



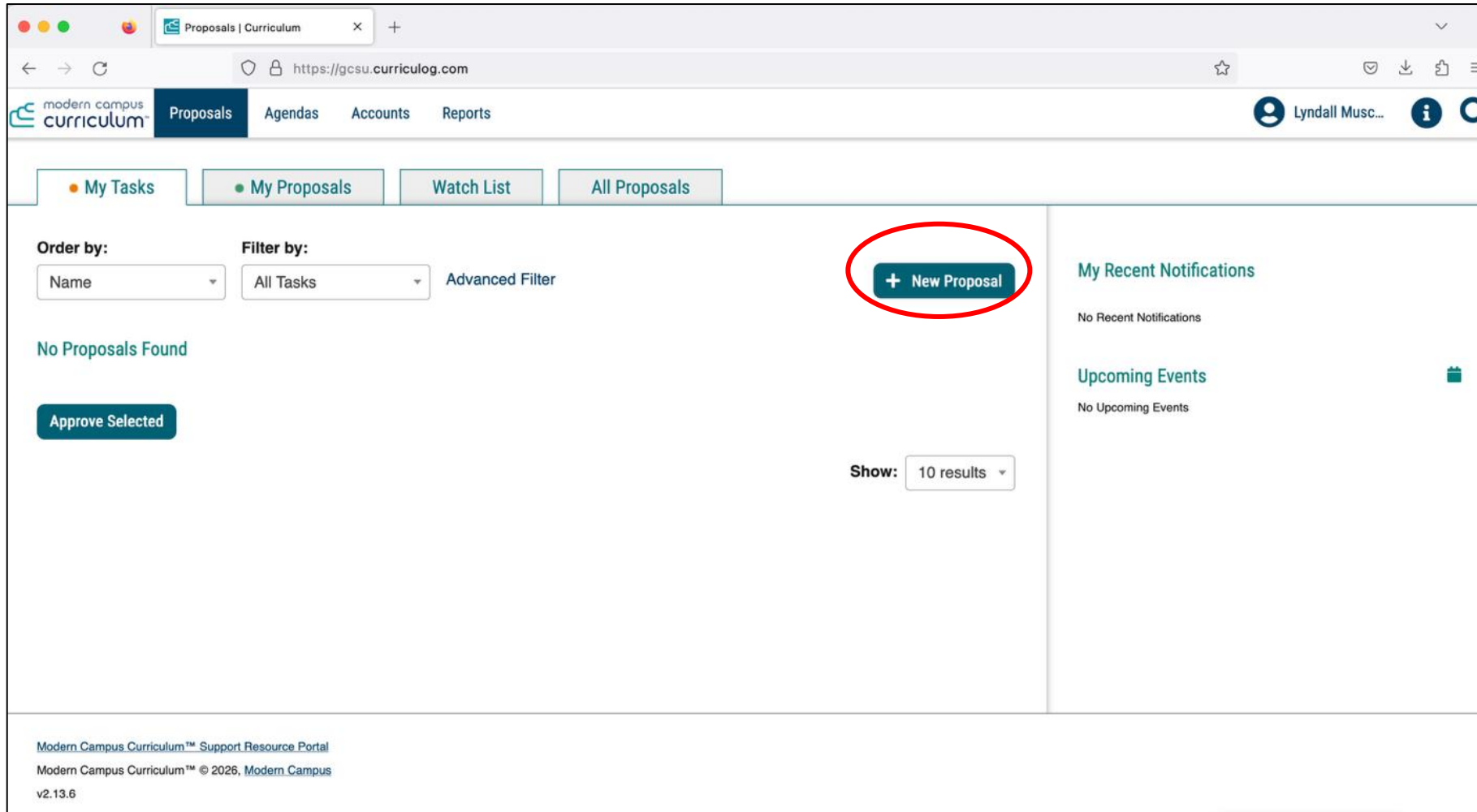
Modern Campus Curriculum: Submitting a Proposal for a New Program



GEORGIA COLLEGE & STATE UNIVERSITY

Submitting a Proposal for a New Program

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



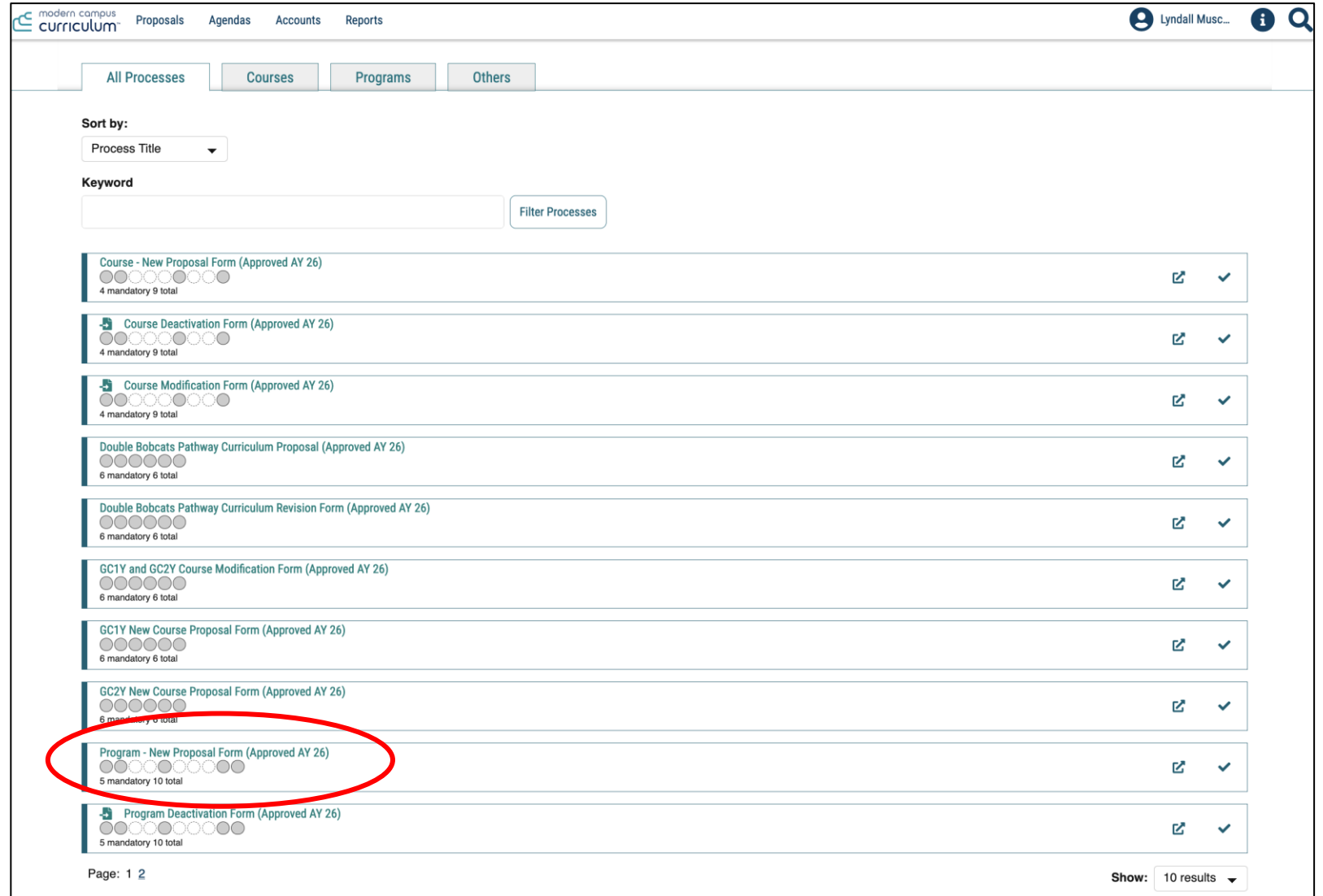
The screenshot displays the 'Proposals | Curriculum' interface in a web browser. The URL is <https://gcsu.curriculog.com>. The navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. The main content area shows tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. Under 'My Proposals', there are filters for 'Order by' (Name) and 'Filter by' (All Tasks), along with an 'Advanced Filter' link. A 'No Proposals Found' message is displayed, accompanied by an 'Approve Selected' button. A red circle highlights the '+ New Proposal' button. The right sidebar contains sections for 'My Recent Notifications' (No Recent Notifications) and 'Upcoming Events' (No Upcoming Events). A 'Show: 10 results' dropdown is located at the bottom right of the main content area. The footer includes the text: 'Modern Campus Curriculum™ Support Resource Portal', 'Modern Campus Curriculum™ © 2026, Modern Campus', and 'v2.13.6'.

