



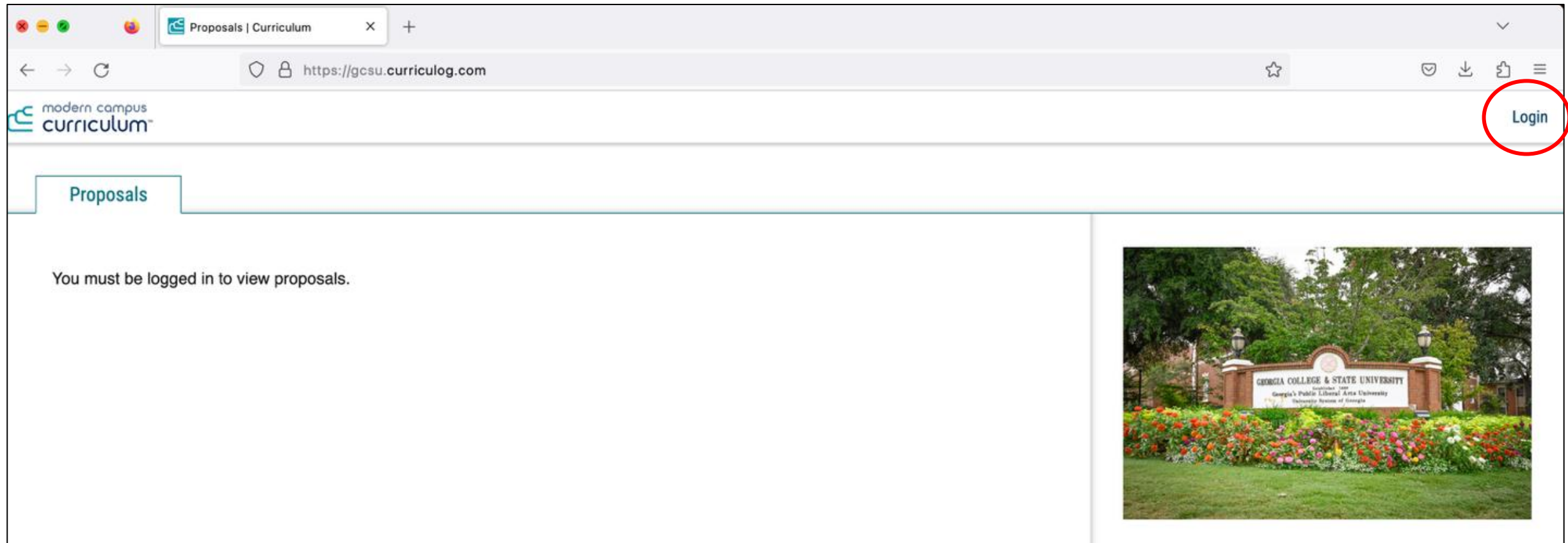
Modern Campus Curriculum: Submitting a Proposal for a New Course



GEORGIA COLLEGE & STATE UNIVERSITY

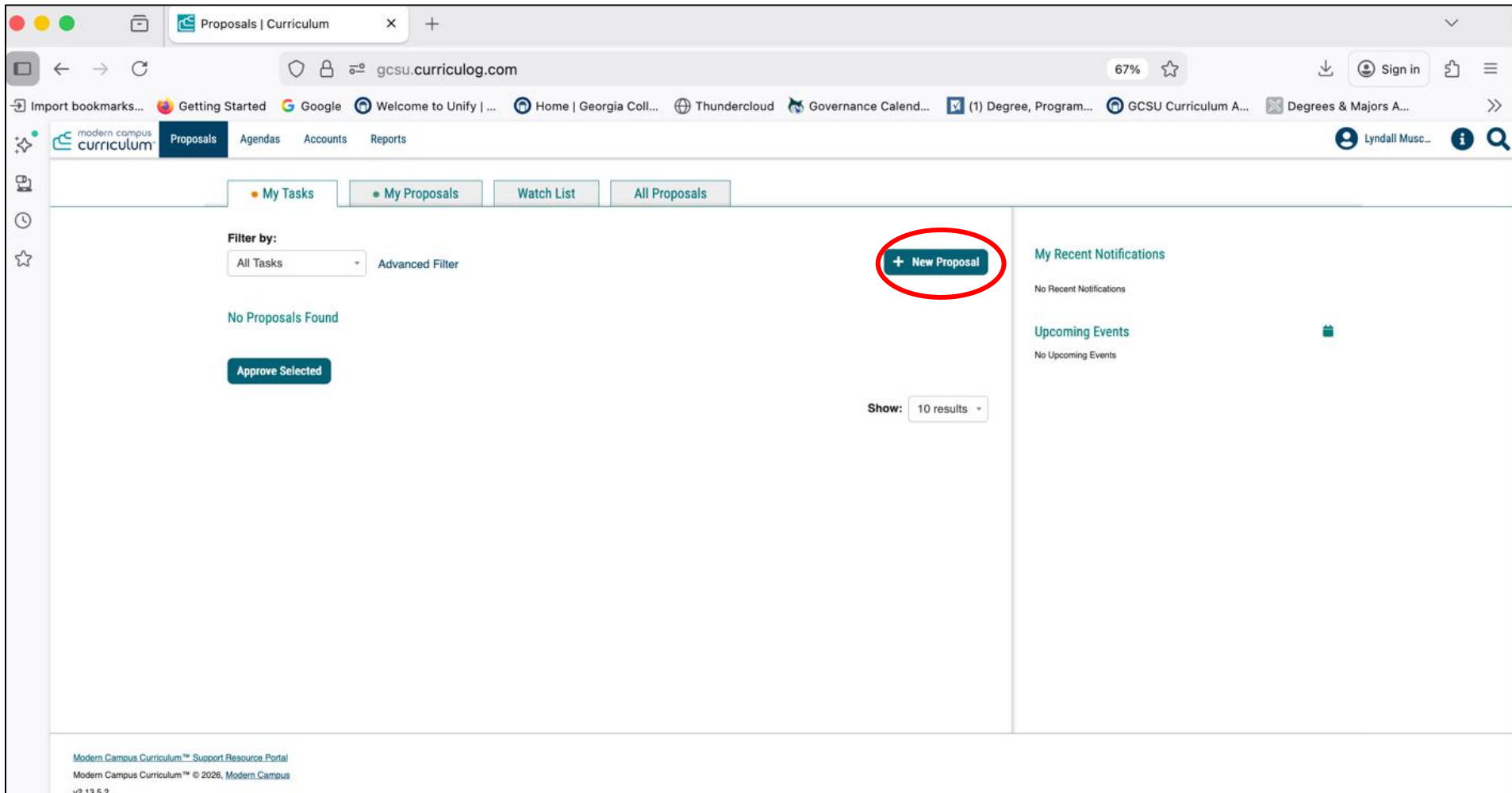
Login for Modern Campus Curriculum

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



Submitting a Proposal for a New Course

Login to **Modern Campus Curriculum** using Unify/MyGCSU credentials. Click on the bar labeled “New Proposal.”



The screenshot displays the 'Proposals | Curriculum' interface in a web browser. The address bar shows 'gcsu.curriculog.com'. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Proposals' tab is active, showing a 'Filter by:' dropdown set to 'All Tasks' and an 'Advanced Filter' link. A message states 'No Proposals Found' with an 'Approve Selected' button. A red circle highlights the '+ New Proposal' button. On the right, there are sections for 'My Recent Notifications' (No Recent Notifications) and 'Upcoming Events' (No Upcoming Events). The bottom of the page shows 'Show: 10 results' and a footer with 'Modern Campus Curriculum™ Support Resource Portal' and 'Modern Campus Curriculum™ © 2026, Modern Campus v2.13.5.2'.

