



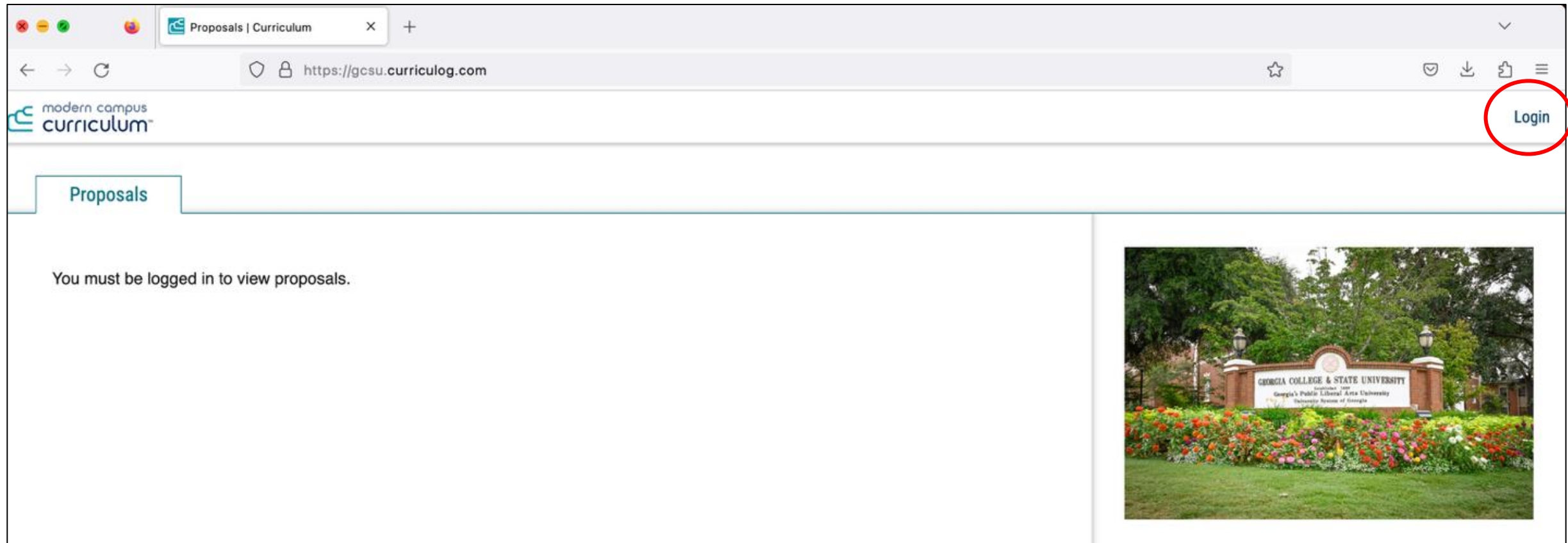
Modern Campus Curriculum: Submitting a Proposal for a New GC1Y or GC2Y Course Section