Submitting a Proposal for a New Program

Select the *Program - New Proposal Form*

New “Programs” include the following:

- New Major
- New Minor
- New Certificate
- New Concentration



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	✓
GC1Y and GC2Y Course Modification Form (Approved AY 26) 6 mandatory 6 total	✓
GC1Y New Course Proposal Form (Approved AY 26) 6 mandatory 6 total	✓
GC2Y New Course Proposal Form (Approved AY 26) 6 mandatory 6 total	✓
Program - New Proposal Form (Approved AY 26) 5 mandatory 10 total	✓
Program Deactivation Form (Approved AY 26) 5 mandatory 10 total	✓

Page: 1 2

Show: 10 results

Submitting a Proposal for a New Program

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.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

All Processes Courses Programs Others

Sort by:
Process Title

Keyword
Filter Processes

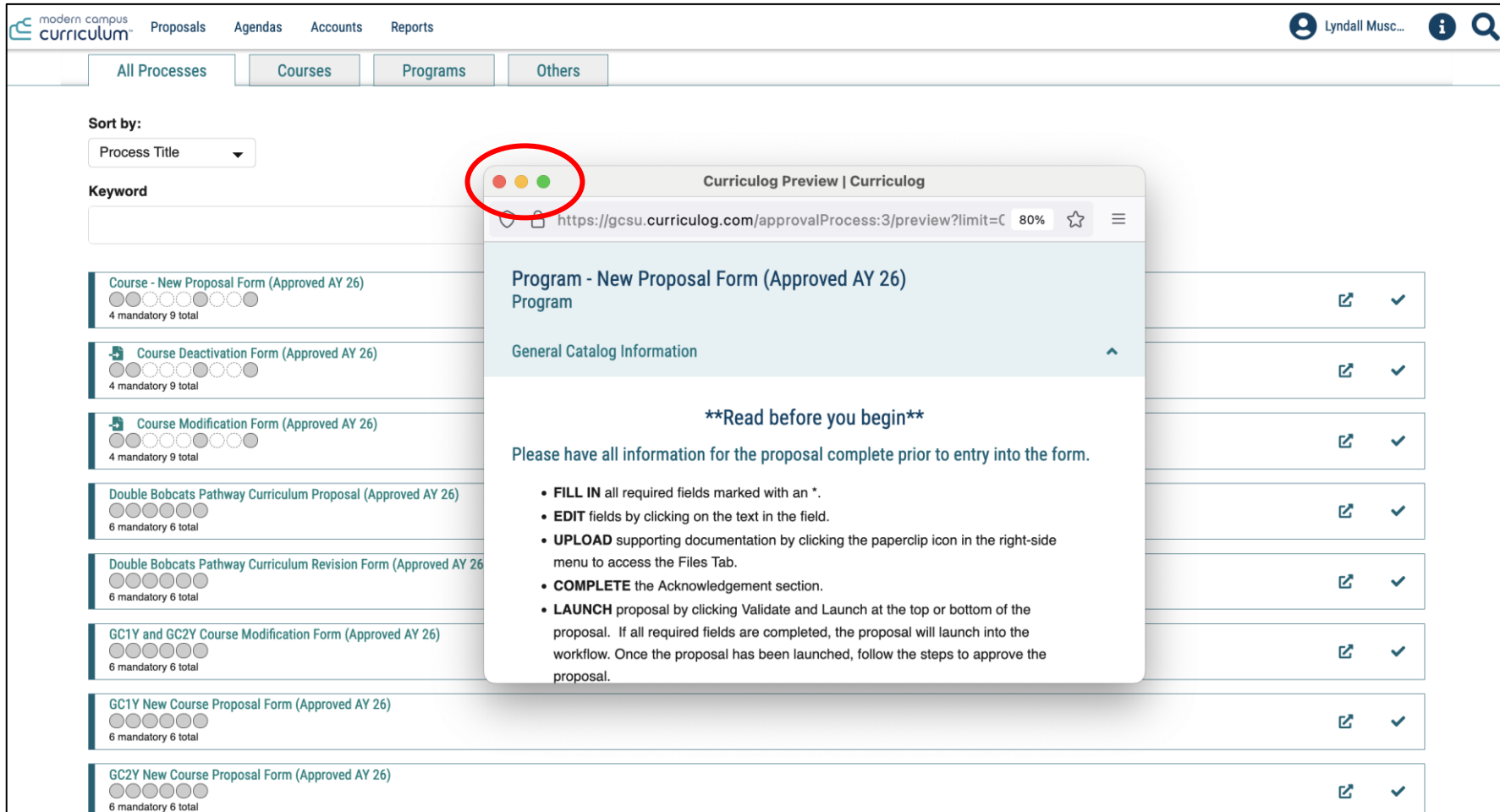
Course - New Proposal Form (Approved AY 26) 4 mandatory 9 total		✓
Course Deactivation Form (Approved AY 26) 4 mandatory 9 total		✓
Course Modification Form (Approved AY 26) 4 mandatory 9 total		✓
Double Bobcats Pathway Curriculum Proposal (Approved AY 26) 6 mandatory 6 total		✓
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26) 6 mandatory 6 total		✓
GC1Y and GC2Y Course Modification Form (Approved AY 26) 6 mandatory 6 total		✓
GC1Y New Course Proposal Form (Approved AY 26) 6 mandatory 6 total		✓
GC2Y New Course Proposal Form (Approved AY 26) 6 mandatory 6 total		✓
Program - New Proposal Form (Approved AY 26) 5 mandatory 10 total		✓
Program Deactivation Form (Approved AY 26) 5 mandatory 10 total		✓

Page: 1 2

Show: 10 results

Submitting a Proposal for a New Program

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 top navigation bar includes links for Proposals, Agendas, Accounts, and Reports. A user profile for Lyndall Musc... is visible in the top right corner. The main content area shows a list of proposal forms under the 'Programs' tab. A preview window titled 'Curriculog Preview | Curriculog' is open, showing the 'Program - New Proposal Form (Approved AY 26)' and 'General Catalog Information'. The preview window's title bar features three colored dots (red, yellow, green) for window control, which are circled in red. The preview content includes a warning: ****Read before you begin**** and instructions to complete the proposal form before entry. The background list of forms includes:

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

Submitting a Proposal for a New Program

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

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

All Processes Courses Programs Others

Sort by:
Process Title

Keyword
Filter Processes

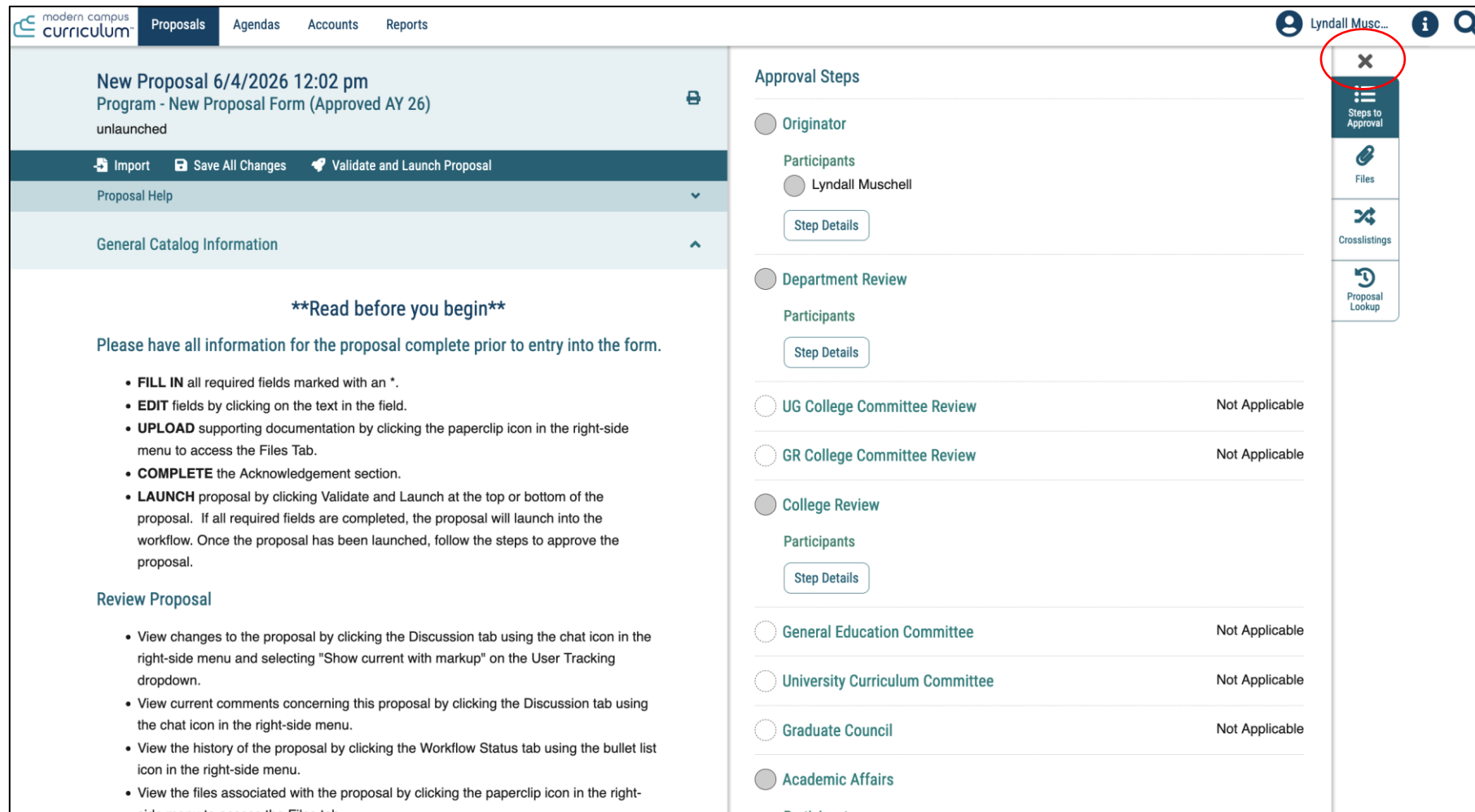
Course - New Proposal Form (Approved AY 26) 4 mandatory 9 total		
Course Deactivation Form (Approved AY 26) 4 mandatory 9 total		
Course Modification Form (Approved AY 26) 4 mandatory 9 total		
Double Bobcats Pathway Curriculum Proposal (Approved AY 26) 6 mandatory 6 total		
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26) 6 mandatory 6 total		
GC1Y and GC2Y Course Modification Form (Approved AY 26) 6 mandatory 6 total		
GC1Y New Course Proposal Form (Approved AY 26) 6 mandatory 6 total		
GC2Y New Course Proposal Form (Approved AY 26) 6 mandatory 6 total		
Program - New Proposal Form (Approved AY 26) 5 mandatory 10 total		
Program Deactivation Form (Approved AY 26) 5 mandatory 10 total		

