will send this request to the administrator for review. The Custom Route will remain as pending until the administrator has either approved or rejected the request. While this is pending, you can continue to revise the proposal. Once it has been approved – depending upon your selections within the Custom Route, it may advance to the Custom Route immediately and be returned to you later – or it may continue in the workflow.

Cancel Custom Route - If you decide you no longer want to proceed with the Custom route, you can choose this option to cancel and continue working on the proposal and provide your decision.

Custom Routing a Proposal that Impacts More than One College

For more assistance with ***Custom Routing***, visit the [Modern Campus Curriculum™ Support Resource Portal](#). To access the site, note that you must create an account. The link to the ***Modern Campus Curriculum™ Support Resource Portal*** can also be found at the bottom left-hand side of each screen in Modern Campus Curriculum.