GEORGIA COLLEGE & STATE UNIVERSITY

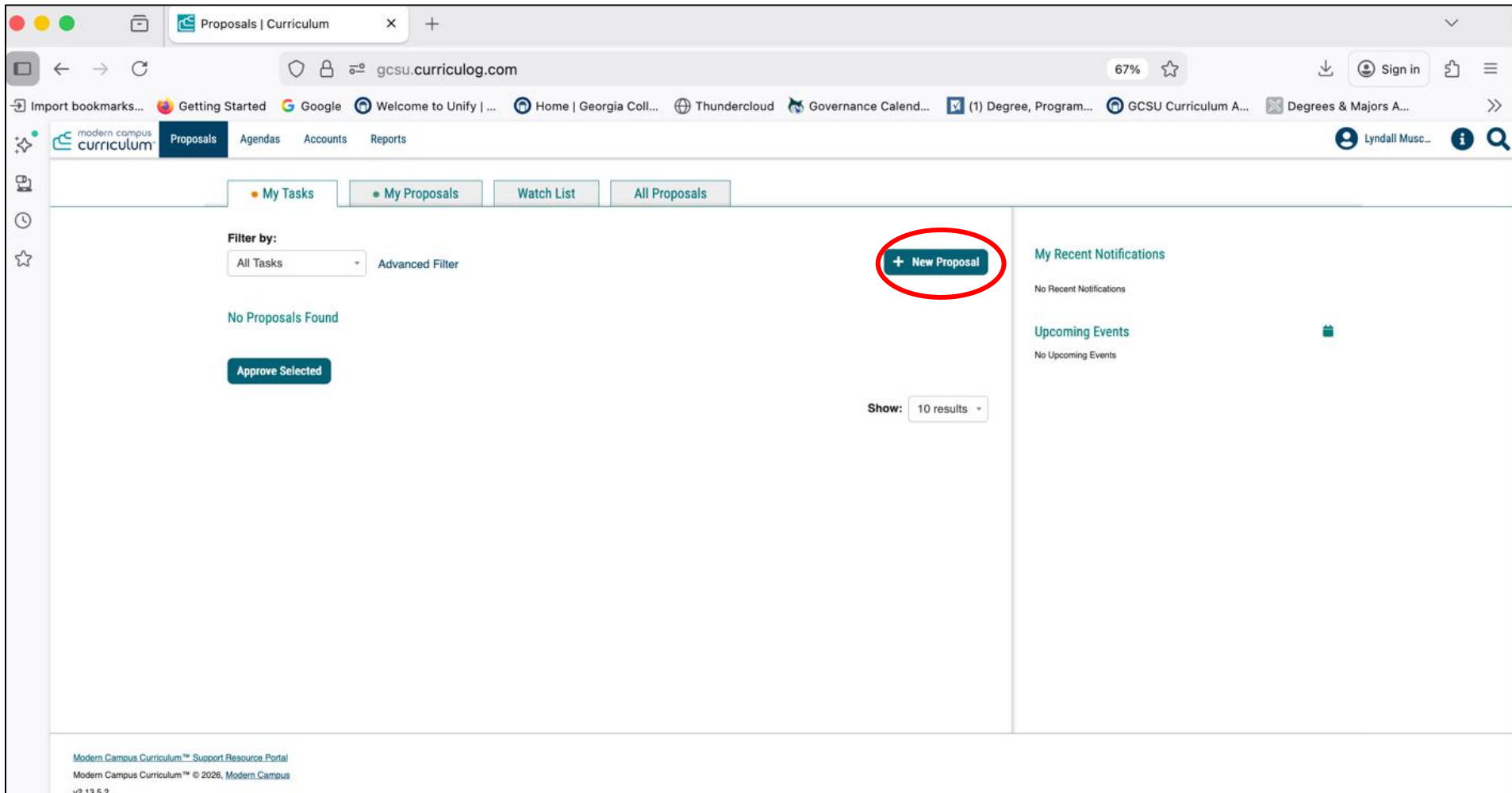
Login for Modern Campus Curriculum

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



Submitting a Proposal for a New GC1Y or GC2Y Course Section

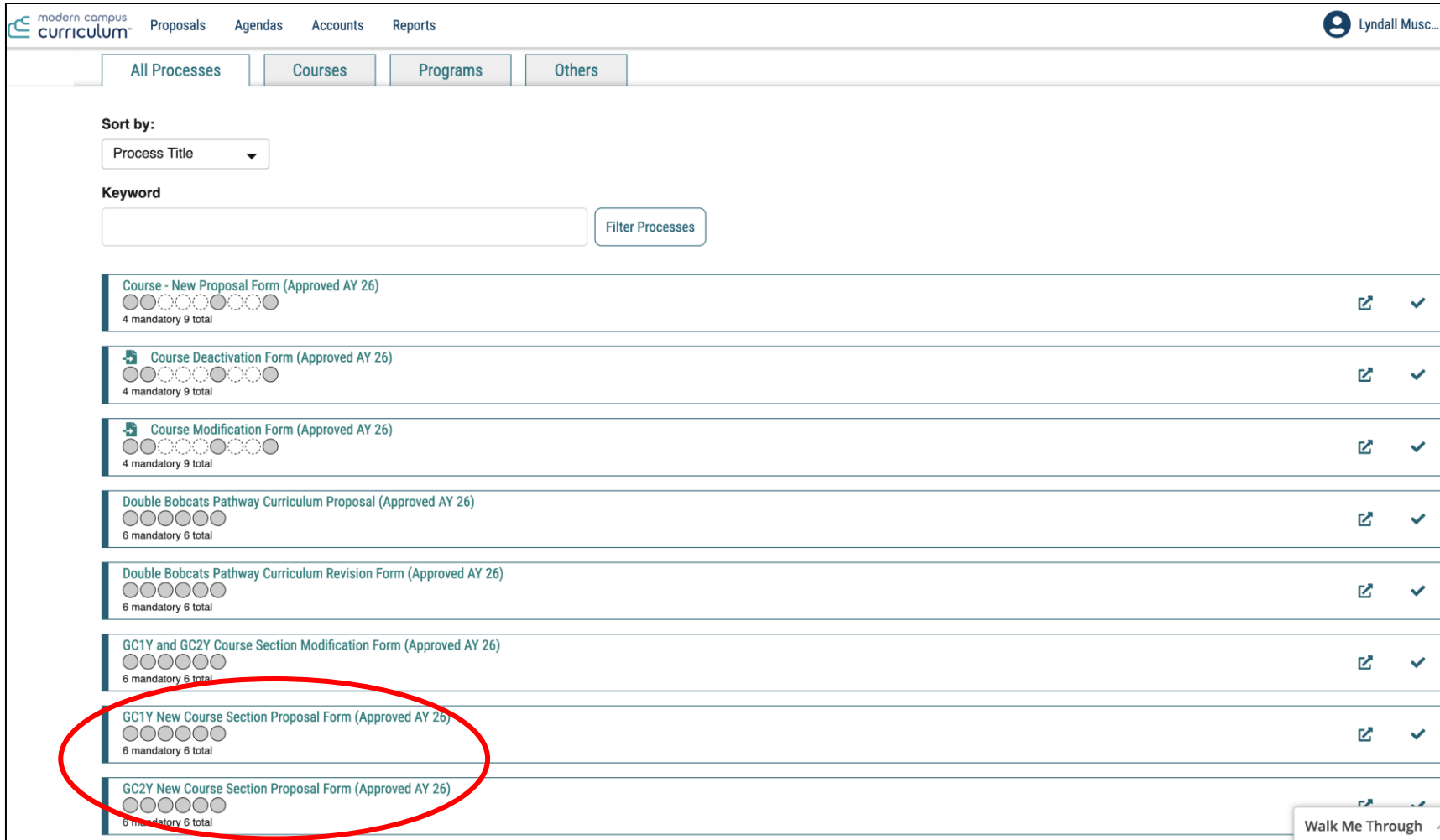
Login to **Modern Campus Curriculum** using Unify/MyGCSU credentials. Click on the bar labeled “New Proposal.”



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

Submitting a Proposal for a New GC1Y or GC2Y Course Section

Select either *GC1Y* or *GC2Y* New Course Section Form.

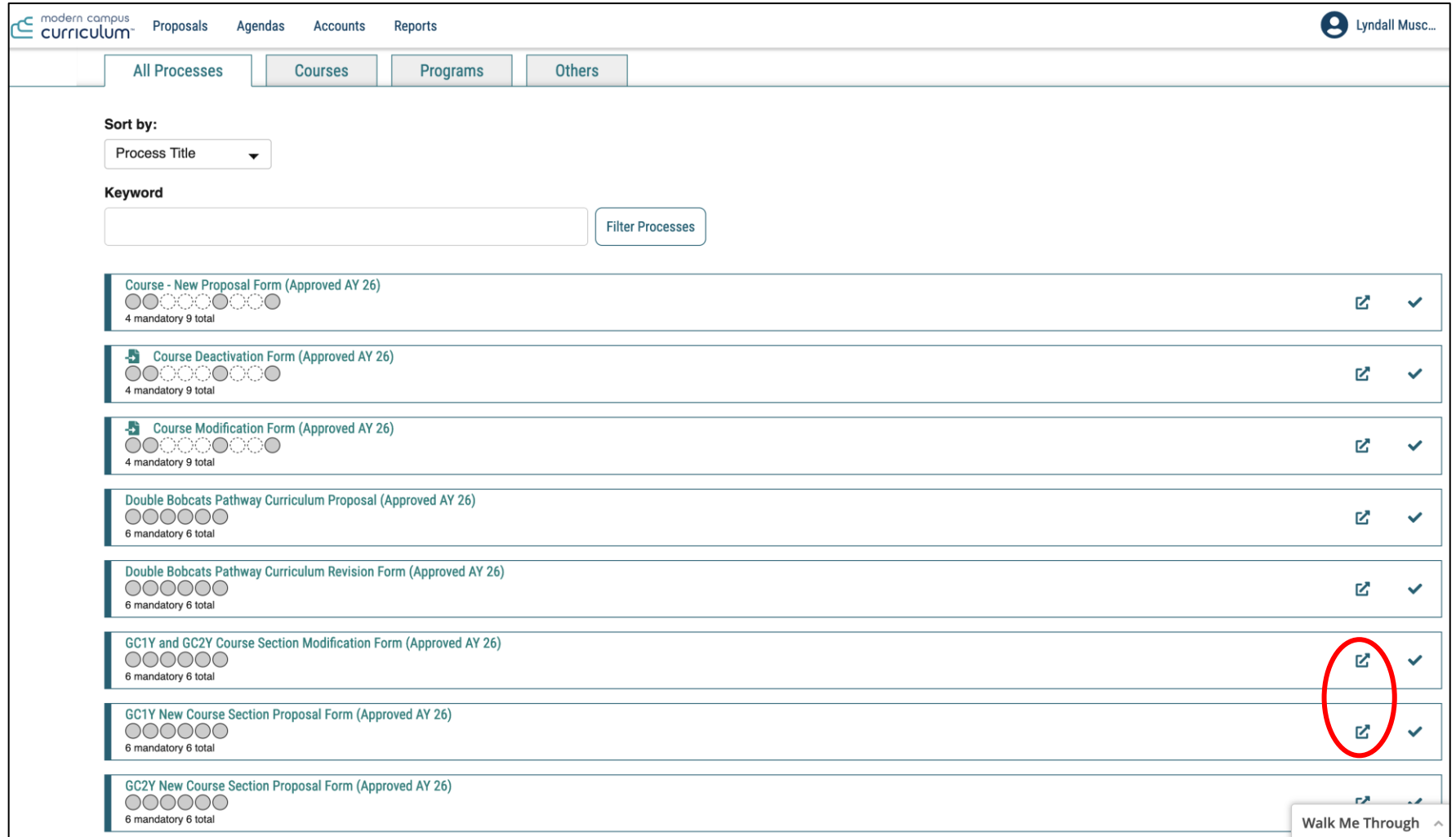


The screenshot shows the 'modern campus curriculum' interface. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. Below the navigation, there are four tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. On the left, there is a 'Sort by:' dropdown menu set to 'Process Title'. Below that is a 'Keyword' search bar and a 'Filter Processes' button. The main area displays a list of curriculum processes. Each item includes a title, a progress indicator (a row of circles), and a status (e.g., 'Approved AY 26'). The 'GC1Y New Course Section Proposal Form (Approved AY 26)' is circled in red. At the bottom right, there is a 'Walk Me Through' button.

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

Submitting a Proposal for a New GC1Y or GC2Y Course Section

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.