Page: 1 2

Show: 10 results

Submitting a Proposal for a New Program

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 6/4/2026 12:02 pm
Program - New 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

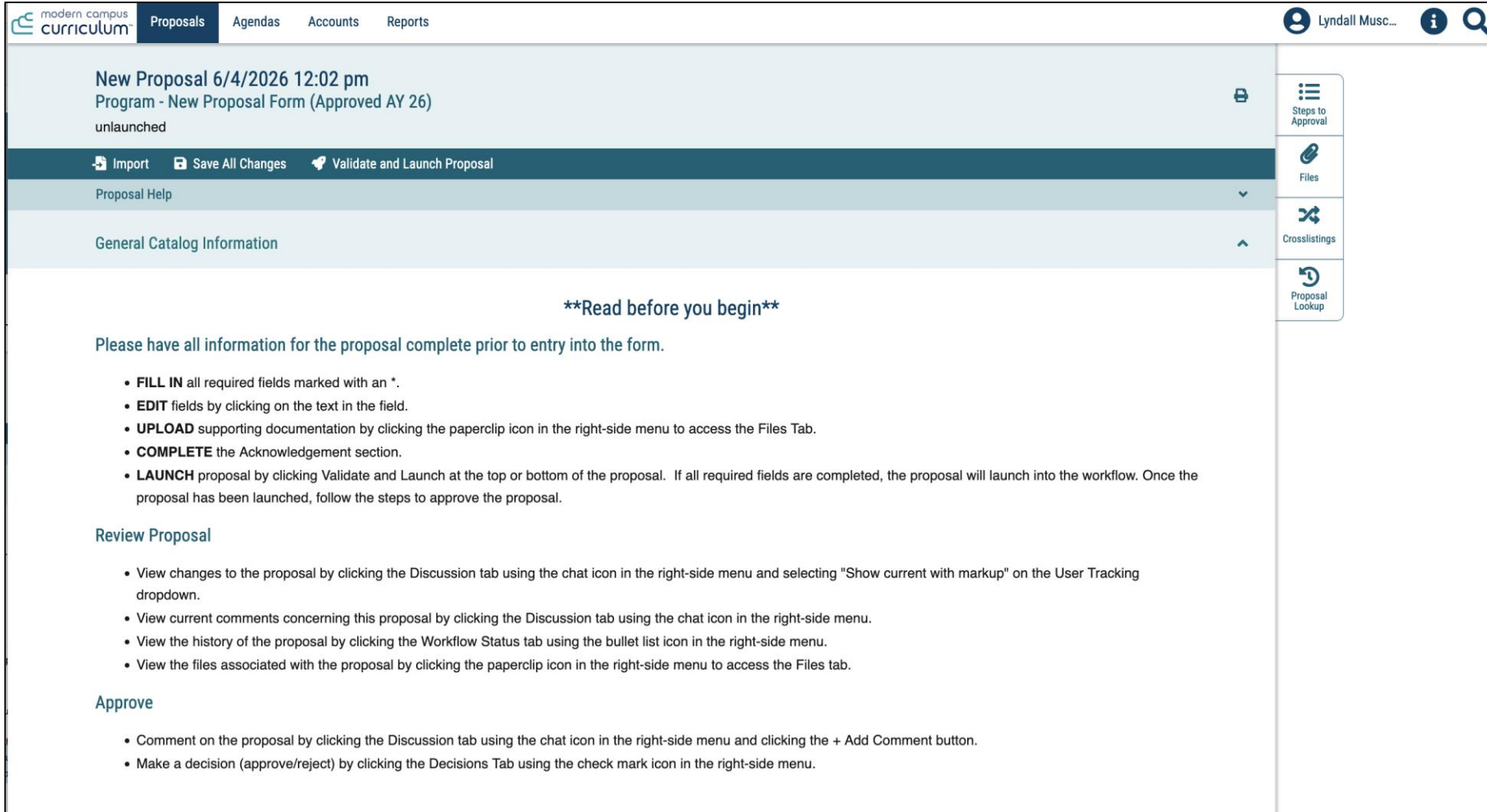
- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- 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.

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 Review
 - Participants
 - Step Details
- General Education Committee Not Applicable
- University Curriculum Committee Not Applicable
- Graduate Council Not Applicable
- Academic Affairs

Submitting a Proposal for a New Program

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 tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. The main content area displays a 'New Proposal' created on 6/4/2026 at 12:02 pm, titled 'Program - New Proposal Form (Approved AY 26)', which is currently 'unlaunched'. A toolbar offers actions: '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 text area begins with a bold instruction: '**Read before you begin**'. It follows with a paragraph: 'Please have all information for the proposal complete prior to entry into the form.' Below this is a bulleted list of instructions:

- **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.

Next is a section titled 'Review Proposal' with instructions:

- 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.

The final section is 'Approve', with instructions:

- 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.

Submitting a Proposal for a New Program

In the section of the proposal which required the selection of the “Type of Proposal.” Select “Program.”

modern campus
curriculum

Proposals

Agendas

Accounts

Reports

Lyndall Musc...

Type of Proposal Field Instructions

Select Shared Core below as the Type of Proposal before importing curriculum data to propose a new set of shared requirements.

Select Program below as the Type of Proposal before importing curriculum data to propose a new program.

Type of Proposal (Please select Program as option in this section).*

☒ Program

☐ Shared Core

GCSU currently does not participate in the shared core option.

Steps to Approval

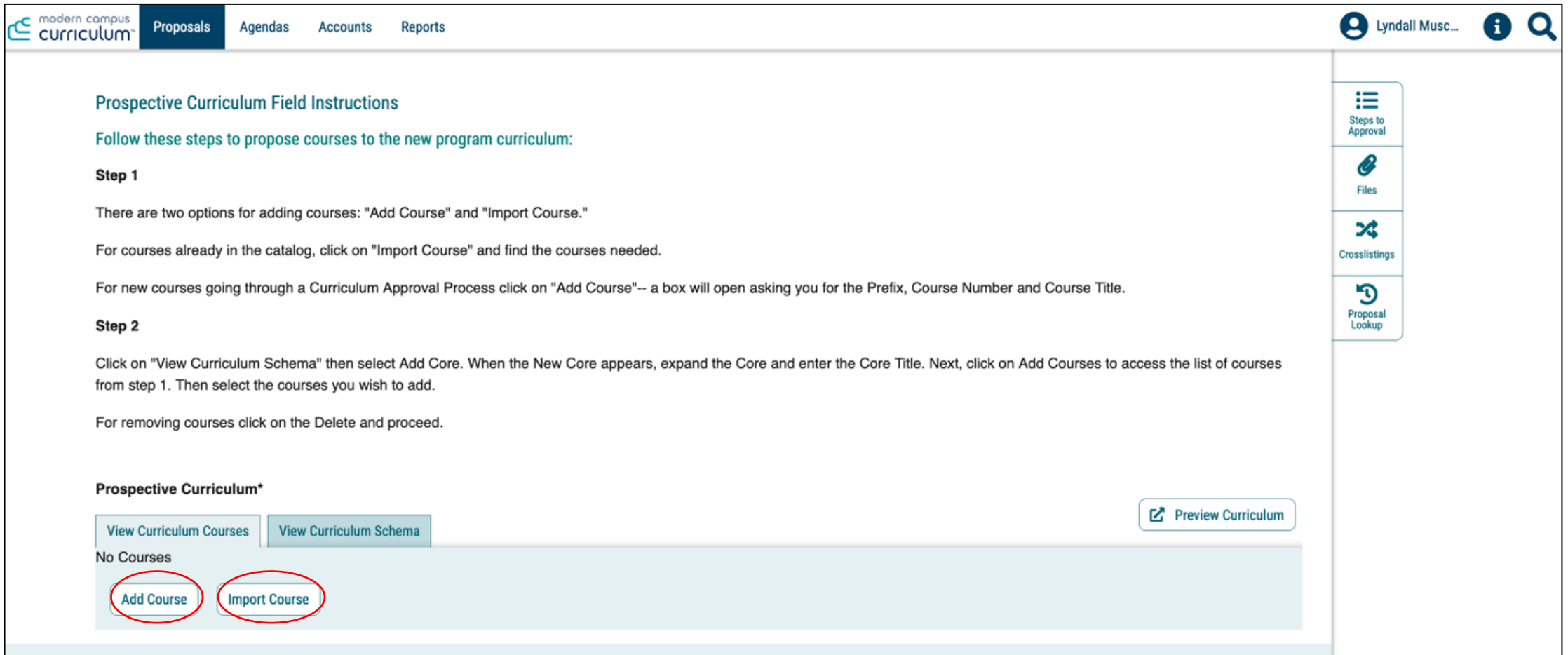
Files

Crosslistings

Proposal Lookup

Submitting a Proposal for a New Program

A section of the form requires the entry of the prospective curriculum for the new program. There are two options for adding courses: "Add Course" and "Import Course."