Submitting a Proposal for a New Course

Select the *Course-New Proposal Form*.

modern campus curriculum™ Proposals Agendas Accounts Reports

Lyndall Musc...

All Processes Courses Programs Others

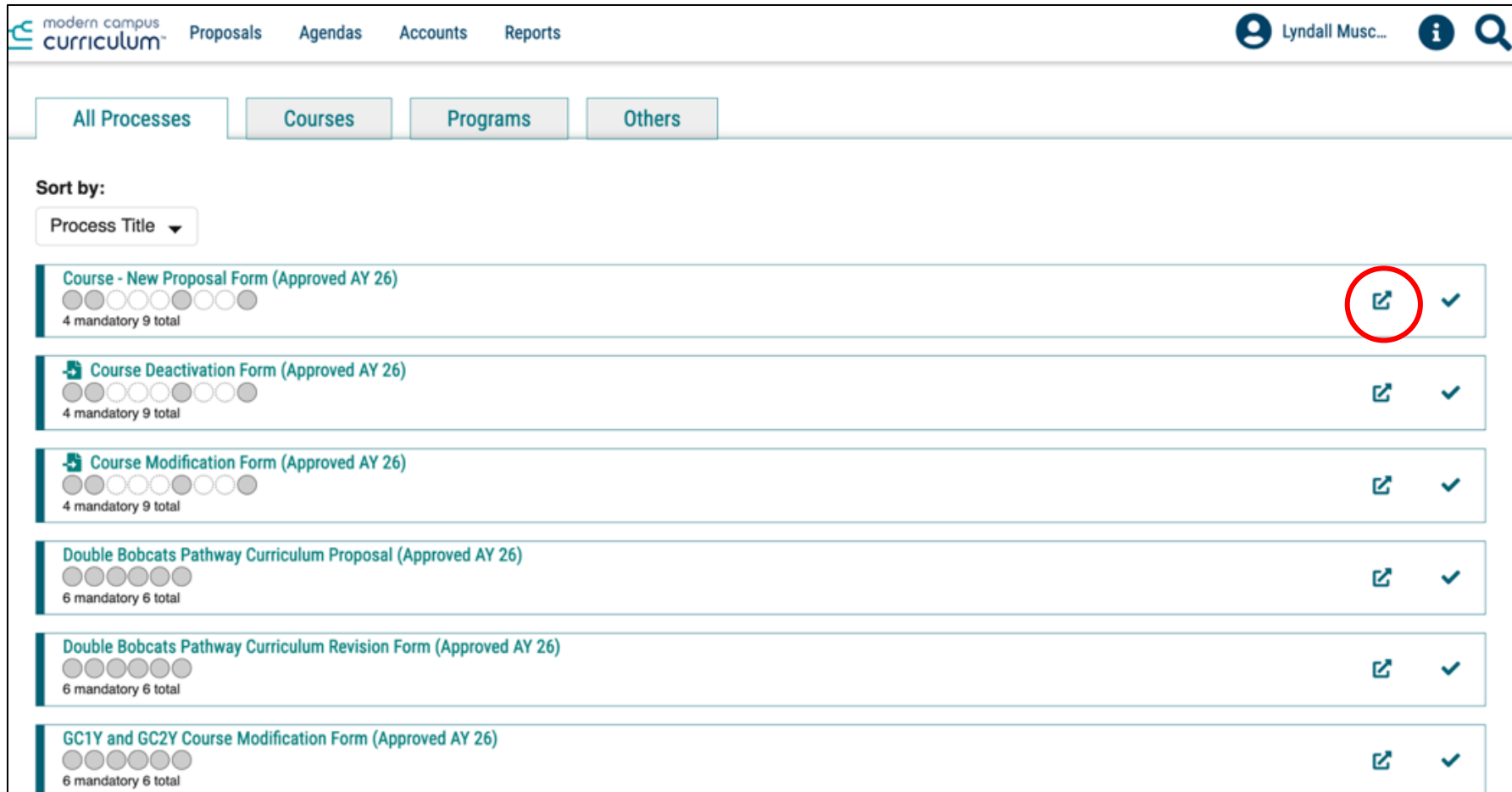
Sort by:
Process Title

Keyword
 Filter Processes

Course - New Proposal Form (Approved AY 26)	4 mandatory 9 total		
Course Deactivation Form (Approved AY 26)	4 mandatory 9 total		
Course Modification Form (Approved AY 26)	4 mandatory 9 total		
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	6 mandatory 6 total		
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	6 mandatory 6 total		

Submitting a Proposal for a New Course

To preview a proposal form, click on the  icon. This is helpful to review prior to beginning a proposal so that all necessary information can be prepared and easily accessible.