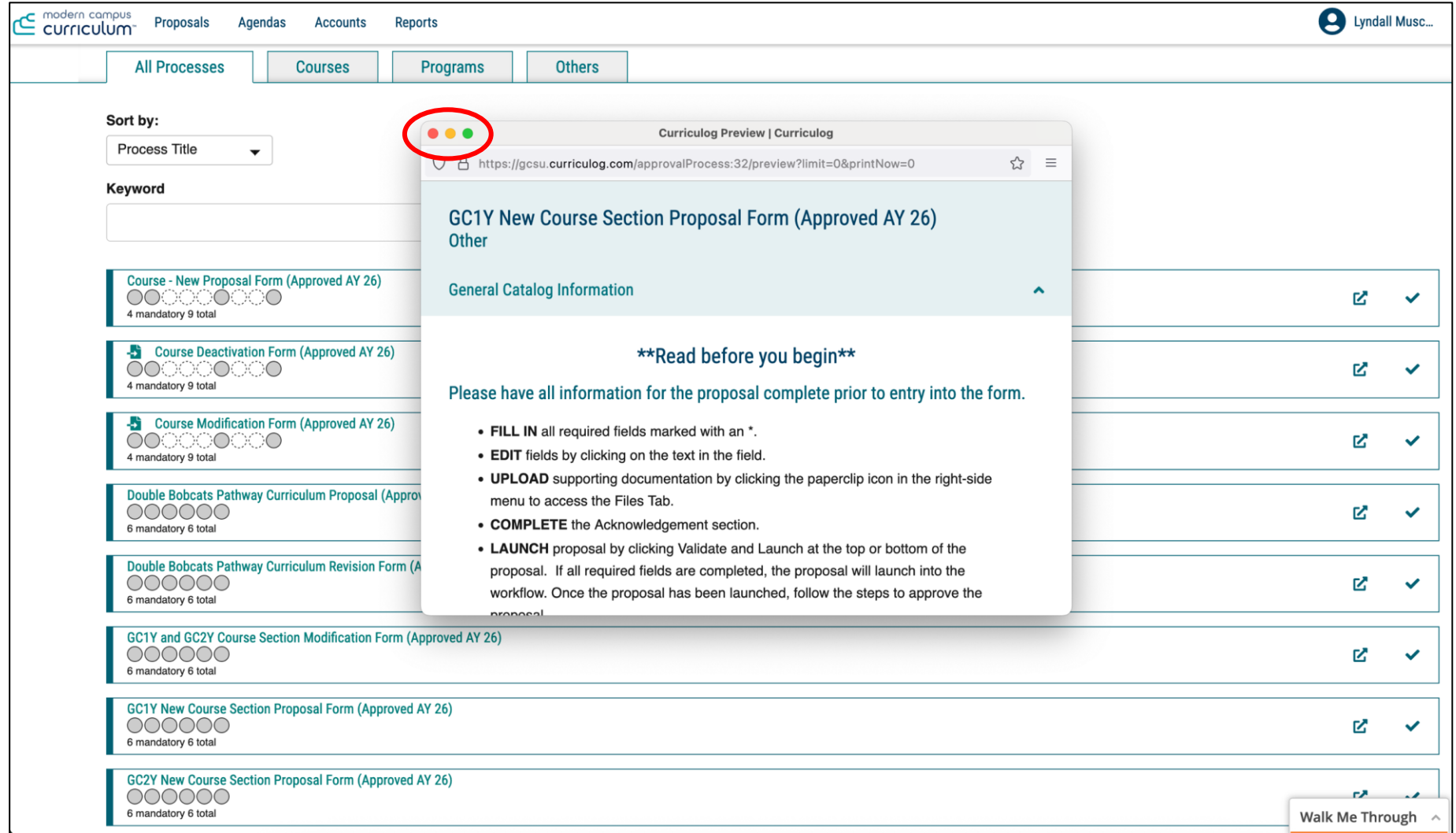


The screenshot shows the 'modern campus curriculum' web application interface. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. A user profile 'Lyndall Musc...' is visible in the top right. Below the navigation, there are filter tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. Under 'Sort by:', there is a dropdown menu set to 'Process Title'. A 'Keyword' search bar and a 'Filter Processes' button are also present. The main content area displays a list of proposal forms, each with a title, a progress indicator (circles), and a '4 mandatory 9 total' or '6 mandatory 6 total' status. Each item has an external link icon (a square with a diagonal arrow) and a checkmark icon. The external link icons for the 'GC1Y and GC2Y Course Section Modification Form' and the 'GC1Y New Course Section Proposal Form' are circled in red. At the bottom right, there is a 'Walk Me Through' button with an upward arrow.

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

Submitting a Proposal for a New GC1Y or GC2Y Course Section

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 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'Proposals' section is active, showing a list of proposal forms. A preview window is open, displaying the 'GC1Y New Course Section Proposal Form (Approved AY 26) Other'. The preview window has a title bar with three colored dots (red, yellow, green) for window control. The main content area of the preview window contains a section titled '**Read before you begin**' with instructions for filling out the form. The background list of proposals includes items like 'Course - New Proposal Form (Approved AY 26)', '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)', 'GC1Y and GC2Y Course Section Modification Form (Approved AY 26)', 'GC1Y New Course Section Proposal Form (Approved AY 26)', and 'GC2Y New Course Section Proposal Form (Approved AY 26)'. Each item shows a progress indicator (circles) and a status (e.g., '4 mandatory 9 total').

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 Section Modification Form (Approved AY 26)
6 mandatory 6 total

GC1Y New Course Section Proposal Form (Approved AY 26)
6 mandatory 6 total

GC2Y New Course Section Proposal Form (Approved AY 26)
6 mandatory 6 total

Curriculog Preview | Curriculog

https://gcsu.curriculog.com/approvalProcess:32/preview?limit=0&printNow=0

GC1Y New Course Section Proposal Form (Approved AY 26)
Other

General Catalog Information

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

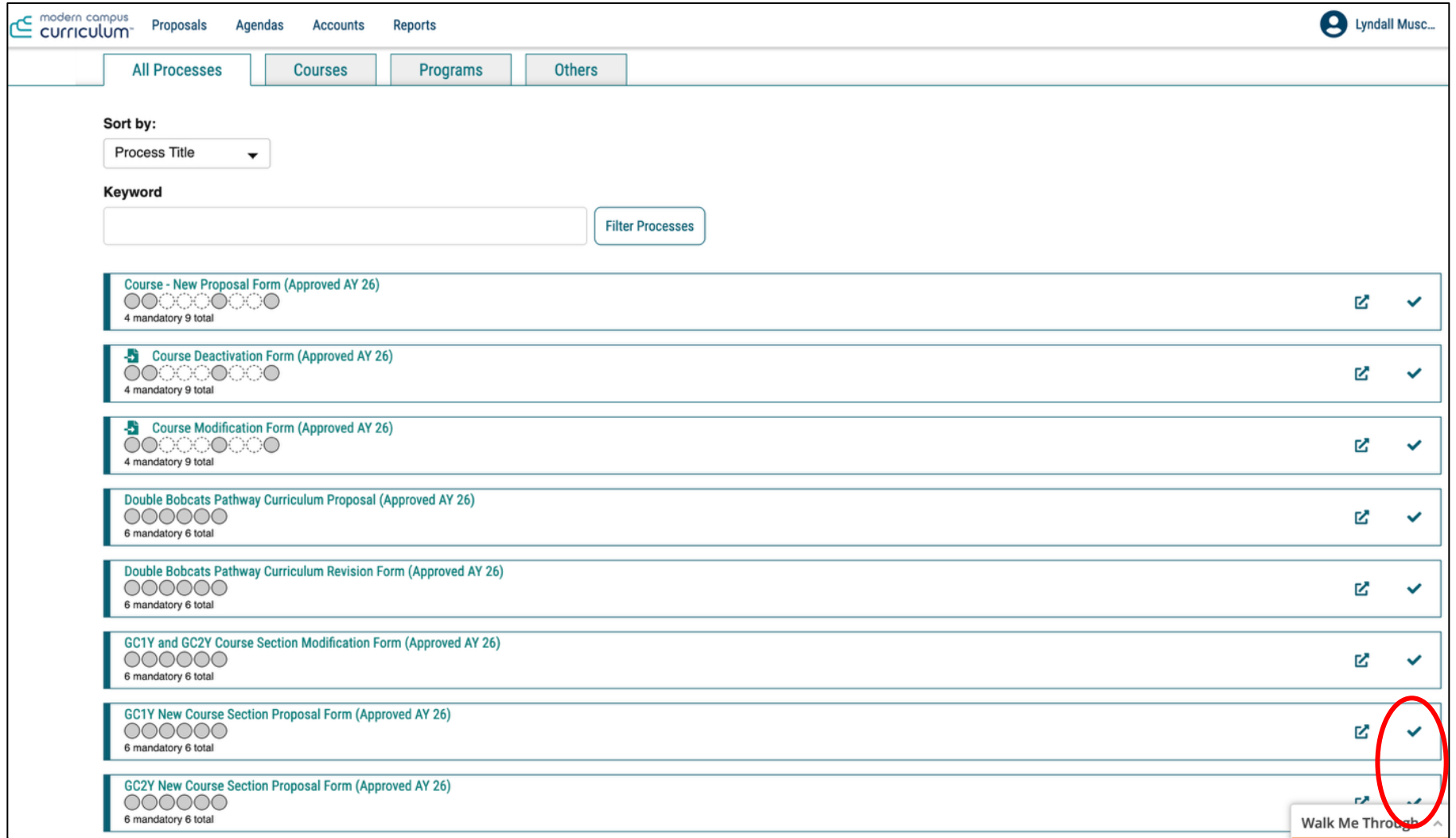
Please have all information for the proposal complete prior to entry into the form.