The screenshot shows the 'Proposals' section of the Modern Campus Curriculum system. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. The main content area is titled 'Prospective Curriculum Field Instructions' and provides step-by-step guidance for adding courses. A sidebar on the right contains links for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. At the bottom, there are buttons for 'View Curriculum Courses', 'View Curriculum Schema', and 'Preview Curriculum'. The 'No Courses' section at the bottom features two buttons, 'Add Course' and 'Import Course', which are circled in red.

Prospective Curriculum Field Instructions

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

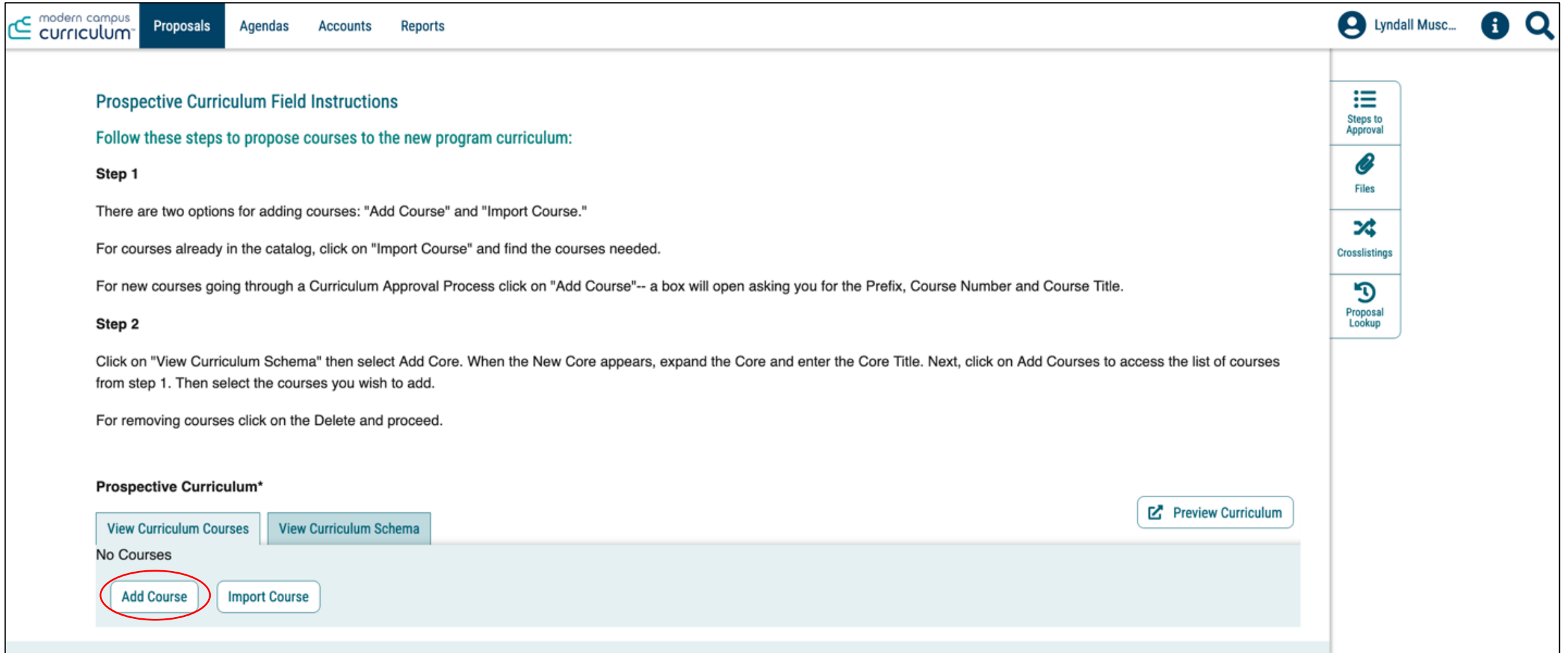
[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

No Courses

[Add Course](#) [Import Course](#)

Submitting a Proposal for a New Program

To add new courses that are going through a Curriculum Approval Process, click “Add Course.”



The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. The main content area is titled 'Prospective Curriculum Field Instructions' and provides steps for adding courses. A sidebar on the right contains links for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. At the bottom, there are buttons for 'View Curriculum Courses', 'View Curriculum Schema', and 'Preview Curriculum'. The 'Add Course' button is highlighted with a red circle.

Prospective Curriculum Field Instructions

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

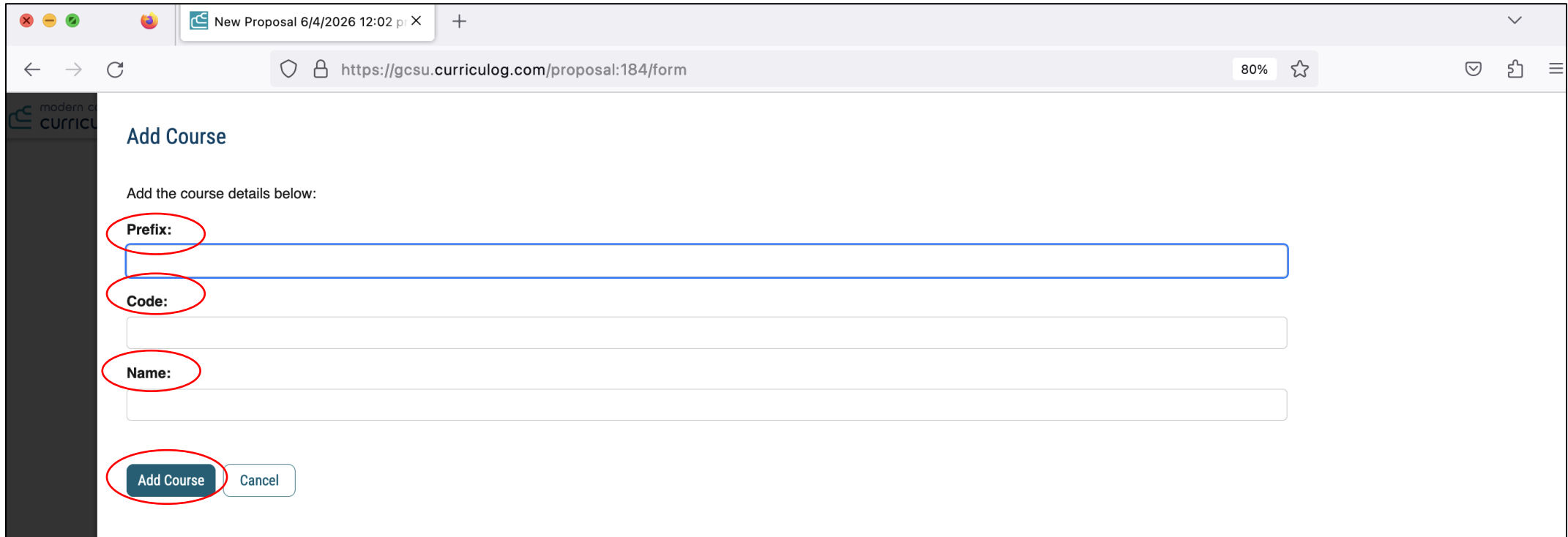
[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

No Courses

[Add Course](#) [Import Course](#)