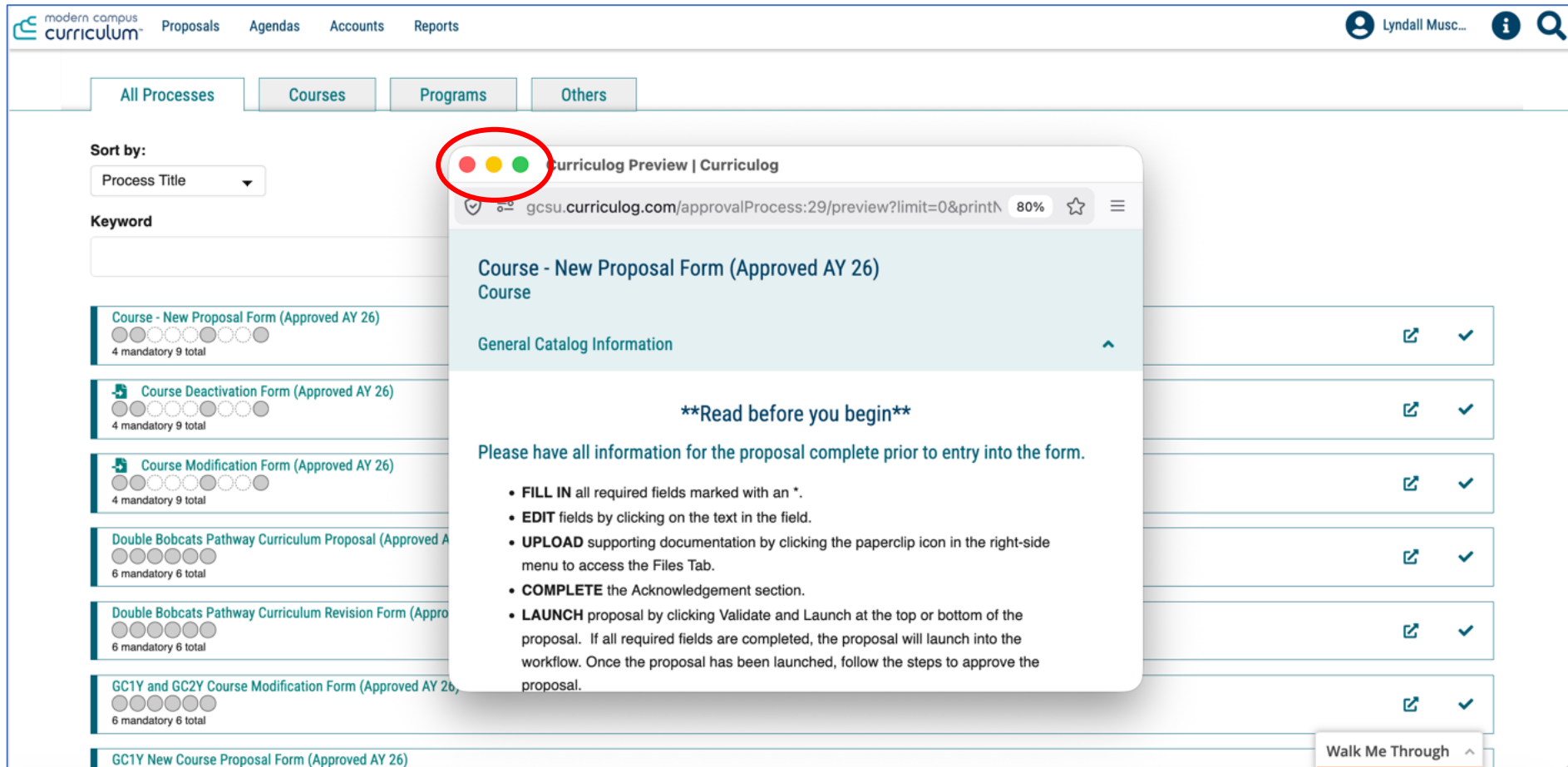


The screenshot shows the 'modern campus curriculum' interface. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. A user profile 'Lyndall Musc...' is visible in the top right. Below the navigation, there are filter tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area displays a list of proposal forms, each with a progress indicator (a row of circles) and a status (e.g., '4 mandatory 9 total'). The first item, 'Course - New Proposal Form (Approved AY 26)', has its external link icon circled in red. Other items include 'Course Deactivation Form', 'Course Modification Form', 'Double Bobcats Pathway Curriculum Proposal', 'Double Bobcats Pathway Curriculum Revision Form', and 'GC1Y and GC2Y Course Modification Form'.

Process Title	Progress	Mandatory	Total	Preview	Checkmark
Course - New Proposal Form (Approved AY 26)	4 of 9 circles filled	4 mandatory	9 total		✓
Course Deactivation Form (Approved AY 26)	4 of 9 circles filled	4 mandatory	9 total		✓
Course Modification Form (Approved AY 26)	4 of 9 circles filled	4 mandatory	9 total		✓
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	6 of 6 circles filled	6 mandatory	6 total		✓
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	6 of 6 circles filled	6 mandatory	6 total		✓
GC1Y and GC2Y Course Modification Form (Approved AY 26)	6 of 6 circles filled	6 mandatory	6 total		✓

Submitting a Proposal for a New Course

The preview window can be expanded, minimized, or closed using the red, yellow, and green dots at the top of the pop-up screen.



The screenshot displays the Curriculog web application interface. The main navigation bar includes links for Proposals, Agendas, Accounts, and Reports. A user profile for Lyndall Musc... is visible in the top right. Below the navigation bar, there are tabs for All Processes, Courses, Programs, and Others. The 'Courses' tab is selected, showing a list of proposal forms. A preview window titled 'Curriculog Preview | Curriculog' is open, displaying the 'Course - New Proposal Form (Approved AY 26)'. The preview window has a title bar with red, yellow, and green control dots, which are circled in red. The preview content includes a section for 'General Catalog Information' and a list of instructions for submitting a proposal.

modern campus curriculum™ Proposals Agendas Accounts Reports

Lyndall Musc...

All Processes Courses Programs Others

Sort by:
Process Title

Keyword

Course - New Proposal Form (Approved AY 26)
4 mandatory 9 total

Course Deactivation Form (Approved AY 26)
4 mandatory 9 total

Course Modification Form (Approved AY 26)
4 mandatory 9 total

Double Bobcats Pathway Curriculum Proposal (Approved AY 26)
6 mandatory 6 total

Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)
6 mandatory 6 total

GC1Y and GC2Y Course Modification Form (Approved AY 26)
6 mandatory 6 total

GC1Y New Course Proposal Form (Approved AY 26)

Curriculog Preview | Curriculog

gcsu.curriculog.com/approvalProcess:29/preview?limit=0&printN 80% ☆ ≡

Course - New Proposal Form (Approved AY 26)
Course

General Catalog Information

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

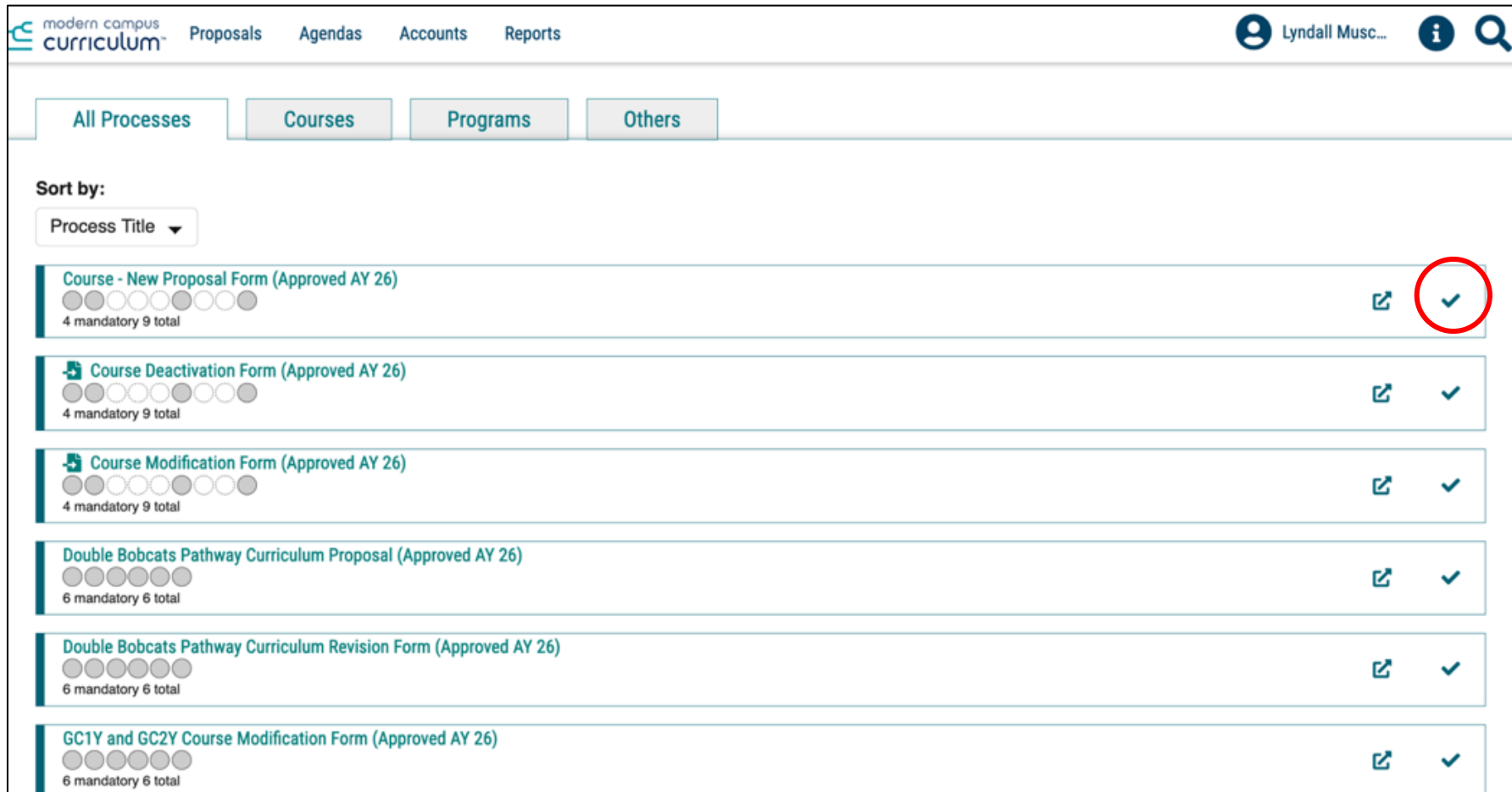
Please have all information for the proposal complete prior to entry into the form.