- **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 GC1Y or GC2Y Course Section

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



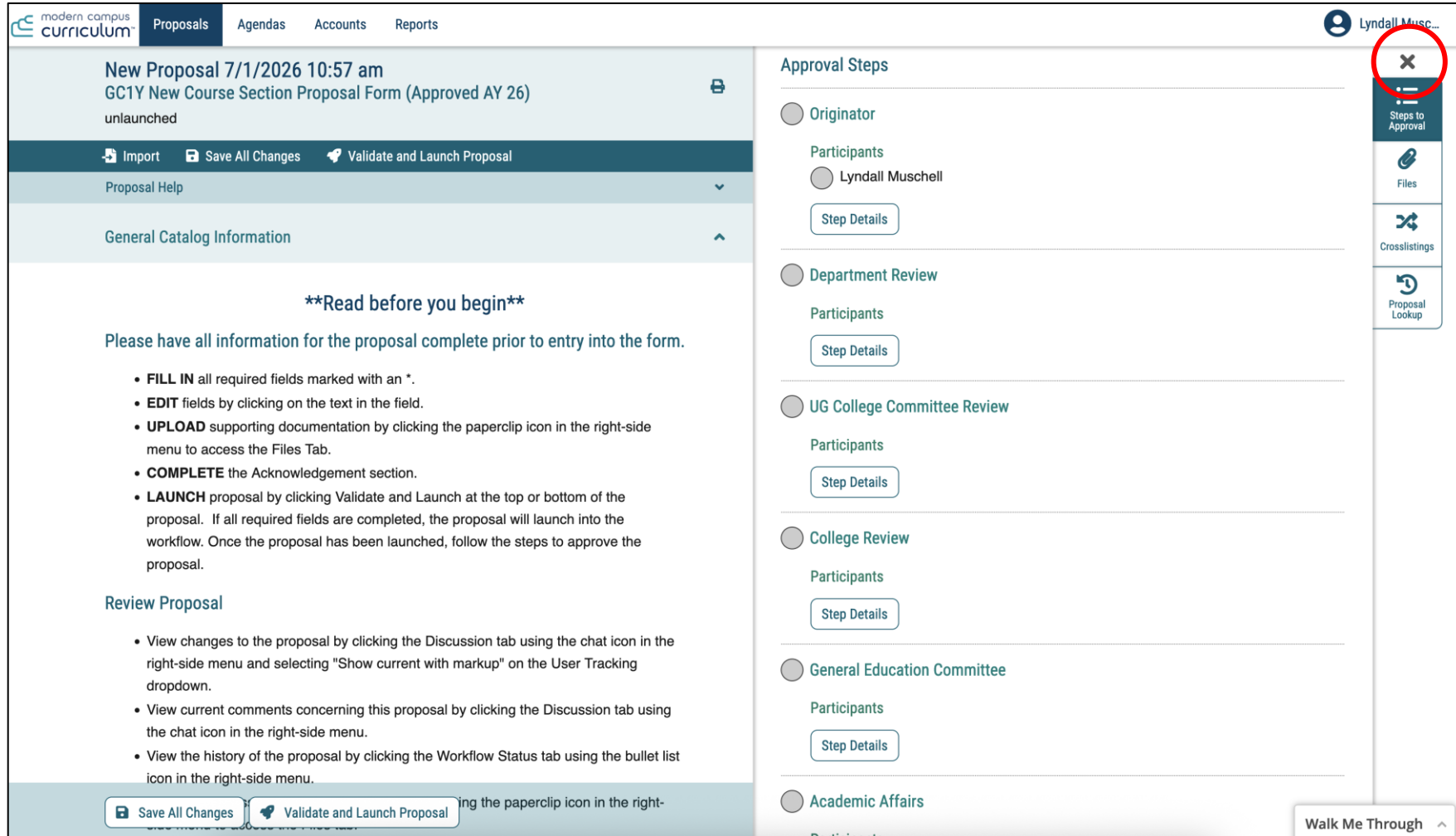
The screenshot shows the 'modern campus curriculum' interface. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The 'Proposals' tab is active. Below the tabs, there are filters: 'All Processes' (selected), 'Courses', 'Programs', and 'Others'. A 'Sort by:' dropdown is set to 'Process Title'. A 'Keyword' search bar is present with a 'Filter Processes' button. The main list displays several proposal items, each with a progress indicator (circles) and a '4 mandatory 9 total' or '6 mandatory 6 total' status. The items are:

- Course - New Proposal Form (Approved AY 26)
- 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)
- GC1Y and GC2Y Course Section Modification Form (Approved AY 26)
- GC1Y New Course Section Proposal Form (Approved AY 26)
- GC2Y New Course Section Proposal Form (Approved AY 26)

Each item has an external link icon and a checkmark icon. The checkmark icon for the 'GC1Y New Course Section Proposal Form' is circled in red. A 'Walk Me Through' button is visible in the bottom right corner.

Submitting a Proposal for a New GC1Y or GC2Y Course Section

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 7/1/2026 10:57 am
GC1Y New Course Section Proposal Form (Approved AY 26)
unlaunched

Import 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 list icon in the right-side menu.

Save All Changes Validate and Launch Proposal

Approval Steps

- Originator
Participants
Lyndall Muschell
Step Details
- Department Review
Participants
Step Details
- UG College Committee Review
Participants
Step Details
- College Review
Participants
Step Details
- General Education Committee
Participants
Step Details
- Academic Affairs
Participants

Steps to Approval

Files

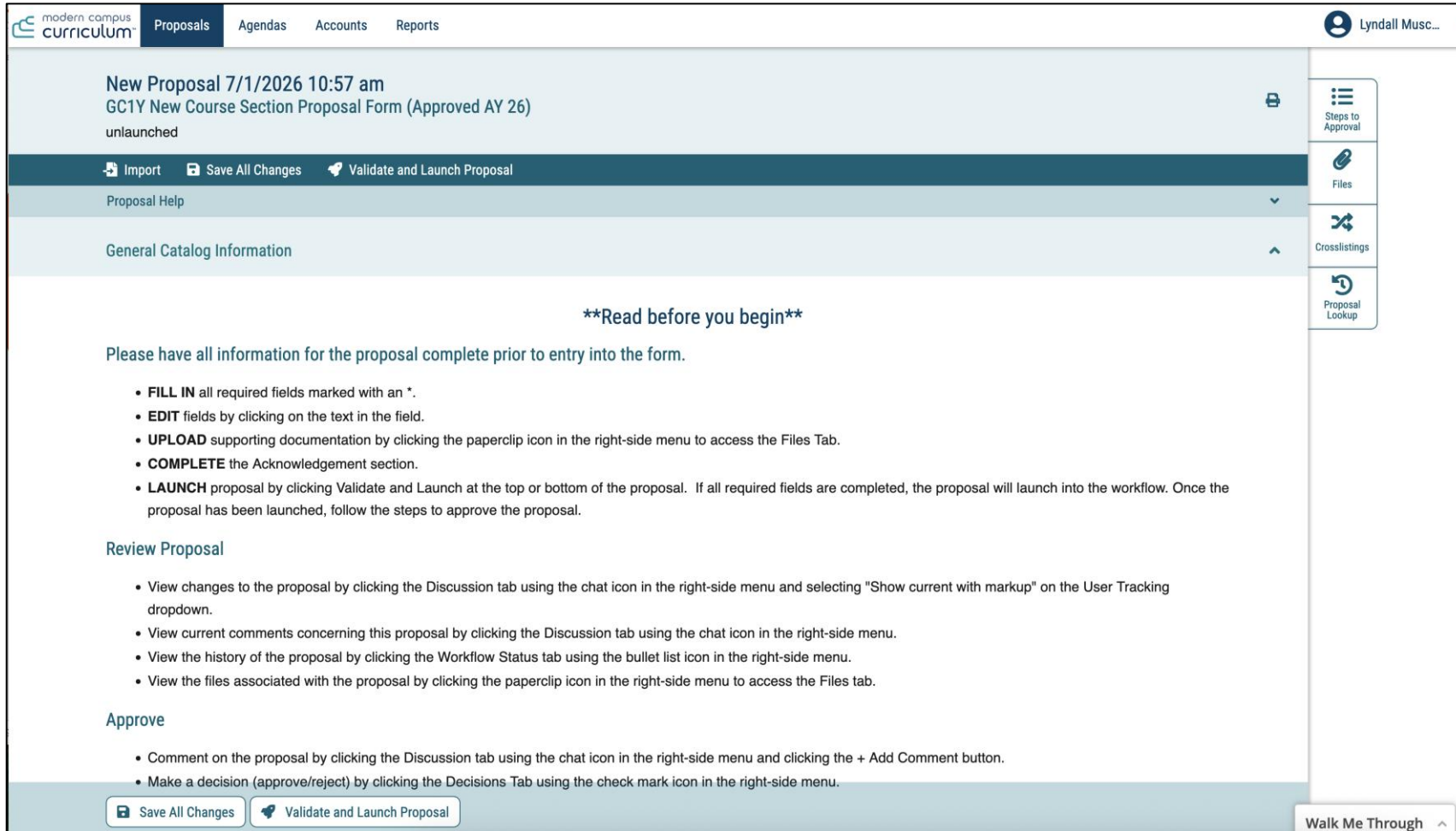
Crosslistings

Proposal Lookup

Walk Me Through

Submitting a Proposal for a New GC1Y or GC2Y Course Section

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 heading is 'New Proposal 7/1/2026 10:57 am' for a 'GC1Y New Course Section Proposal Form (Approved AY 26)'. Below this is a toolbar with 'Import', '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 has a section titled '**Read before you begin**' with instructions on how to fill in, edit, upload, complete, and launch the proposal. Below this are sections for 'Review Proposal' and 'Approve', each with specific instructions. At the bottom, there are buttons for 'Save All Changes' and 'Validate and Launch Proposal', and a 'Walk Me Through' link.

modern campus curriculum | Proposals | Agendas | Accounts | Reports | Lyndall Musc...