Submitting a Proposal for a New Program

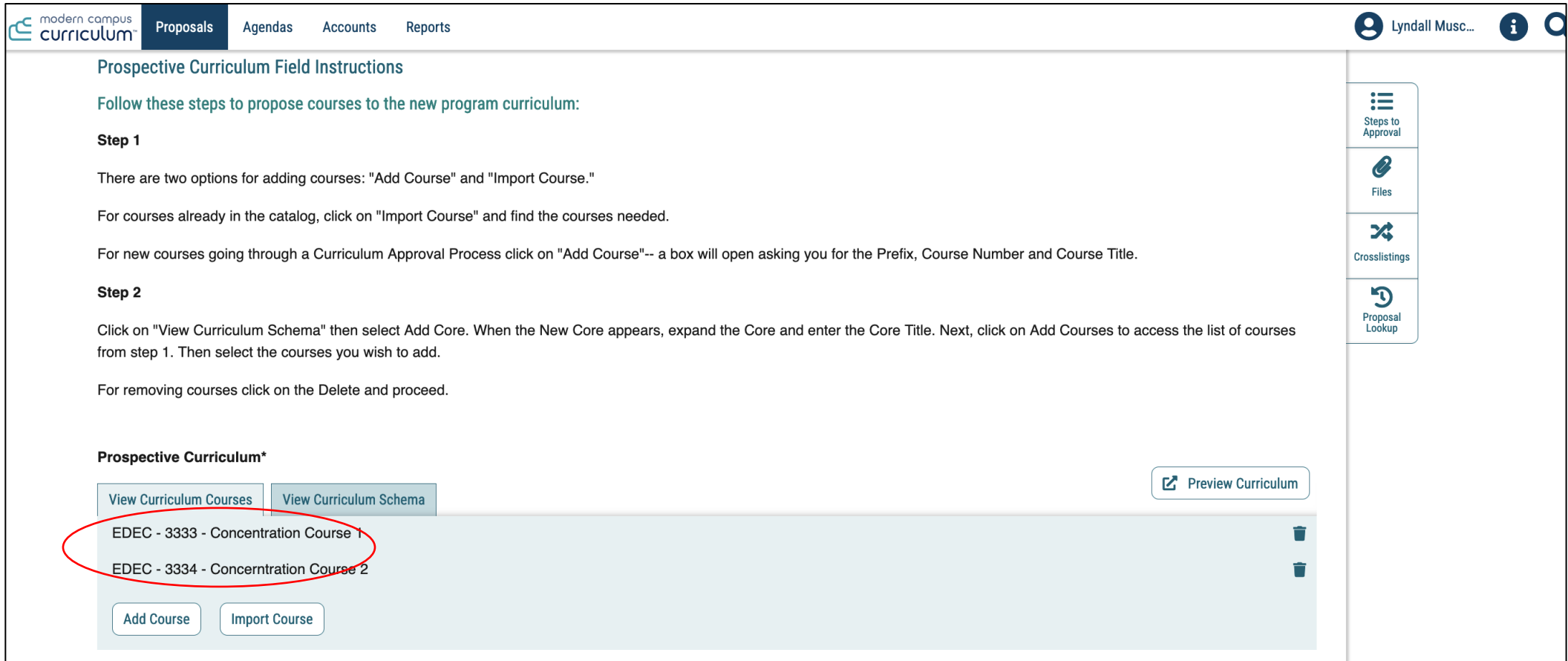
In the box that appears, add the prefix, code (number), and name of the new course. Click “Add Course.”



The screenshot shows a web browser window with the address bar displaying <https://gcsu.curriculog.com/proposal:184/form>. The page title is "Add Course". Below the title, the instruction "Add the course details below:" is followed by three input fields. The first field is labeled "Prefix:", the second "Code:", and the third "Name:". Each label is circled in red. At the bottom of the form, there are two buttons: "Add Course" (highlighted with a red circle) and "Cancel".

Submitting a Proposal for a New Program

After clicking “Add Course,” the new course will show in the section for “Prospective Curriculum.” To add additional new courses that are going through a Curriculum Approval Process, repeat the process by clicking “Add Course.”



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 'Prospective Curriculum Field Instructions' and provides steps for adding courses. A sidebar on the right contains icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The 'Prospective Curriculum*' section features two tabs: 'View Curriculum Courses' (selected) and 'View Curriculum Schema'. Below the tabs, a list of courses is shown, with 'EDEC - 3333 - Concentration Course 1' and 'EDEC - 3334 - Concerntation Course 2' circled in red. A 'Preview Curriculum' button is located to the right of the tabs. At the bottom, there are 'Add Course' and 'Import Course' buttons.

Prospective Curriculum*

View Curriculum Courses View Curriculum Schema Preview Curriculum

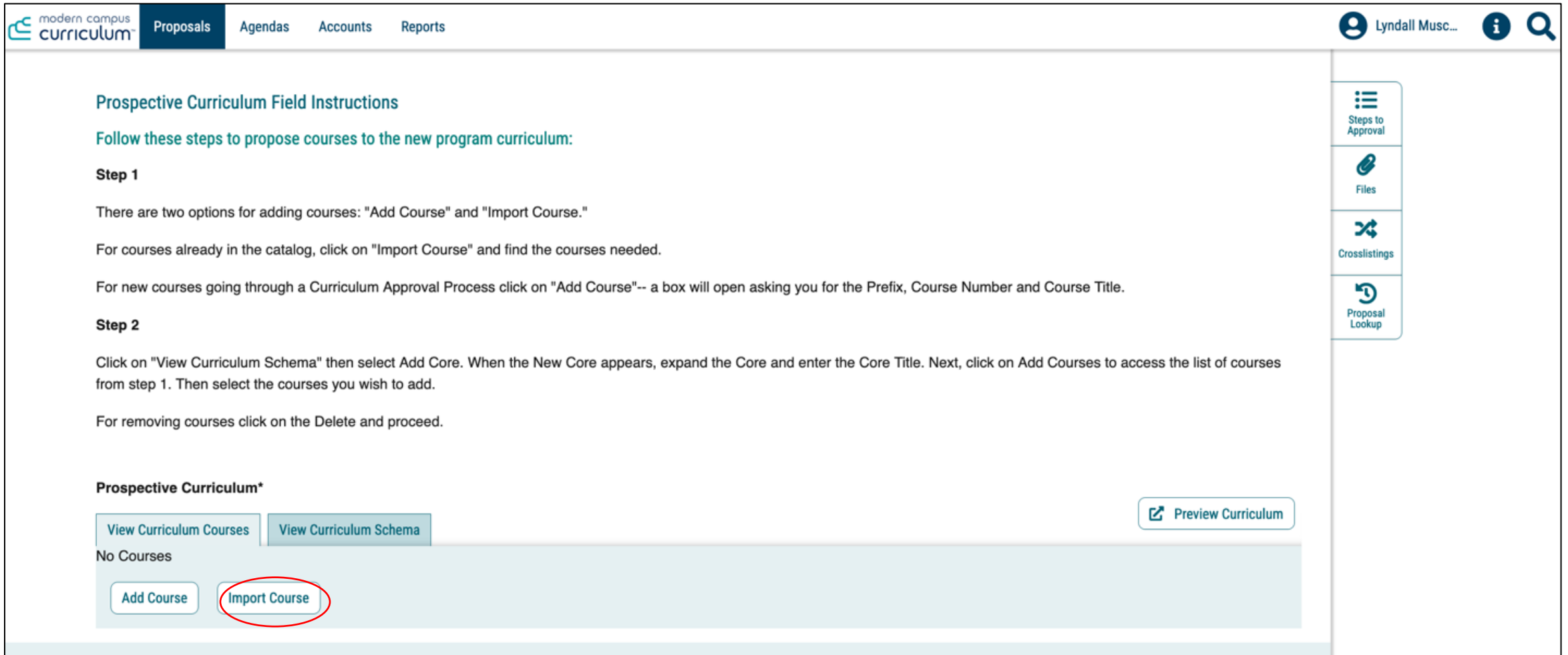
EDEC - 3333 - Concentration Course 1

EDEC - 3334 - Concerntation Course 2

Add Course Import Course

Submitting a Proposal for a New Program

To add courses that are already in the catalog, click “Import Courses.”



The screenshot shows the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. The main content area is titled 'Prospective Curriculum Field Instructions' and provides steps for adding courses. A sidebar on the right contains links for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. At the bottom, there are buttons for 'View Curriculum Courses', 'View Curriculum Schema', and 'Preview Curriculum'. The 'No Courses' section at the bottom features two buttons: 'Add Course' and 'Import Course', with the latter circled in red.