- **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.

Walk Me Through

Submitting a Proposal for a New Course

To begin a proposal, click on the ✓ icon. This will open the proposal form.

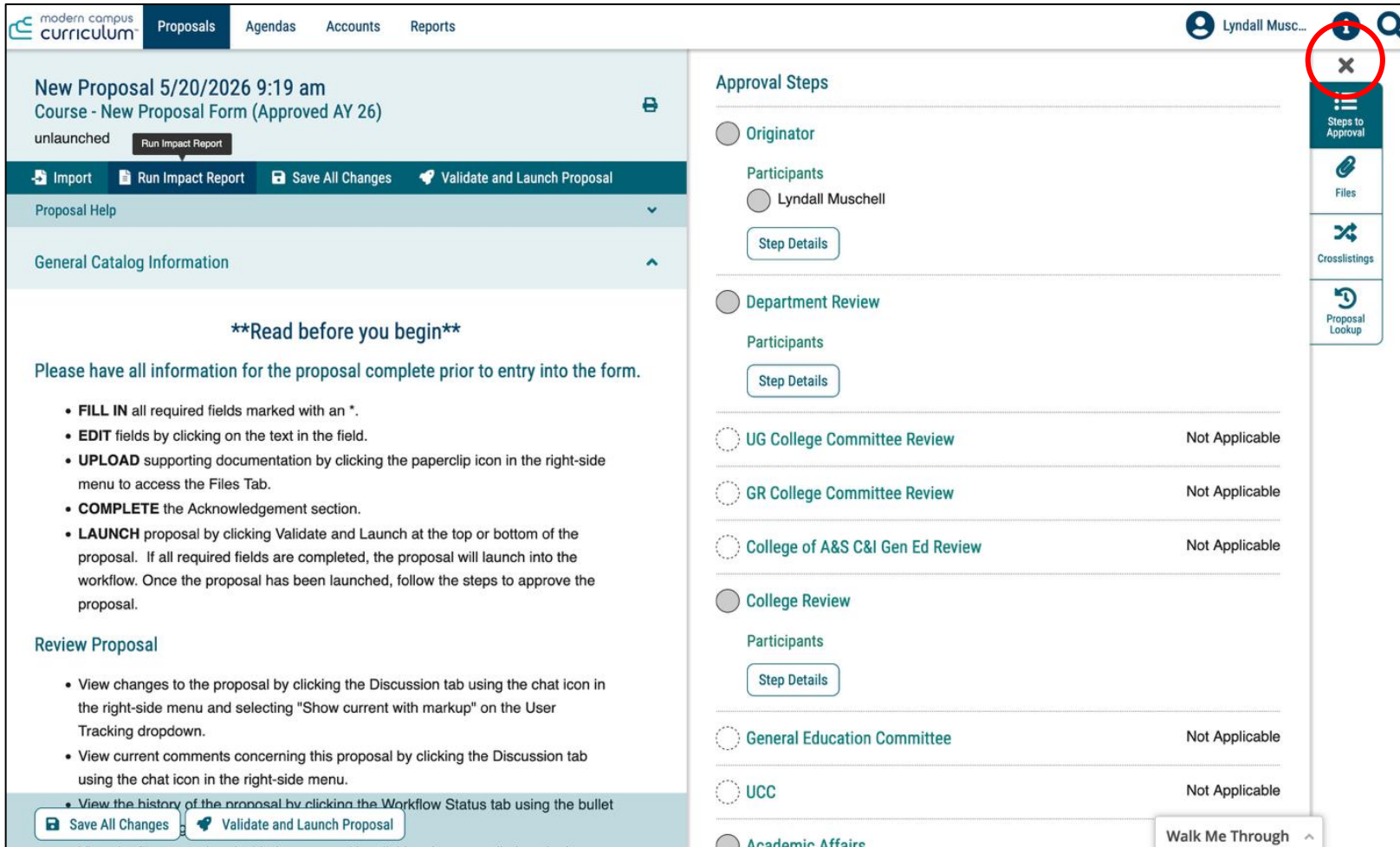


The screenshot shows the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. Below the navigation bar, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. Under 'Sort by:', a dropdown menu shows 'Process Title'. The main content area displays a list of proposal forms, each with a title, a progress indicator (a row of 9 circles), and a status (4 mandatory, 9 total). The first item, 'Course - New Proposal Form (Approved AY 26)', has a red circle around its checkmark icon. The other items are 'Course Deactivation Form (Approved AY 26)', 'Course Modification Form (Approved AY 26)', 'Double Bobcats Pathway Curriculum Proposal (Approved AY 26)', 'Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)', and 'GC1Y and GC2Y Course Modification Form (Approved AY 26)'.

Process Title	Progress	Status	Action
Course - New Proposal Form (Approved AY 26)	4 mandatory 9 total	✓	✎
Course Deactivation Form (Approved AY 26)	4 mandatory 9 total	✓	✎
Course Modification Form (Approved AY 26)	4 mandatory 9 total	✓	✎
Double Bobcats Pathway Curriculum Proposal (Approved AY 26)	6 mandatory 6 total	✓	✎
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)	6 mandatory 6 total	✓	✎
GC1Y and GC2Y Course Modification Form (Approved AY 26)	6 mandatory 6 total	✓	✎

Submitting a Proposal for a New Course

To view the form in full pane, click on the X in the top right-hand corner.



modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

New Proposal 5/20/2026 9:19 am
Course - New Proposal Form (Approved AY 26)
unlaunched

Run Impact Report

Import Run Impact Report Save All Changes Validate and Launch Proposal

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

Save All Changes Validate and Launch Proposal

Approval Steps

- Originator
 - Participants
 - Lyndall Muschell
 - Step Details
- Department Review
 - Participants
 - Step Details
- UG College Committee Review Not Applicable
- GR College Committee Review Not Applicable
- College of A&S C&I Gen Ed Review Not Applicable
- College Review
 - Participants
 - Step Details
- General Education Committee Not Applicable
- UCC Not Applicable
- Academic Affairs