New Proposal 7/1/2026 10:57 am
GC1Y New Course Section Proposal Form (Approved AY 26)
unlaunched

Import | 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 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

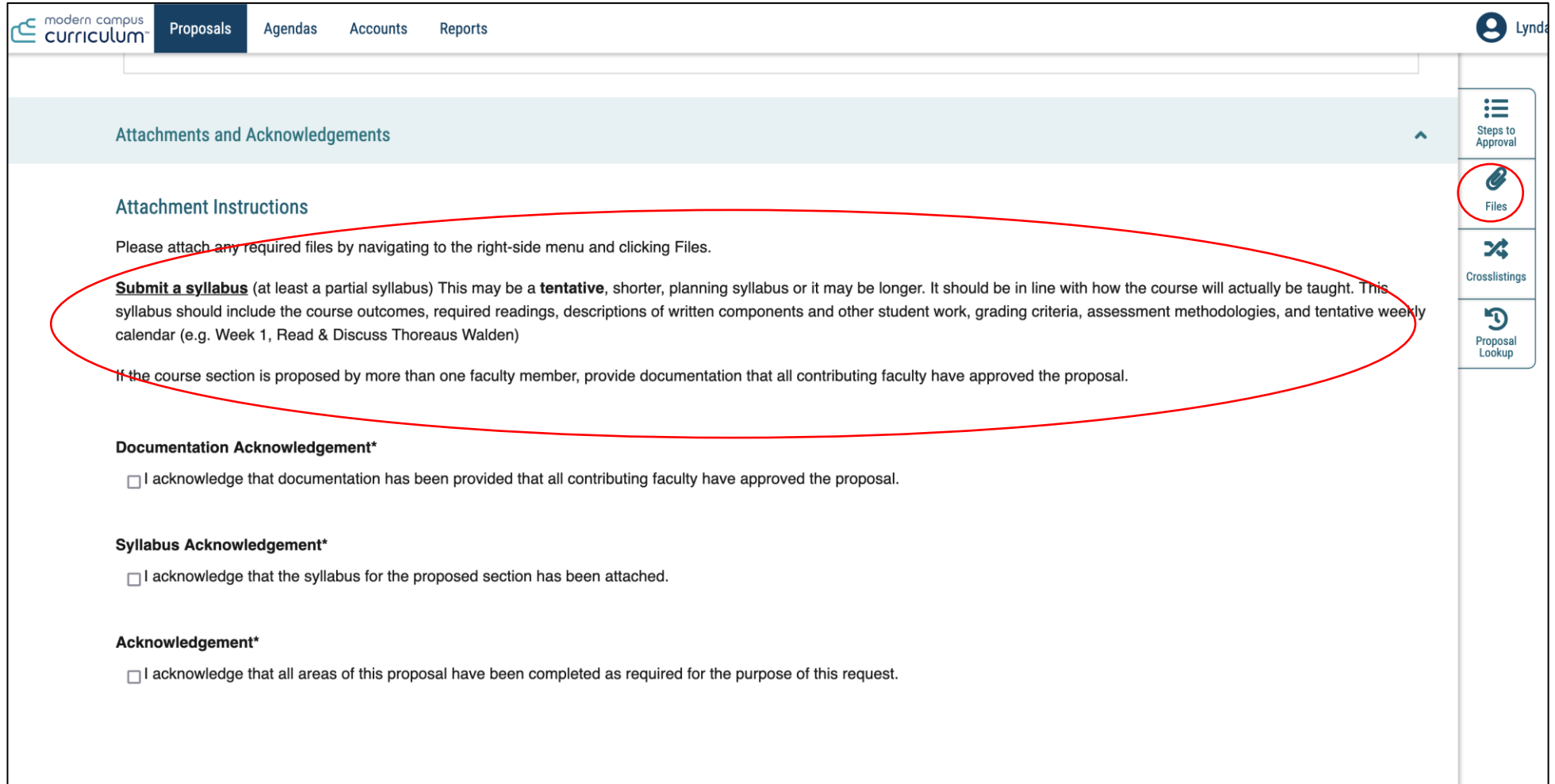
- Comment on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- Make a decision (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

Save All Changes | Validate and Launch Proposal

Walk Me Through

Submitting a Proposal for a New GC1Y or GC2Y Course Section

After completing the form, attach the syllabus by clicking on the paperclip/files icon in the menu on the righthand side. Note the syllabus requirements.



The screenshot shows the 'Proposals' tab in the Modern Campus Curriculum system. The 'Attachments and Acknowledgements' section is active. A red oval highlights the 'Attachment Instructions' and the 'Submit a syllabus' text. The 'Files' icon in the right-hand menu is also circled in red.

modern campus curriculum | Proposals | Agendas | Accounts | Reports

Lynda

Attachments and Acknowledgements

Attachment Instructions

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

Submit a syllabus (at least a partial syllabus) This may be a **tentative**, shorter, planning syllabus or it may be longer. It should be in line with how the course will actually be taught. This syllabus should include the course outcomes, required readings, descriptions of written components and other student work, grading criteria, assessment methodologies, and tentative weekly calendar (e.g. Week 1, Read & Discuss Thoreaus Walden)

If the course section is proposed by more than one faculty member, provide documentation that all contributing faculty have approved the proposal.

Documentation Acknowledgement*

☐ I acknowledge that documentation has been provided that all contributing faculty have approved the proposal.

Syllabus Acknowledgement*

☐ I acknowledge that the syllabus for the proposed section has been attached.

Acknowledgement*

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

Steps to Approval

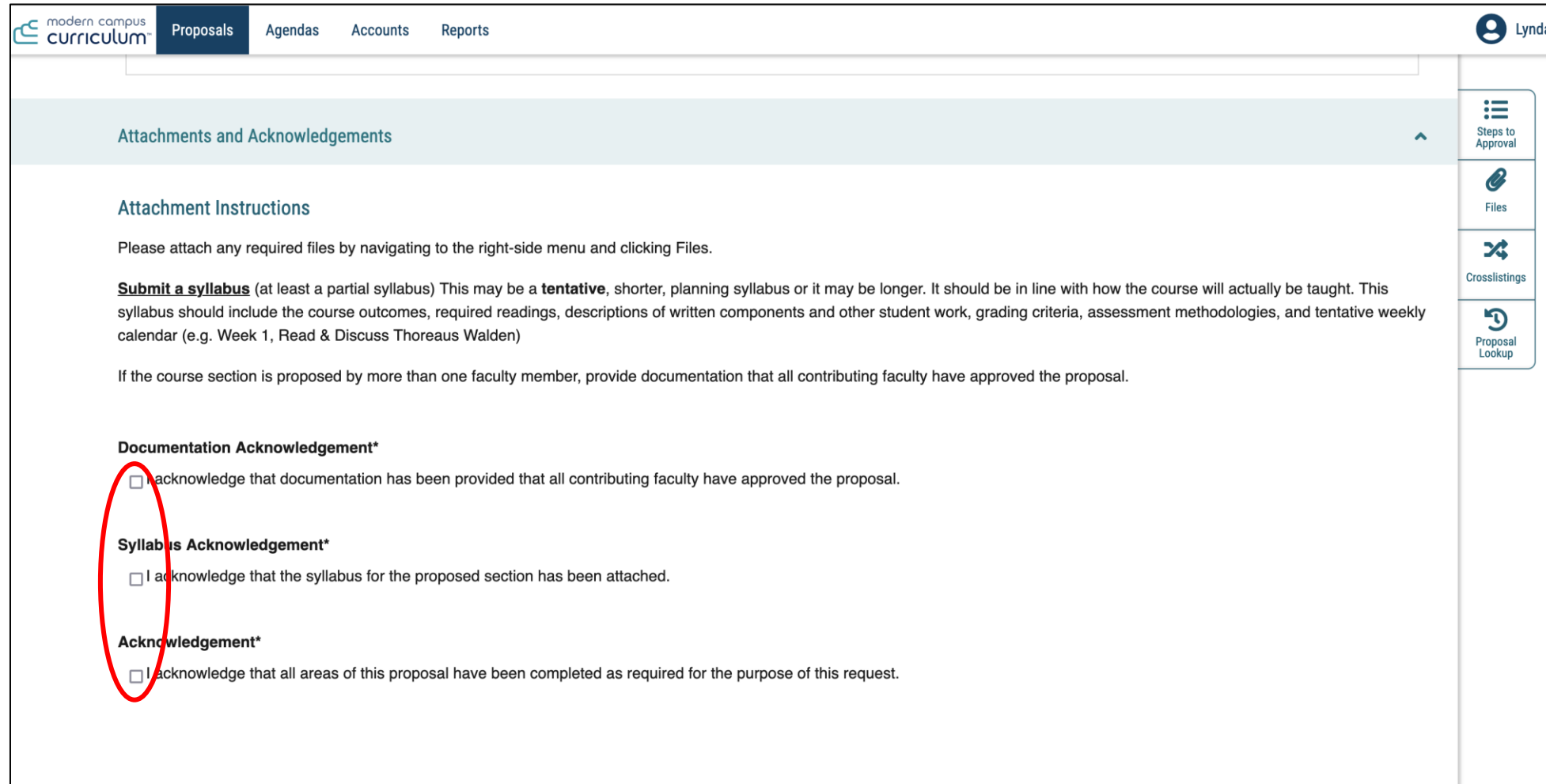
Files

Crosslistings

Proposal Lookup

Submitting a Proposal for a New GC1Y or GC2Y Course Section

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



The screenshot shows the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lynda' is logged in. The main section is titled 'Attachments and Acknowledgements'. Under 'Attachment Instructions', it states: 'Please attach any required files by navigating to the right-side menu and clicking Files.' It also provides instructions for submitting a syllabus and for multi-faculty proposals. The 'Documentation Acknowledgement*' section contains a checkbox that is circled in red, with the text: 'I acknowledge that documentation has been provided that all contributing faculty have approved the proposal.' Below this is the 'Syllabus Acknowledgement*' section with a circled checkbox: 'I acknowledge that the syllabus for the proposed section has been attached.' The 'Acknowledgement*' section at the bottom has a circled checkbox: 'I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.' The right sidebar contains links for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'.