Prospective Curriculum Field Instructions

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

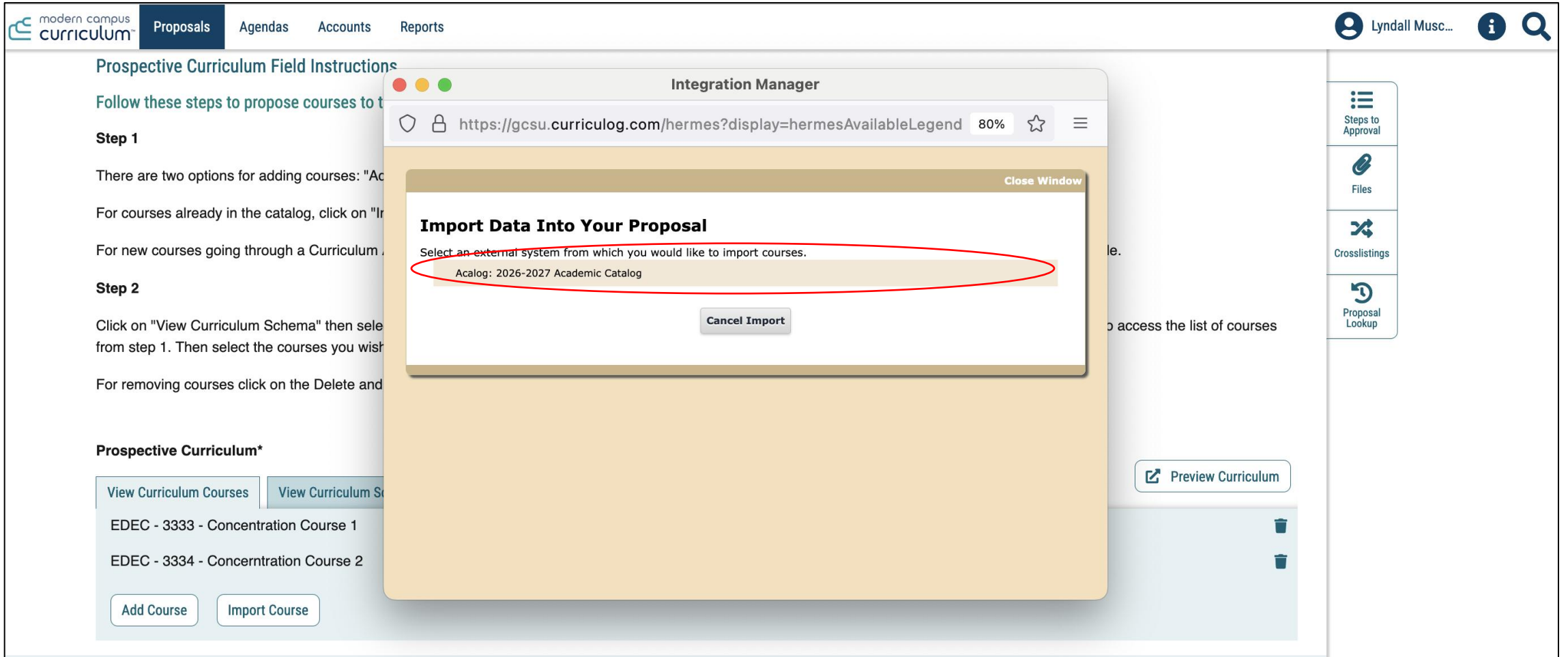
[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

No Courses

[Add Course](#) [Import Course](#)

Submitting a Proposal for a New Program

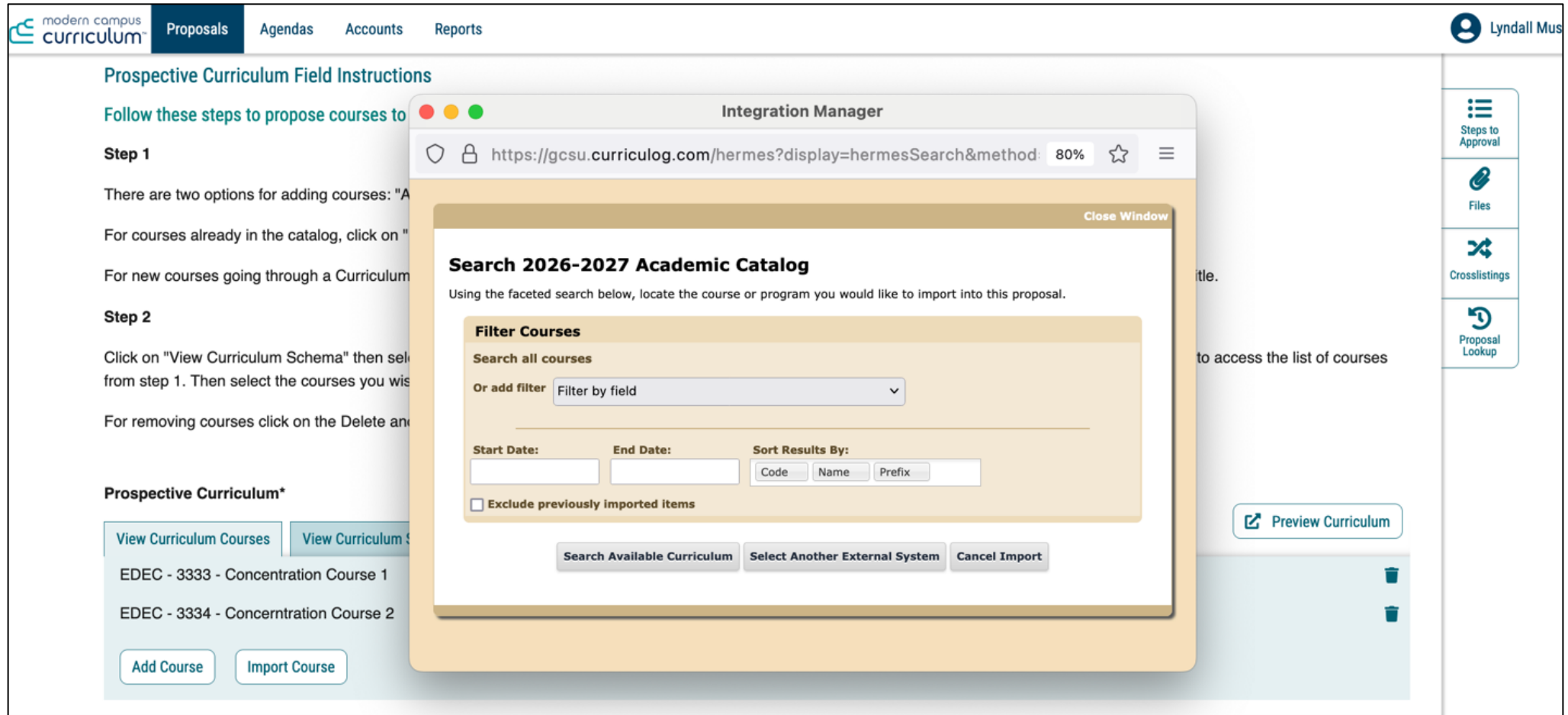
In the “Integration Manager” pop-up window, click on the current catalog.



The screenshot displays the "modern campus curriculum" web application. The top navigation bar includes "Proposals", "Agendas", "Accounts", and "Reports". The user "Lyndall Musc..." is logged in. The main content area shows "Prospective Curriculum Field Instructions" with steps for adding courses. An "Integration Manager" pop-up window is open, titled "Integration Manager" with the URL "https://gcsu.curriculog.com/hermes?display=hermesAvailableLegend". Inside the pop-up, a section titled "Import Data Into Your Proposal" prompts the user to "Select an external system from which you would like to import courses." A red oval highlights the option "Acalog: 2026-2027 Academic Catalog". A "Cancel Import" button is visible at the bottom of the pop-up. The background interface includes a sidebar with "Steps to Approval", "Files", "Crosslistings", and "Proposal Lookup", and a main area with "View Curriculum Courses" and "View Curriculum Schema" buttons, a list of courses (EDEC - 3333 and EDEC - 3334), and "Add Course" and "Import Course" buttons.

Submitting a Proposal for a New Program

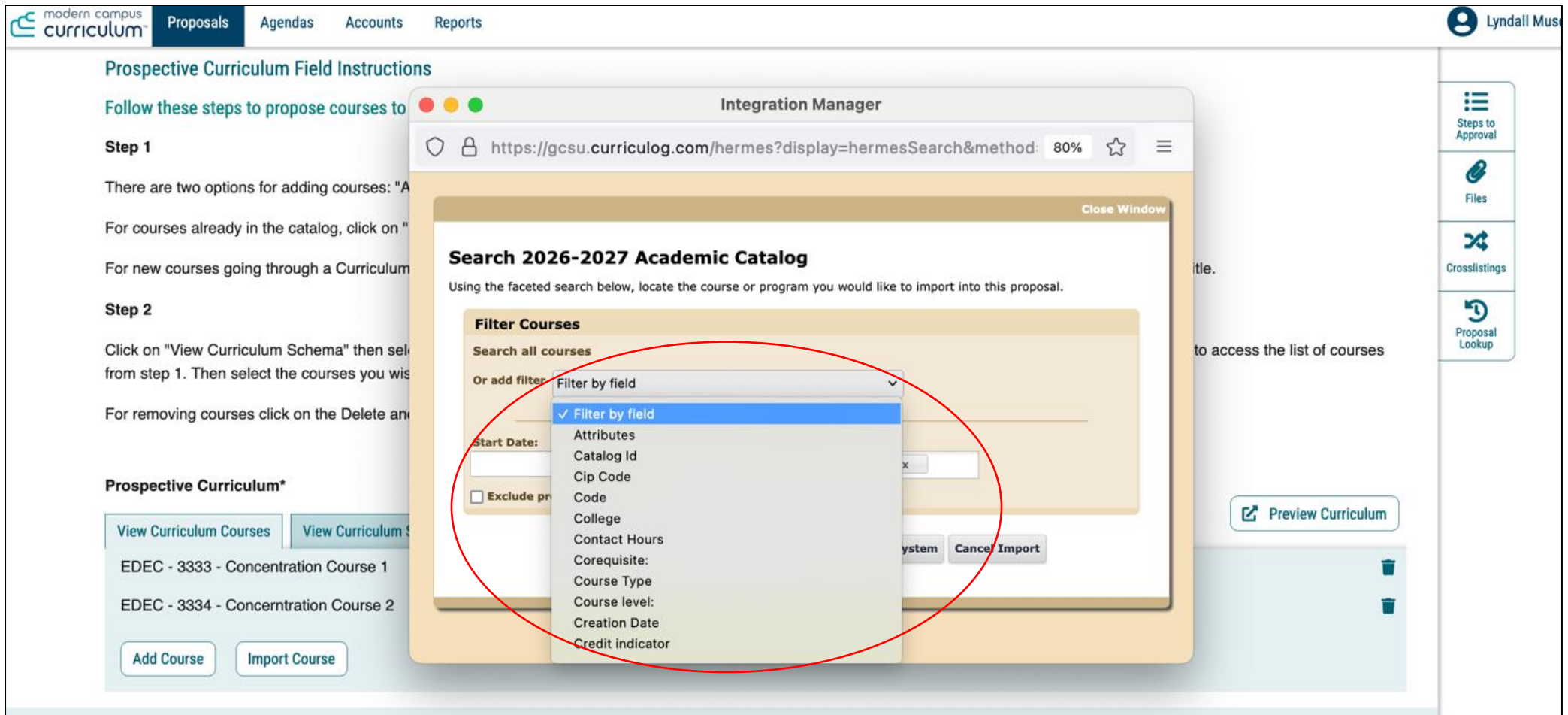
The pop-up window provides options for searching the selected catalog for existing courses that will be added to the “Prospective Curriculum.”