Steps to Approval

Files

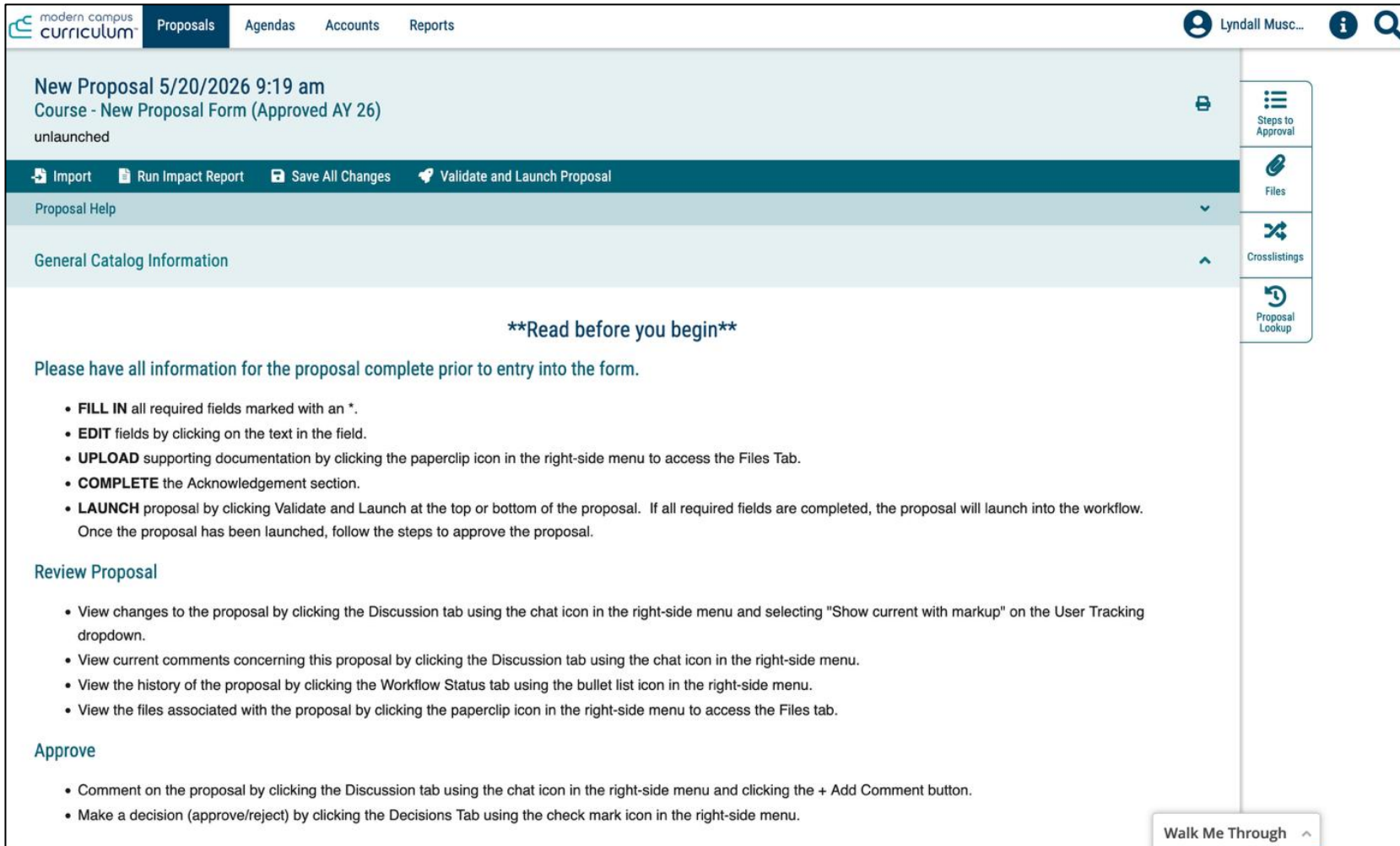
Crosslistings

Proposal Lookup

Walk Me Through

Submitting a Proposal for a New Course

Complete the form using the guidelines provided. Required fields are marked with an *.



The screenshot shows the 'modern campus curriculum' interface for submitting a proposal. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. The main header displays 'New Proposal 5/20/2026 9:19 am', 'Course - New Proposal Form (Approved AY 26)', and 'unlaunched'. Below this is a toolbar with 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. A sidebar on the right contains icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The main content area is titled 'General Catalog Information' and contains the following instructions:

****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

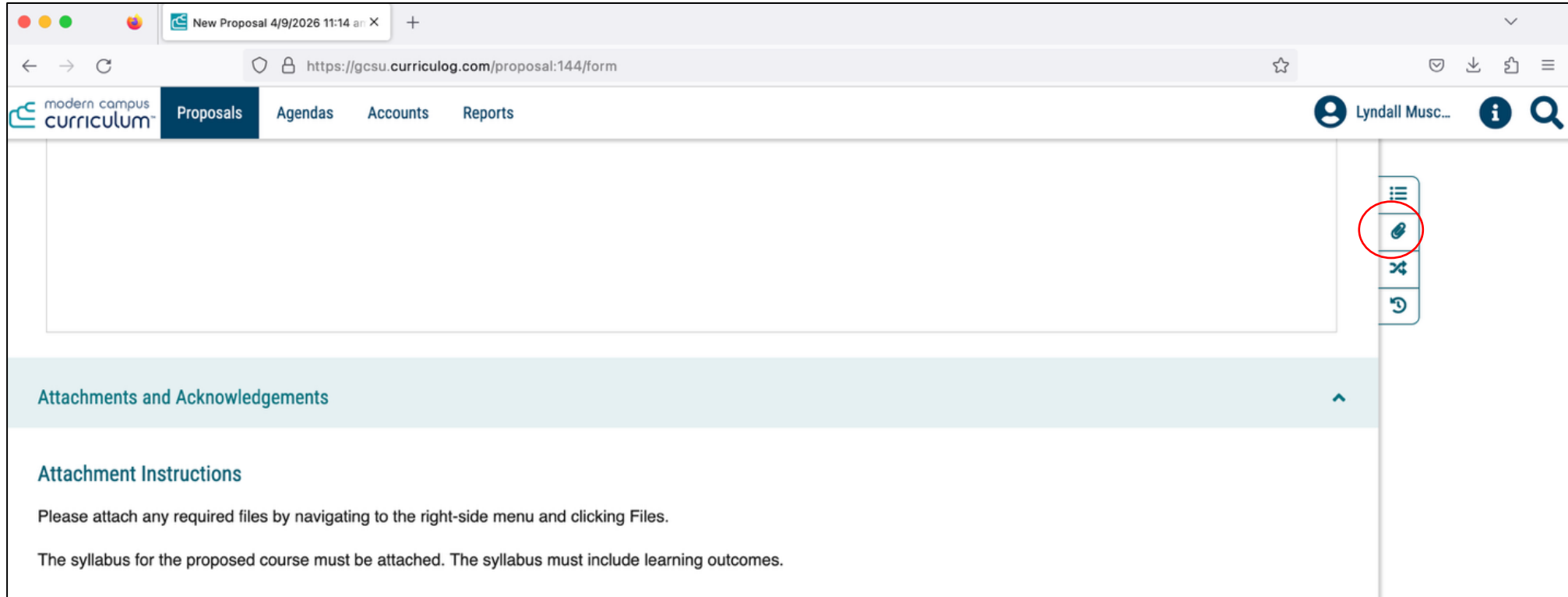
- Comment on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- Make a decision (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

A 'Walk Me Through' button is located at the bottom right of the interface.

Submitting a Proposal for a New Course

After completing the form, attach the syllabus by clicking on the paperclip/files icon in the menu on the righthand side. (The syllabus must include learning outcomes.)

Note: If this is a course being added to Core IMPACTS, attach the USG required information.



Submitting a Proposal for a New Course

Once attachments have been uploaded, verify that all components of the proposal have been completed appropriately by clicking the “acknowledgement” box(es).

Attachments and Acknowledgements ^

Attachment Instructions

Please attach any required files by navigating to the right-side menu and clicking Files.

The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*

☐ I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

Acknowledgement*

☐ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

 Save All Changes

 Validate and Launch Proposal

Walk Me Through ^

Submitting a Proposal for a New Course

The section following “Attachments” and “Acknowledgements” is for “System Administrator Only.”
DO NOT enter any information into this section.

System Administrator Only

CIP Code

Catalog Status
☐ Active-Visible
☐ Inactive-Hidden

Student Information System ID

Submitting a Proposal for a New Course

If you will need to return to the form before launching, click the bar labeled “Save All Changes” at the bottom lefthand side of the pane. The saved proposal can be accessed by clicking on the “My Proposals” tab near the top of the home screen.