modern campus curriculum

Proposals Agendas Accounts Reports

Lynda

Steps to Approval

Files

Crosslistings

Proposal Lookup

Attachments and Acknowledgements

Attachment Instructions

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

Submit a syllabus (at least a partial syllabus) This may be a **tentative**, shorter, planning syllabus or it may be longer. It should be in line with how the course will actually be taught. This syllabus should include the course outcomes, required readings, descriptions of written components and other student work, grading criteria, assessment methodologies, and tentative weekly calendar (e.g. Week 1, Read & Discuss Thoreaus Walden)

If the course section is proposed by more than one faculty member, provide documentation that all contributing faculty have approved the proposal.

Documentation Acknowledgement*

☐ I acknowledge that documentation has been provided that all contributing faculty have approved the proposal.

Syllabus Acknowledgement*

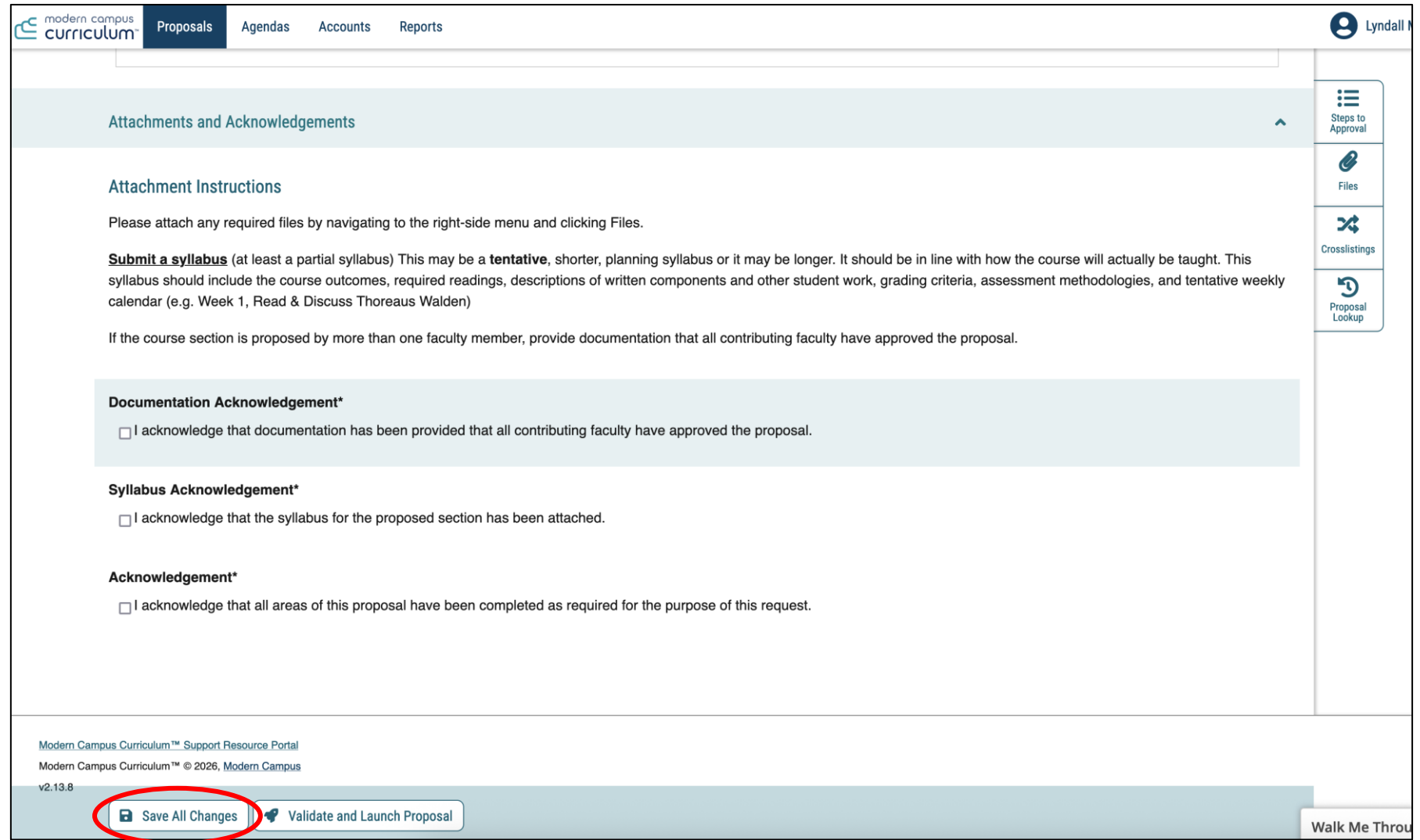
☐ I acknowledge that the syllabus for the proposed section has been attached.

Acknowledgement*

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

Submitting a Proposal for a New GC1Y or GC2Y Course Section

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.



The screenshot shows the 'Proposals' tab in the Modern Campus Curriculum system. The main content area is titled 'Attachments and Acknowledgements'. It includes 'Attachment Instructions' which state that users should attach any required files by navigating to the right-side menu and clicking 'Files'. It also provides instructions for submitting a syllabus, noting that it should include course outcomes, required readings, descriptions of written components, grading criteria, assessment methodologies, and a tentative weekly calendar. A note mentions that if the course section is proposed by more than one faculty member, documentation of faculty approval is required. Below these instructions are three sections for acknowledgements, each with a checkbox: 'Documentation Acknowledgement*', 'Syllabus Acknowledgement*', and 'Acknowledgement*'. The right sidebar contains a 'Steps to Approval' menu with links for 'Files', 'Crosslistings', and 'Proposal Lookup'. The bottom of the form features a footer with copyright information and two buttons: 'Save All Changes' (highlighted with a red circle) and 'Validate and Launch Proposal'.

modern campus curriculum™

Proposals Agendas Accounts Reports

Lyndall M

Attachments and Acknowledgements

Attachment Instructions

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

Submit a syllabus (at least a partial syllabus) This may be a **tentative**, shorter, planning syllabus or it may be longer. It should be in line with how the course will actually be taught. This syllabus should include the course outcomes, required readings, descriptions of written components and other student work, grading criteria, assessment methodologies, and tentative weekly calendar (e.g. Week 1, Read & Discuss Thoreaus Walden)

If the course section is proposed by more than one faculty member, provide documentation that all contributing faculty have approved the proposal.

Documentation Acknowledgement*

☐ I acknowledge that documentation has been provided that all contributing faculty have approved the proposal.

Syllabus Acknowledgement*

☐ I acknowledge that the syllabus for the proposed section has been attached.