The screenshot displays the Modern Campus Curriculum interface. The main page shows the "Prospective Curriculum Field Instructions" and "Step 1" instructions for adding courses. A pop-up window titled "Integration Manager" is open, displaying the "Search 2026-2027 Academic Catalog" interface. The pop-up window includes a "Filter Courses" section with a "Search all courses" dropdown, a "Filter by field" dropdown, and input fields for "Start Date", "End Date", and "Sort Results By" (Code, Name, Prefix). There is also a checkbox for "Exclude previously imported items". At the bottom of the pop-up window are three buttons: "Search Available Curriculum", "Select Another External System", and "Cancel Import". The background page shows a list of courses under "Prospective Curriculum*", including "EDEC - 3333 - Concentration Course 1" and "EDEC - 3334 - Concentration Course 2". A "Preview Curriculum" button is visible on the right side of the page.

Submitting a Proposal for a New Program

A search of all courses can be done. Or, the search can be narrowed by expanding the “Filter by Field” bar.



The screenshot displays the 'modern campus curriculum' web application. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Mus' is logged in. The main content area shows 'Prospective Curriculum Field Instructions' with steps for adding courses. A red circle highlights the 'Filter by field' dropdown menu in the 'Integration Manager' window. The dropdown lists various fields for filtering courses, with 'Filter by field' selected. The background shows a 'Search 2026-2027 Academic Catalog' window with a search bar and a list of courses.

modern campus curriculum | Proposals | Agendas | Accounts | Reports

Lyndall Mus

Prospective Curriculum Field Instructions

Follow these steps to propose courses to

Step 1

There are two options for adding courses: "A

For courses already in the catalog, click on "

For new courses going through a Curriculum

Step 2

Click on "View Curriculum Schema" then sel

from step 1. Then select the courses you wis

For removing courses click on the Delete an

Prospective Curriculum*

View Curriculum Courses | View Curriculum S

EDEC - 3333 - Concentration Course 1

EDEC - 3334 - Concerntation Course 2

Add Course | Import Course

Integration Manager

https://gcsu.curriculog.com/hermes?display=hermesSearch&method: 80%

Search 2026-2027 Academic Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Search all courses

Or add filter: Filter by field

Start Date:

☐ Exclude pr

Filter by field

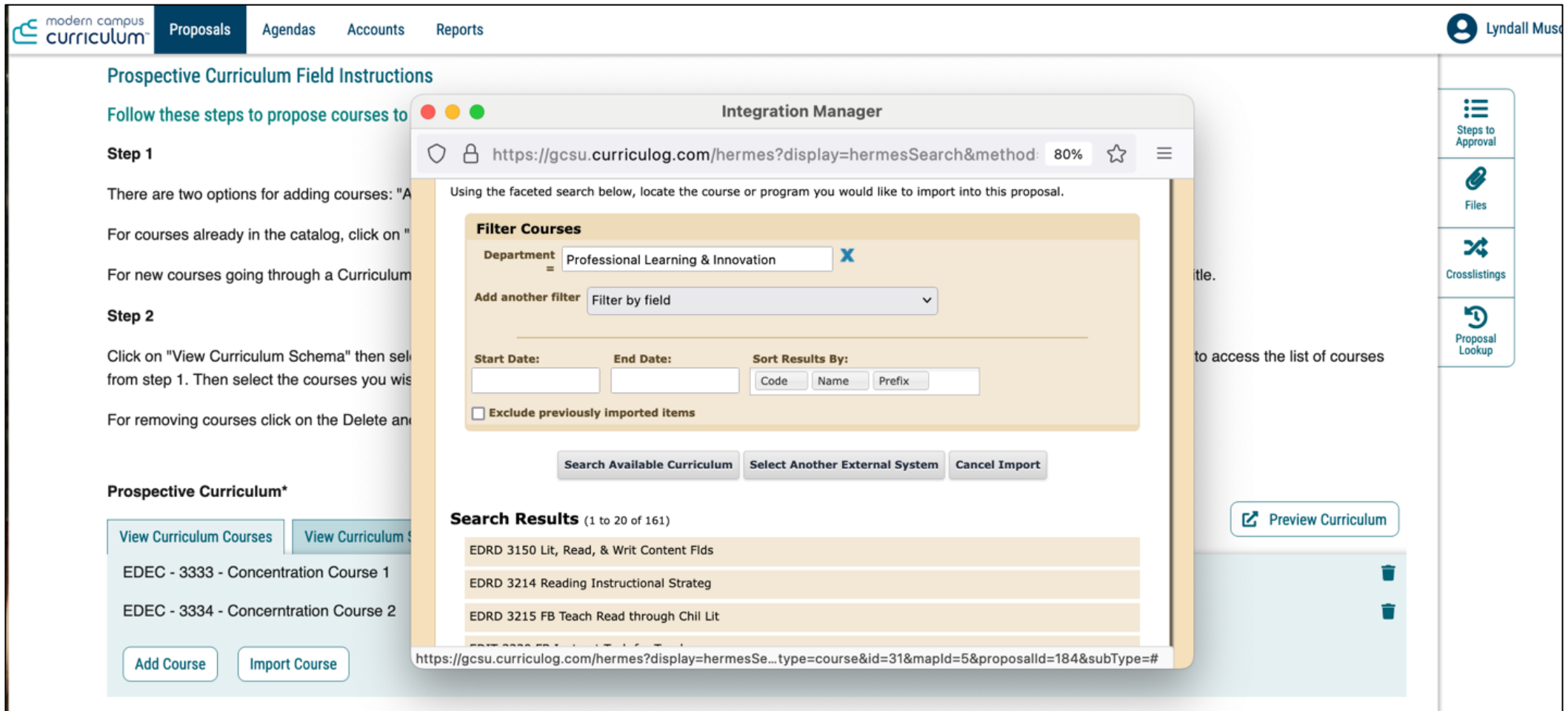
- Attributes
- Catalog Id
- Cip Code
- Code
- College
- Contact Hours
- Corequisite:
- Course Type
- Course level:
- Creation Date
- Credit indicator

Close Window

Preview Curriculum

Submitting a Proposal for a New Program

The example below shows a search by department. The window can be expanded to view all courses offered by the department.



The screenshot displays the 'modern campus curriculum' interface. The 'Proposals' tab is active, showing 'Prospective Curriculum Field Instructions'. A modal window titled 'Integration Manager' is open, displaying a search interface for courses. The search is filtered by the department 'Professional Learning & Innovation'. The search results show a list of courses, including 'EDRD 3150 Lit, Read, & Writ Content Flds', 'EDRD 3214 Reading Instructional Strateg', and 'EDRD 3215 FB Teach Read through Chil Lit'. The interface includes navigation links like 'View Curriculum Courses', 'Add Course', and 'Import Course', as well as a 'Preview Curriculum' button.