Attachments and Acknowledgements

Attachment Instructions
Please attach any required files by navigating to the right-side menu and clicking Files.
The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*
☐ I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

Acknowledgement*
☐ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

 **Save All Changes**

 **Validate and Launch Proposal**

Walk Me Through

Submitting a Proposal for a New Course

If you are ready to “launch” (submit) the proposal, click the bar labeled “Validate and Launch Proposal.” Verify the “launching” of the proposal by clicking “Validate and Launch Proposal.”

Attachments and Acknowledgements ^

Attachment Instructions
Please attach any required files by navigating to the right-side menu and clicking Files.
The syllabus for the proposed course must be attached. The syllabus must include learning outcomes.

Syllabus Acknowledgement*
☐ I acknowledge that the syllabus for the proposed course is attached, and that syllabus includes learning outcomes.

Acknowledgement*
☐ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

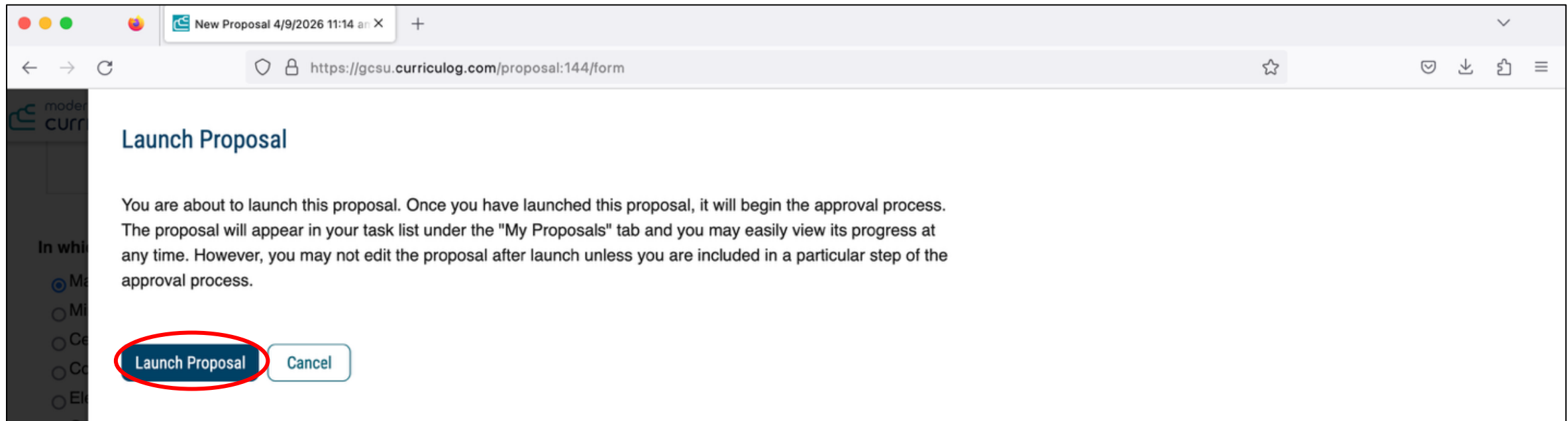
 Save All Changes

 Validate and Launch Proposal

Walk Me Through ^

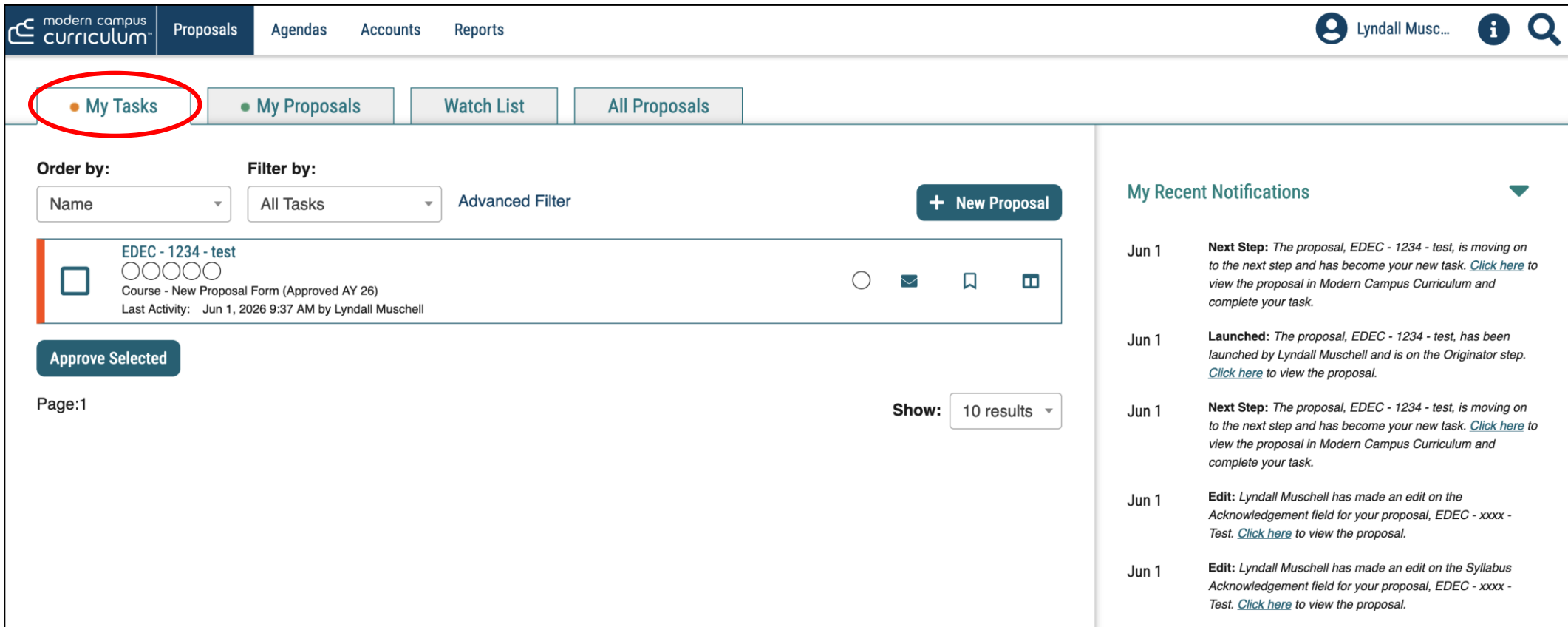
Submitting a Proposal for a New Course

The final step in submitting the proposal is to begin the approval process by clicking “Launch Proposal.” The proposal will appear in “Your Tasks” tab on the homepage.