Acknowledgement*

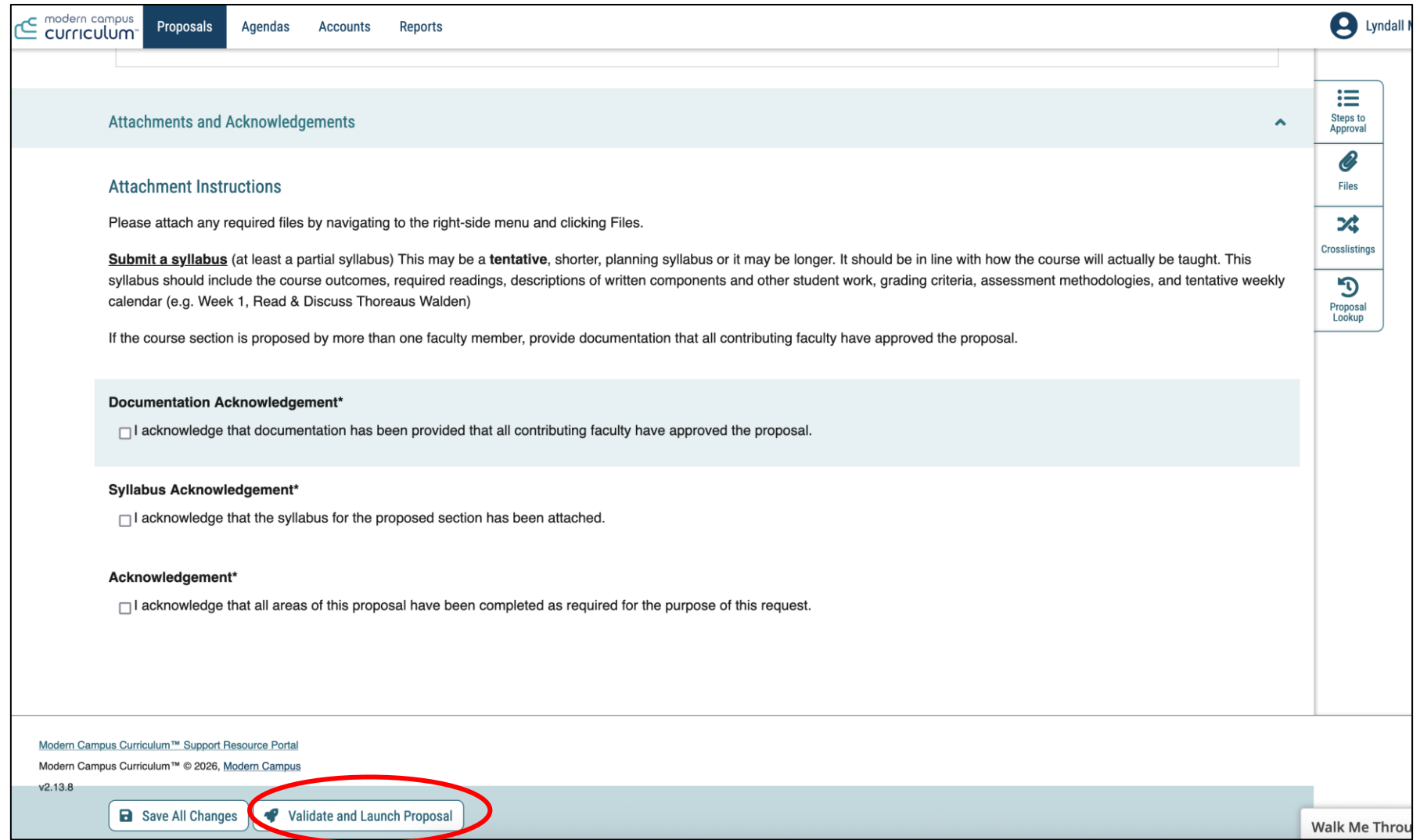
☐ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Modern Campus Curriculum™ Support Resource Portal
Modern Campus Curriculum™ © 2026, Modern Campus
v2.13.8

Walk Me Throu

Submitting a Proposal for a New GC1Y or GC2Y Course Section

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.”



The screenshot displays the 'Proposals' section of the Modern Campus Curriculum Support Resource Portal. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall M' is logged in. The main content area is titled 'Attachments and Acknowledgements' and includes 'Attachment Instructions' and three acknowledgment sections: 'Documentation Acknowledgement*', 'Syllabus Acknowledgement*', and 'Acknowledgement*'. Each section has a checkbox for acknowledgment. The right sidebar contains a 'Steps to Approval' menu with links for 'Files', 'Crosslistings', and 'Proposal Lookup'. The footer shows the portal version 'v2.13.8' and two buttons: 'Save All Changes' and 'Validate and Launch Proposal', which is circled in red. A 'Walk Me Thru' button is also visible in the bottom right corner.

modern campus curriculum™

Proposals Agendas Accounts Reports

Lyndall M

Steps to Approval

Files

Crosslistings

Proposal Lookup

Attachments and Acknowledgements

Attachment Instructions

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

Submit a syllabus (at least a partial syllabus) This may be a **tentative**, shorter, planning syllabus or it may be longer. It should be in line with how the course will actually be taught. This syllabus should include the course outcomes, required readings, descriptions of written components and other student work, grading criteria, assessment methodologies, and tentative weekly calendar (e.g. Week 1, Read & Discuss Thoreaus Walden)

If the course section is proposed by more than one faculty member, provide documentation that all contributing faculty have approved the proposal.

Documentation Acknowledgement*

☐ I acknowledge that documentation has been provided that all contributing faculty have approved the proposal.

Syllabus Acknowledgement*

☐ I acknowledge that the syllabus for the proposed section has been attached.

Acknowledgement*

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

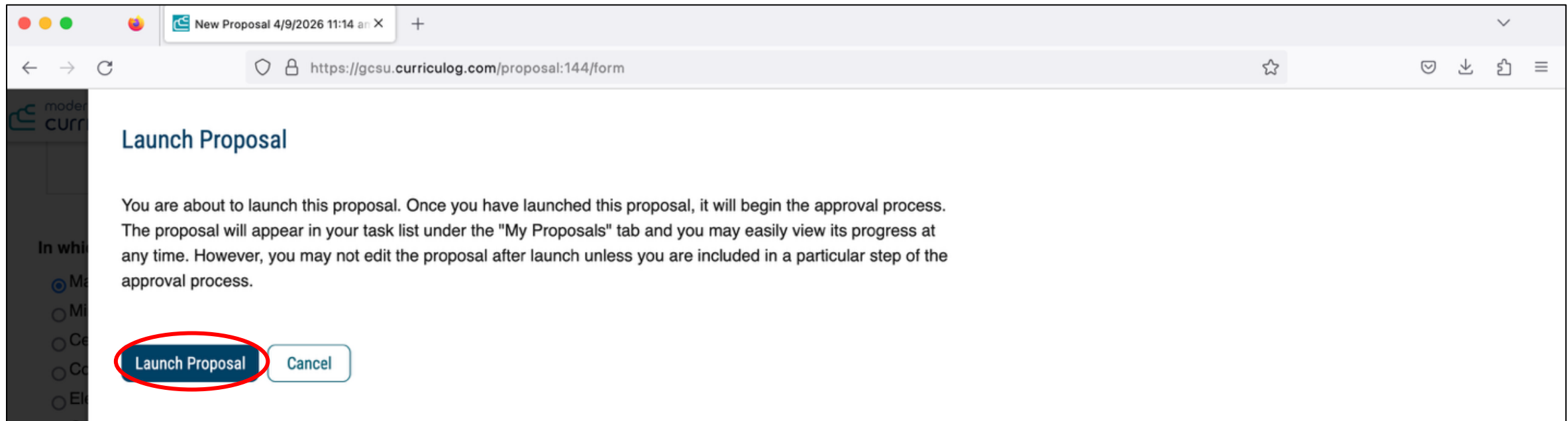
Modern Campus Curriculum™ Support Resource Portal
Modern Campus Curriculum™ © 2026, Modern Campus
v2.13.8