Moving the New Course Proposal through the Workflow

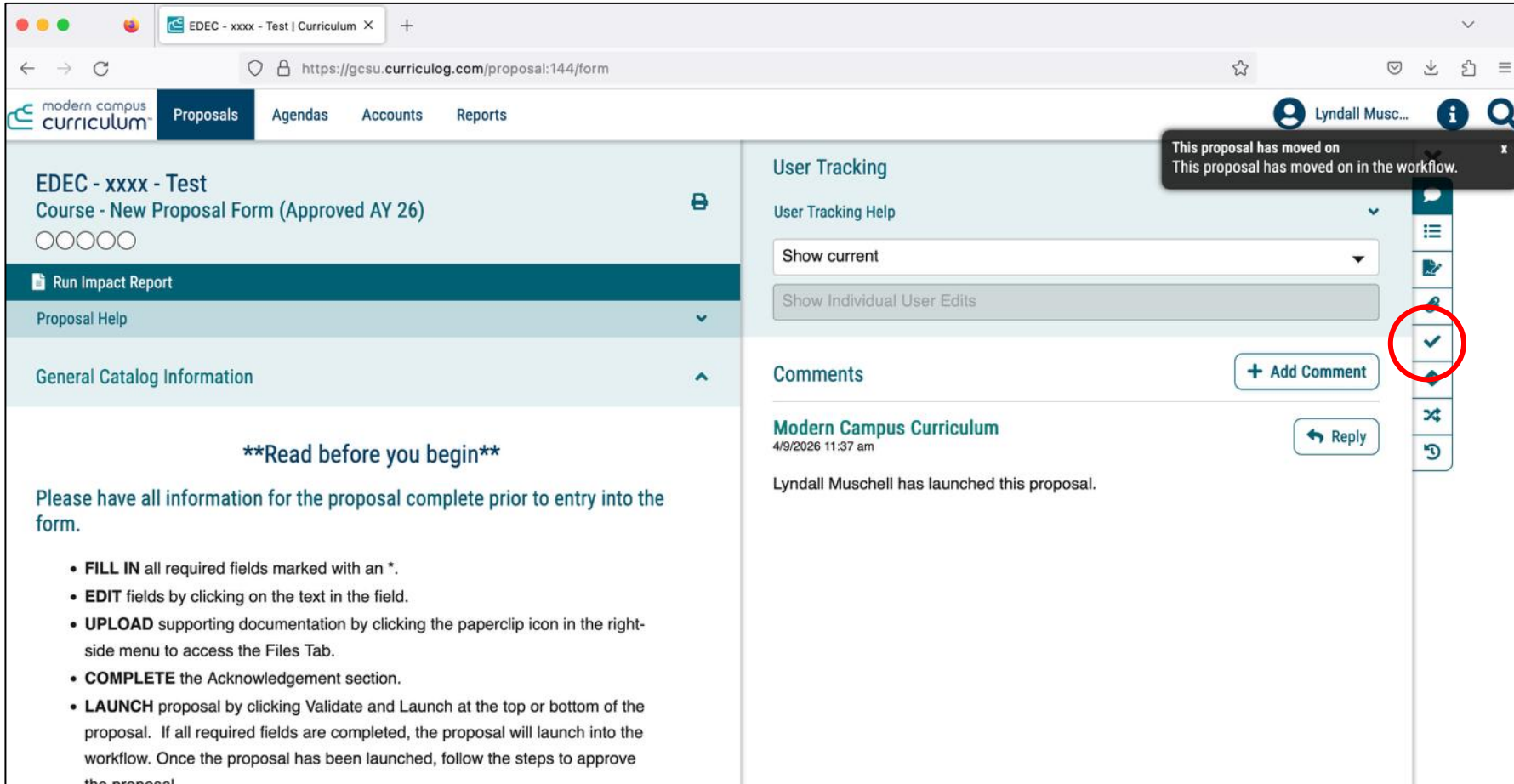
The proposal has been moved into the “workflow” and can be found under the “Your Tasks” tab on the homepage. Locate the appropriate proposal and double click to open.



The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user profile 'Lyndall Musc...' is visible in the top right. Below the navigation bar, the 'My Tasks' tab is highlighted with a red circle. Other tabs include 'My Proposals', 'Watch List', and 'All Proposals'. The main content area shows a list of tasks. The first task is 'EDEC - 1234 - test', which is a 'Course - New Proposal Form (Approved AY 26)'. It has a progress indicator of five circles, with the first one filled. The last activity is 'Jun 1, 2026 9:37 AM by Lyndall Muschell'. Below the task list, there is a button labeled 'Approve Selected'. The page number is 'Page:1' and the number of results is 'Show: 10 results'. On the right side, there is a section titled 'My Recent Notifications' with a dropdown arrow. It contains four notifications, all dated 'Jun 1'. The first notification states: 'Next Step: The proposal, EDEC - 1234 - test, is moving on to the next step and has become your new task. Click here to view the proposal in Modern Campus Curriculum and complete your task.' The second notification states: 'Launched: The proposal, EDEC - 1234 - test, has been launched by Lyndall Muschell and is on the Originator step. Click here to view the proposal.' The third notification states: 'Next Step: The proposal, EDEC - 1234 - test, is moving on to the next step and has become your new task. Click here to view the proposal in Modern Campus Curriculum and complete your task.' The fourth notification states: 'Edit: Lyndall Muschell has made an edit on the Acknowledgement field for your proposal, EDEC - xxxx - Test. Click here to view the proposal.' The fifth notification states: 'Edit: Lyndall Muschell has made an edit on the Syllabus Acknowledgement field for your proposal, EDEC - xxxx - Test. Click here to view the proposal.'

Moving the New Course Proposal through the Workflow

For the proposal to advance to the next step, you must verify the submission by clicking the ✓ within the menu bar on the right-hand side of the screen.



The screenshot displays the 'modern campus curriculum' web application interface. The browser address bar shows the URL <https://gcsu.curriculog.com/proposal:144/form>. The navigation menu includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The main content area is titled 'EDEC - xxxx - Test Course - New Proposal Form (Approved AY 26)' and includes a 'Run Impact Report' button and a 'Proposal Help' dropdown. A sidebar on the right contains a 'User Tracking' section with a 'Show current' dropdown and a 'Show Individual User Edits' button. Below this is a 'Comments' section with an 'Add Comment' button and a 'Reply' button. A red circle highlights a checkmark icon in the right-hand menu bar. A notification banner at the top right states: 'This proposal has moved on in the workflow.' The main content area also includes a section titled '**Read before you begin**' with instructions for filling in, editing, uploading, completing, and launching the proposal.