Save All Changes Validate and Launch Proposal

Walk Me Thru

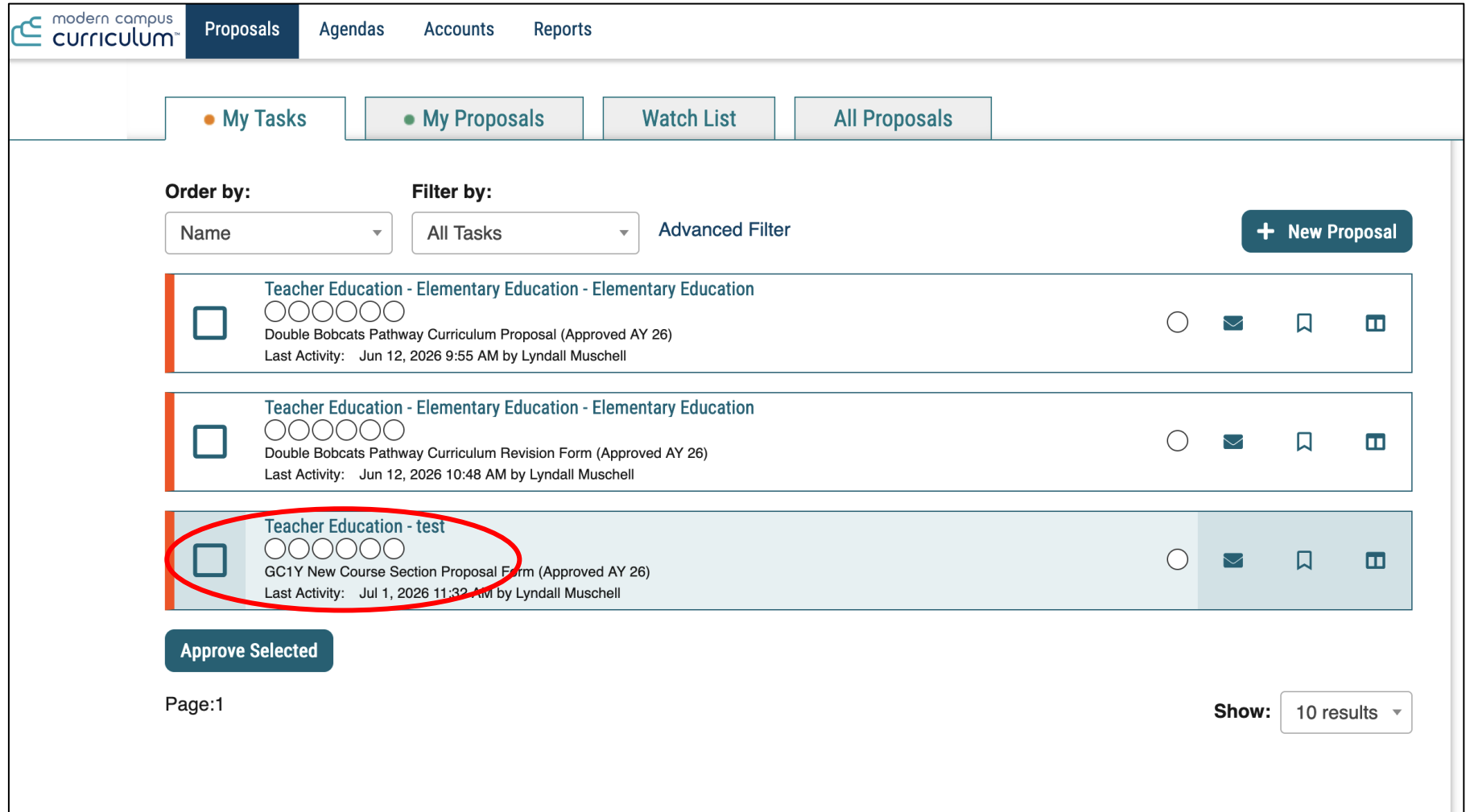
Submitting a Proposal for a New GC1Y or GC2Y Course Section

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 a Proposal for a New GC1Y or GC2Y Course Section 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 shows the 'Proposals' tab in the Modern Campus Curriculum system. The 'My Tasks' tab is selected, displaying a list of proposals. The third proposal, 'Teacher Education - test', is highlighted with a red circle. This proposal is a 'GC1Y New Course Section Proposal Form (Approved AY 26)' with a last activity on Jul 1, 2026. The interface includes filters for 'Order by' (Name) and 'Filter by' (All Tasks), a 'New Proposal' button, and a list of three proposals. The first two are 'Double Bobcats Pathway Curriculum Proposal' and 'Double Bobcats Pathway Curriculum Revision Form'. The third is the highlighted 'GC1Y New Course Section Proposal Form'. The page also shows 'Page:1' and 'Show: 10 results'.

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

☐	Teacher Education - Elementary Education - Elementary Education ○○○○○○○ Double Bobcats Pathway Curriculum Proposal (Approved AY 26) Last Activity: Jun 12, 2026 9:55 AM by Lyndall Muschell	☐			
☐	Teacher Education - Elementary Education - Elementary Education ○○○○○○○ Double Bobcats Pathway Curriculum Revision Form (Approved AY 26) Last Activity: Jun 12, 2026 10:48 AM by Lyndall Muschell	☐			
☐	Teacher Education - test ○○○○○○○ GC1Y New Course Section Proposal Form (Approved AY 26) Last Activity: Jul 1, 2026 11:32 AM by Lyndall Muschell	☐			

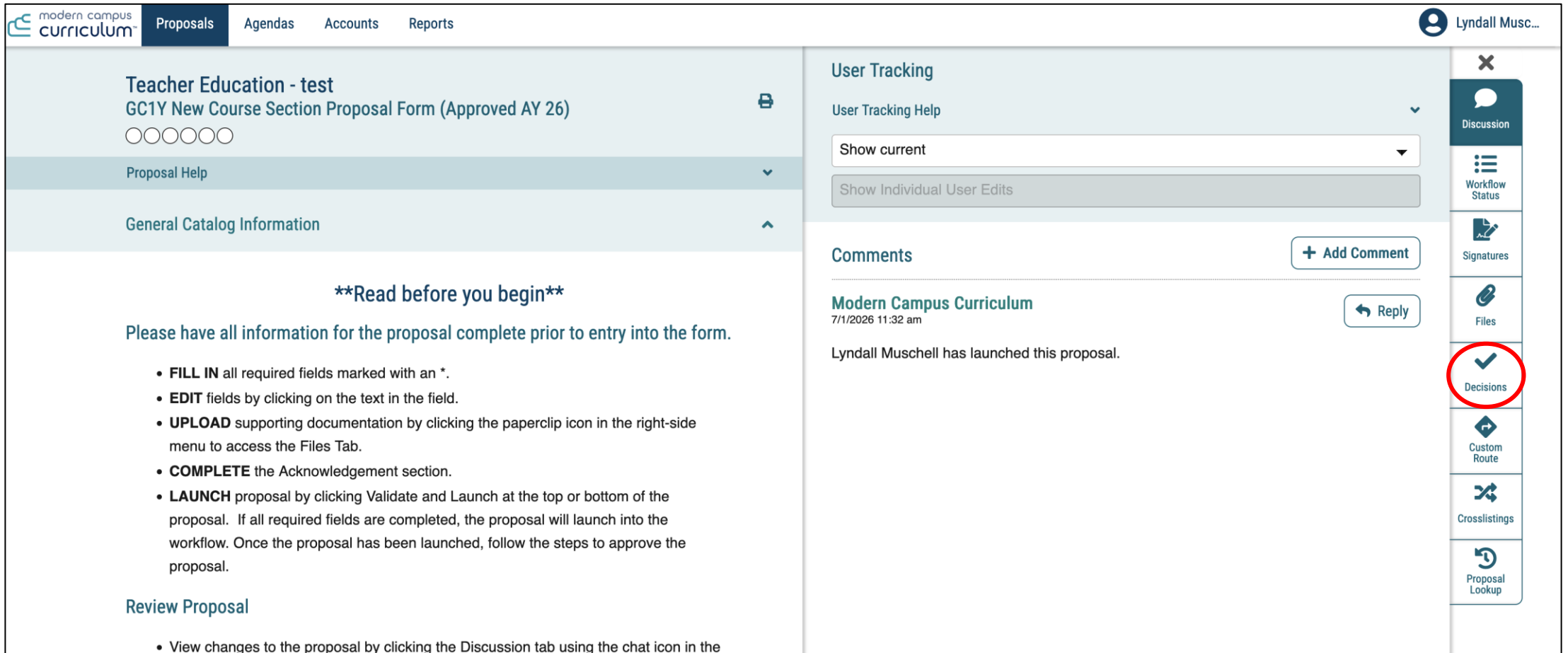
Approve Selected

Page:1

Show: 10 results

Moving a Proposal for a New GC1Y or GC2Y Course Section 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' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. The main content area is titled 'Teacher Education - test' and 'GC1Y New Course Section Proposal Form (Approved AY 26)'. It features a 'Proposal Help' dropdown and 'General Catalog Information'. A section titled '**Read before you begin**' provides instructions: 'Please have all information for the proposal complete prior to entry into the form.' and a list of steps: 'FILL IN' required fields, 'EDIT' fields, 'UPLOAD' supporting documentation, 'COMPLETE' the Acknowledgement section, and 'LAUNCH' the proposal. A 'Review Proposal' section follows. The right sidebar contains a 'User Tracking' section with a 'Show current' dropdown and a 'Show Individual User Edits' button. Below this is a 'Comments' section with a '+ Add Comment' button and a 'Reply' button. The bottom of the sidebar features a vertical menu with icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions' (highlighted with a red circle and a checkmark), 'Custom Route', 'Crosslistings', and 'Proposal Lookup'.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

Teacher Education - test
GC1Y New Course Section Proposal Form (Approved AY 26)
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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

User Tracking

User Tracking Help

Show current

Show Individual User Edits

Comments

+ Add Comment

Modern Campus Curriculum
7/1/2026 11:32 am

Lyndall Muschell has launched this proposal.

Reply

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup

Moving a Proposal for a New GC1Y or GC2Y Course Section through the Workflow

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

modern campus curriculum

ProposalsAgendasAccountsReports

Lyndall Musc...

Teacher Education - test
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[Review Proposal](#)

Your Decision

What would you like to do with this proposal?

☐ Approve

☐ Reject

☐ Hold

☐ 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

Discussion

Workflow Status

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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 a Proposal for a New GC1Y or GC2Y Course Section 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.

modern campus curriculum

Proposals

Agendas

Accounts

Reports

Lyndall Musc...

Teacher Education - test

GC1Y New Course Section Proposal Form (Approved AY 26)

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Review Proposal

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Make My Decision

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Moving a Proposal for a New GC1Y or GC2Y Course Section 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.