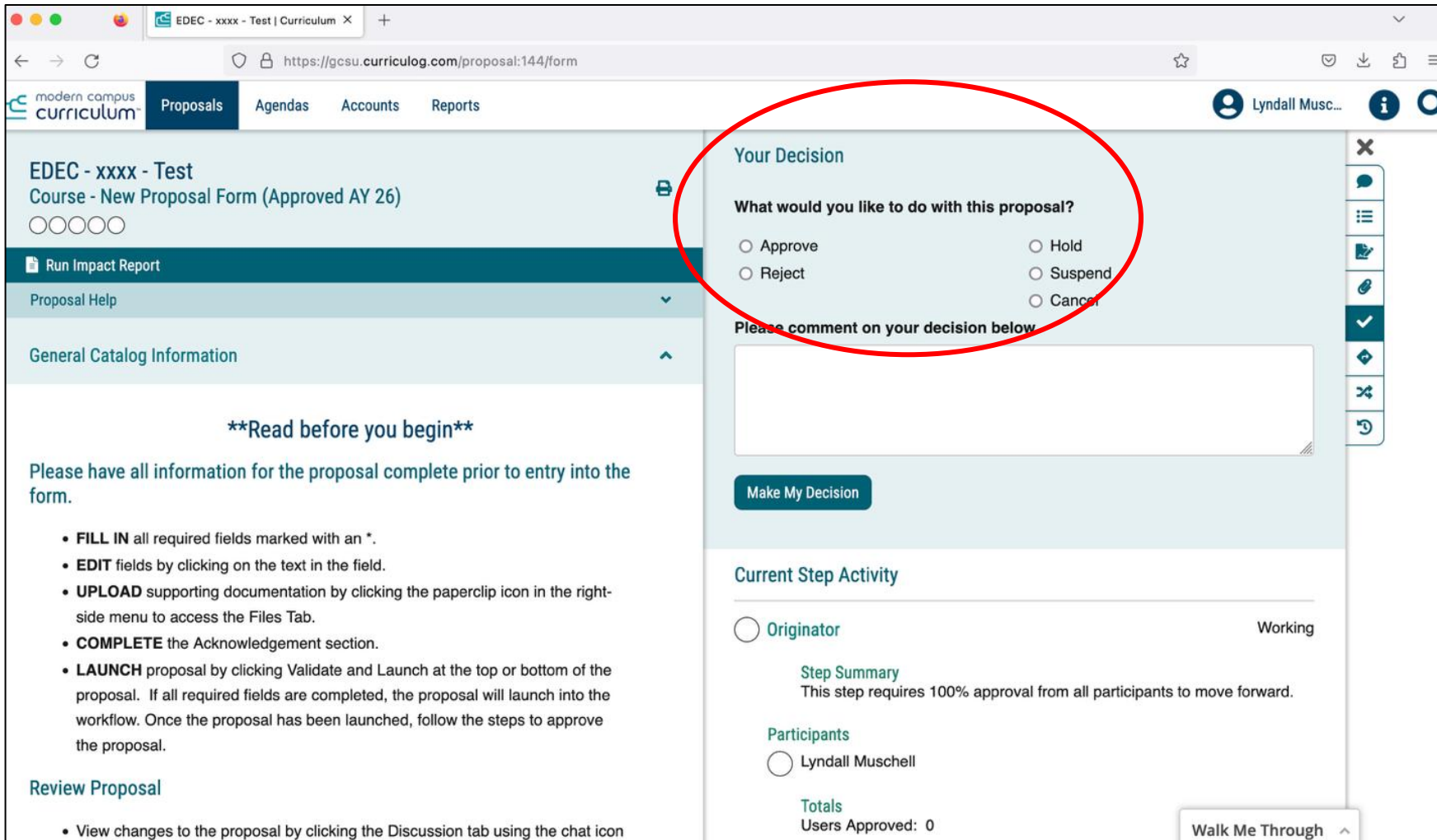
****Read before you begin****

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.

Moving the New Course Proposal through the Workflow

As the originator of the proposal, you must make a decision to advance the workflow process.



EDEC - xxxx - Test | Curriculum X

https://gcsu.curriculog.com/proposal:144/form

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

EDEC - xxxx - Test
Course - New Proposal Form (Approved AY 26)

Run Impact Report

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.

Your Decision

What would you like to do with this proposal?

☐ Approve ☐ Hold
☐ Reject ☐ Suspend
☐ Cancel

Please comment on your decision below

Make My Decision

Current Step Activity

☐ Originator Working

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

Participants

☐ Lyndall Muschell

Totals
Users Approved: 0

Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon

Walk Me Through

Moving the New Course Proposal through the Workflow

Decision options include the following:

Approve – This indicates that your decision is to approve the proposal and have the proposal continue in the workflow process.

Reject – This indicates that your decision is to reject the decision to move the proposal forward in the workflow process.

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.

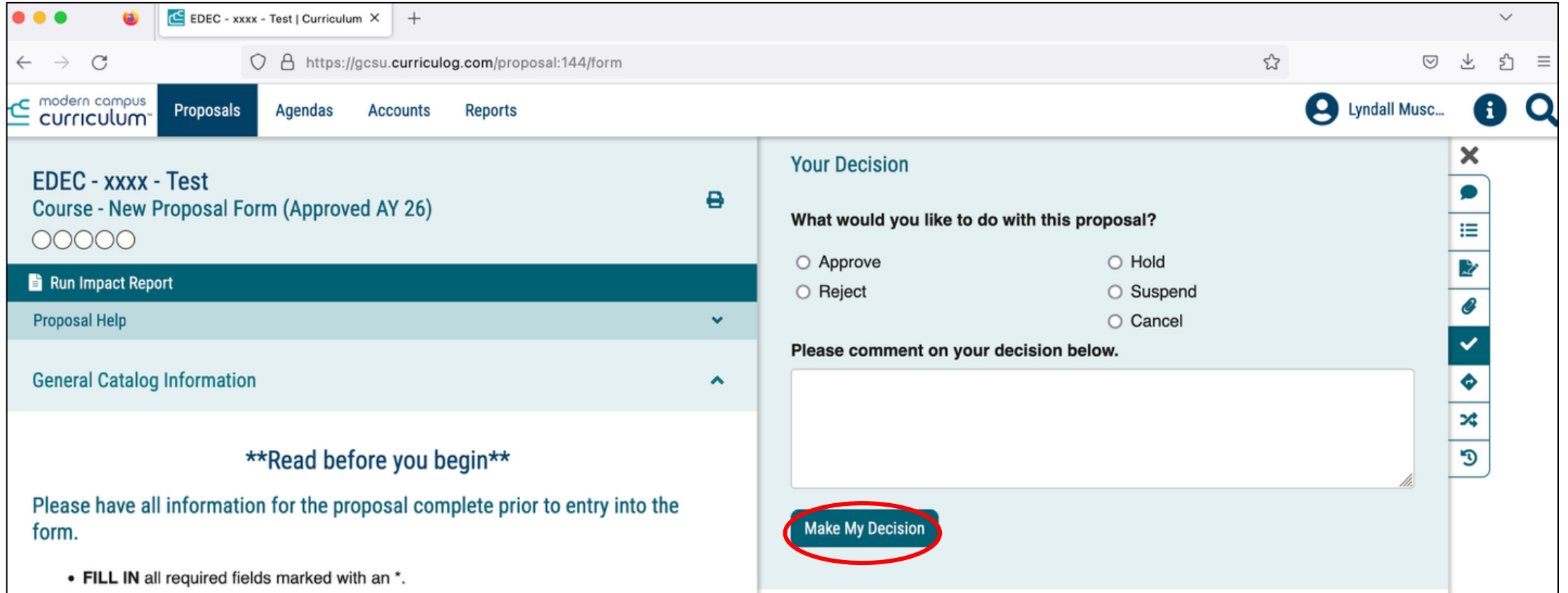
Suspend – If this decision option is selected, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed by an administrator.

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.

Moving the New Course Proposal through the Workflow

Once the decision option has been selected, click the bar labeled, “Make My Decision.”

If “Approve” has been selected, the proposal will begin progressing through the appropriate workflow.



The screenshot shows a web browser window with the URL <https://gcsu.curriculog.com/proposal:144/form>. The page is titled "EDEC - xxxx - Test | Curriculum" and features a navigation bar with "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Lyndall Musc...".

The main content area is divided into two panels. The left panel, titled "EDEC - xxxx - Test Course - New Proposal Form (Approved AY 26)", contains a "Run Impact Report" button, a "Proposal Help" link, and a "General Catalog Information" link. Below these links, a message reads: "**Read before you begin** Please have all information for the proposal complete prior to entry into the form." A note at the bottom states: "• **FILL IN** all required fields marked with an *."

The right panel, titled "Your Decision", asks "What would you like to do with this proposal?" and provides five radio button options: "Approve", "Reject", "Hold", "Suspend", and "Cancel". Below the options, a text box is provided for a comment, with the prompt "Please comment on your decision below." A "Make My Decision" button is located at the bottom of the right panel, circled in red.

Moving the New Course Proposal through the Workflow

The proposal will appear under the “My Tasks” tab on the ***Modern Campus Curriculum*** homepage of the next reviewer.

When a proposal appears in the “My Tasks” tab, the reviewer considers the proposal and makes their decision moving the proposal forward in the workflow. This process continues until the final level of approval at which time notifications are sent.