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

Prospective Curriculum Field Instructions

Follow these steps to propose courses to

Step 1

There are two options for adding courses: "A

For courses already in the catalog, click on "

For new courses going through a Curriculum

Step 2

Click on "View Curriculum Schema" then sel

from step 1. Then select the courses you wis

For removing courses click on the Delete and

Prospective Curriculum*

View Curriculum Courses | View Curriculum S

EDEC - 3333 - Concentration Course 1

EDEC - 3334 - Concerntation Course 2

Add Course | Import Course

Integration Manager

https://gcsu.curriculog.com/hermes?display=hermesSearch&method: 80% ☆ ≡

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Department = Professional Learning & Innovation X

Add another filter Filter by field ▾

Start Date: End Date: Sort Results By: Code Name Prefix

☐ Exclude previously imported items

Search Available Curriculum | Select Another External System | Cancel Import

Search Results (1 to 20 of 161)

EDRD 3150 Lit, Read, & Writ Content Flds

EDRD 3214 Reading Instructional Strateg

EDRD 3215 FB Teach Read through Chil Lit

https://gcsu.curriculog.com/hermes?display=hermesSe...type=course&id=31&mapId=5&proposalId=184&subType=#

Steps to Approval

Files

Crosslistings

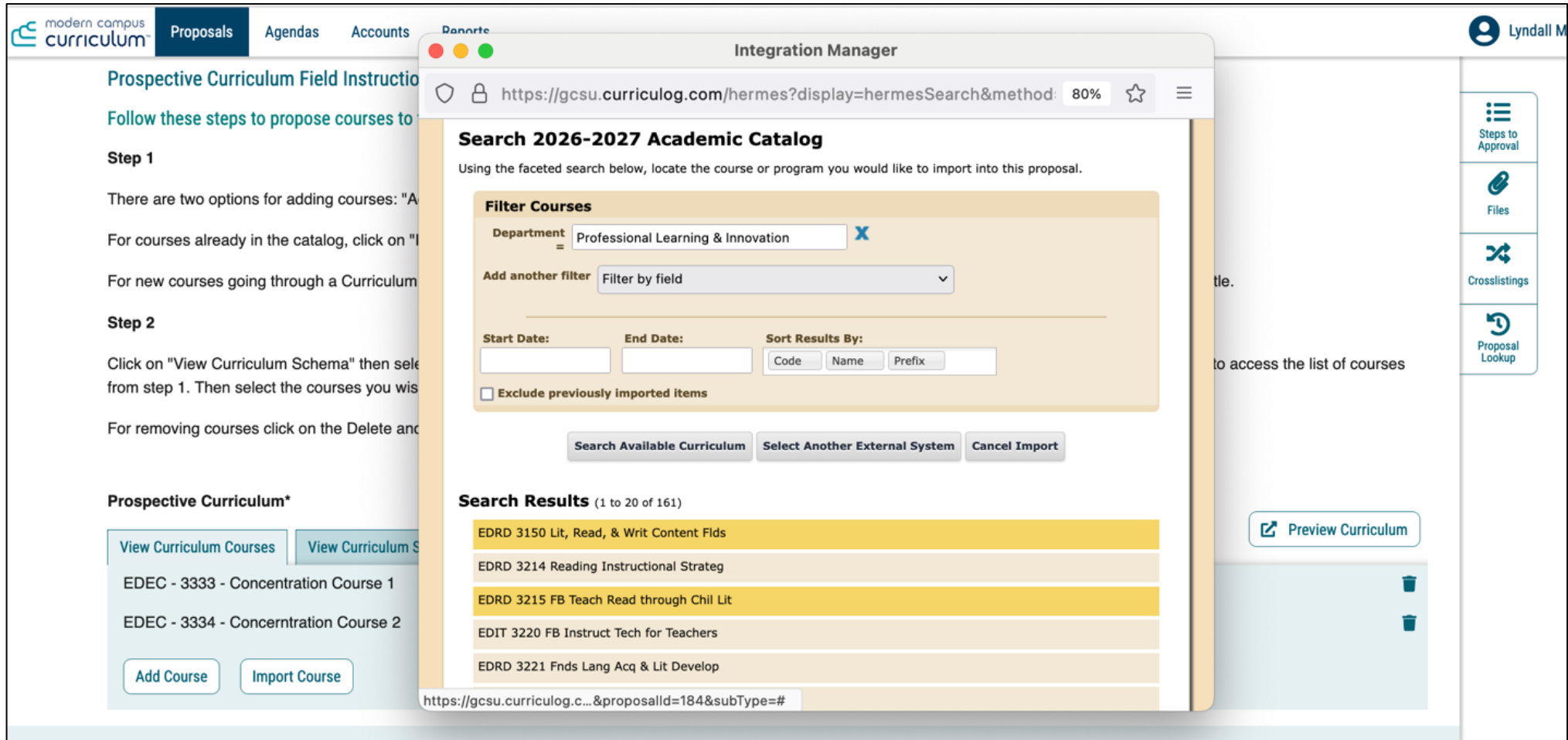
Proposal Lookup

to access the list of courses

Preview Curriculum

Submitting a Proposal for a New Program

Select the courses to be added to the “Prospective Curriculum.”
Once selected, the course(s) will be highlighted.



The screenshot displays the 'modern campus curriculum' interface. The 'Proposals' tab is active, showing a 'Prospective Curriculum Field Instruction' section with steps for adding courses. A modal window titled 'Integration Manager' is open, showing a search for '2026-2027 Academic Catalog'. The search filters are set to 'Department: Professional Learning & Innovation'. The search results list several courses, with 'EDRD 3150 Lit, Read, & Writ Content Flds' and 'EDRD 3215 FB Teach Read through Chil Lit' highlighted in yellow. The user's name 'Lyndall M' is visible in the top right corner.

modern campus curriculum | Proposals | Agendas | Accounts | Reports

Integration Manager

https://gcsu.curriculog.com/hermes?display=hermesSearch&method: 80% ☆ ≡

Search 2026-2027 Academic Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Department: Professional Learning & Innovation X

Add another filter: Filter by field ▾

Start Date: End Date: Sort Results By: Code Name Prefix

☐ Exclude previously imported items

Search Available Curriculum Select Another External System Cancel Import

Search Results (1 to 20 of 161)

EDRD 3150 Lit, Read, & Writ Content Flds
EDRD 3214 Reading Instructional Strateg
EDRD 3215 FB Teach Read through Chil Lit
EDIT 3220 FB Instruct Tech for Teachers
EDRD 3221 Fnds Lang Acq & Lit Develop

https://gcsu.curriculog.com/proposalId=184&subType=#

Prospective Curriculum*

View Curriculum Courses View Curriculum S

EDEC - 3333 - Concentration Course 1

EDEC - 3334 - Concerntation Course 2

Add Course Import Course

Steps to Approval

Files

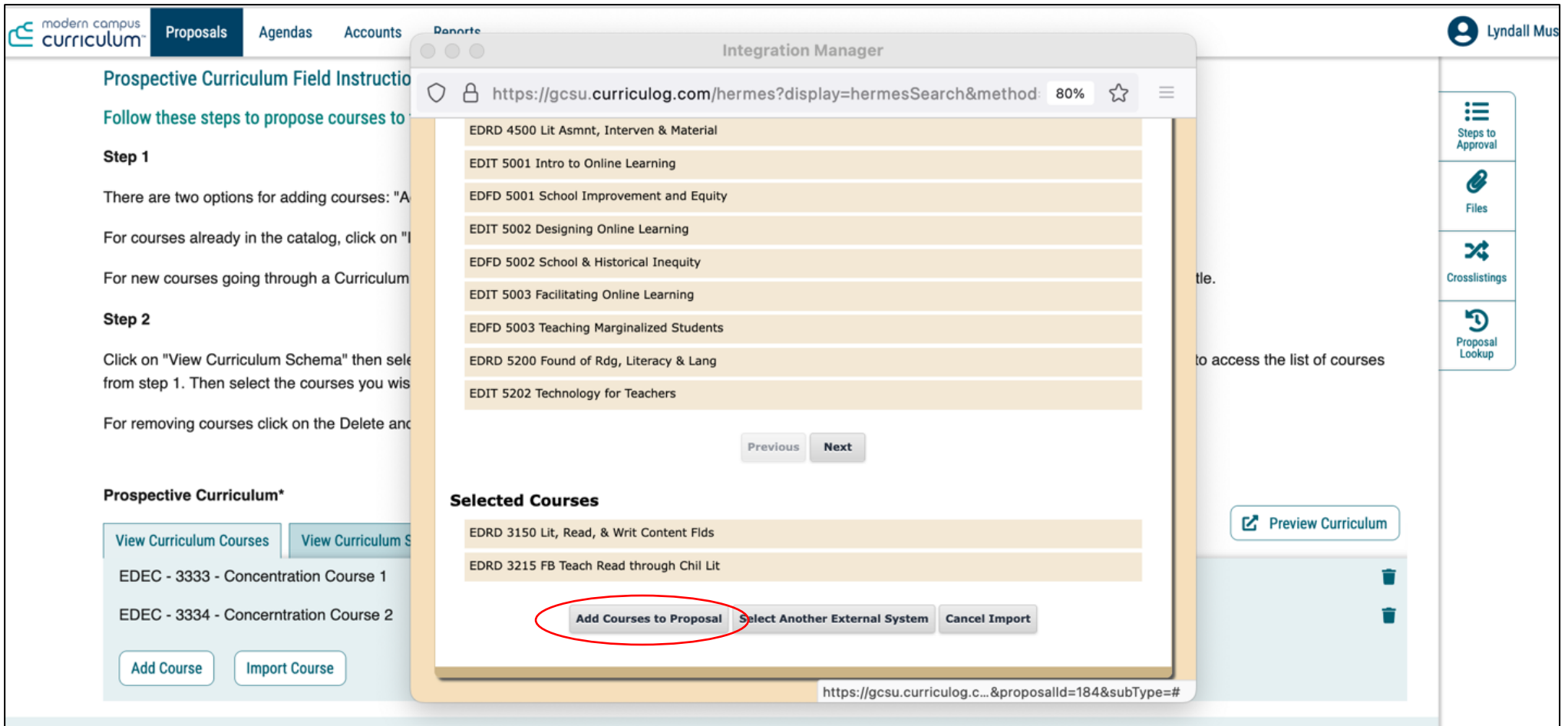
Crosslistings

Proposal Lookup

Preview Curriculum

Submitting a Proposal for a New Program

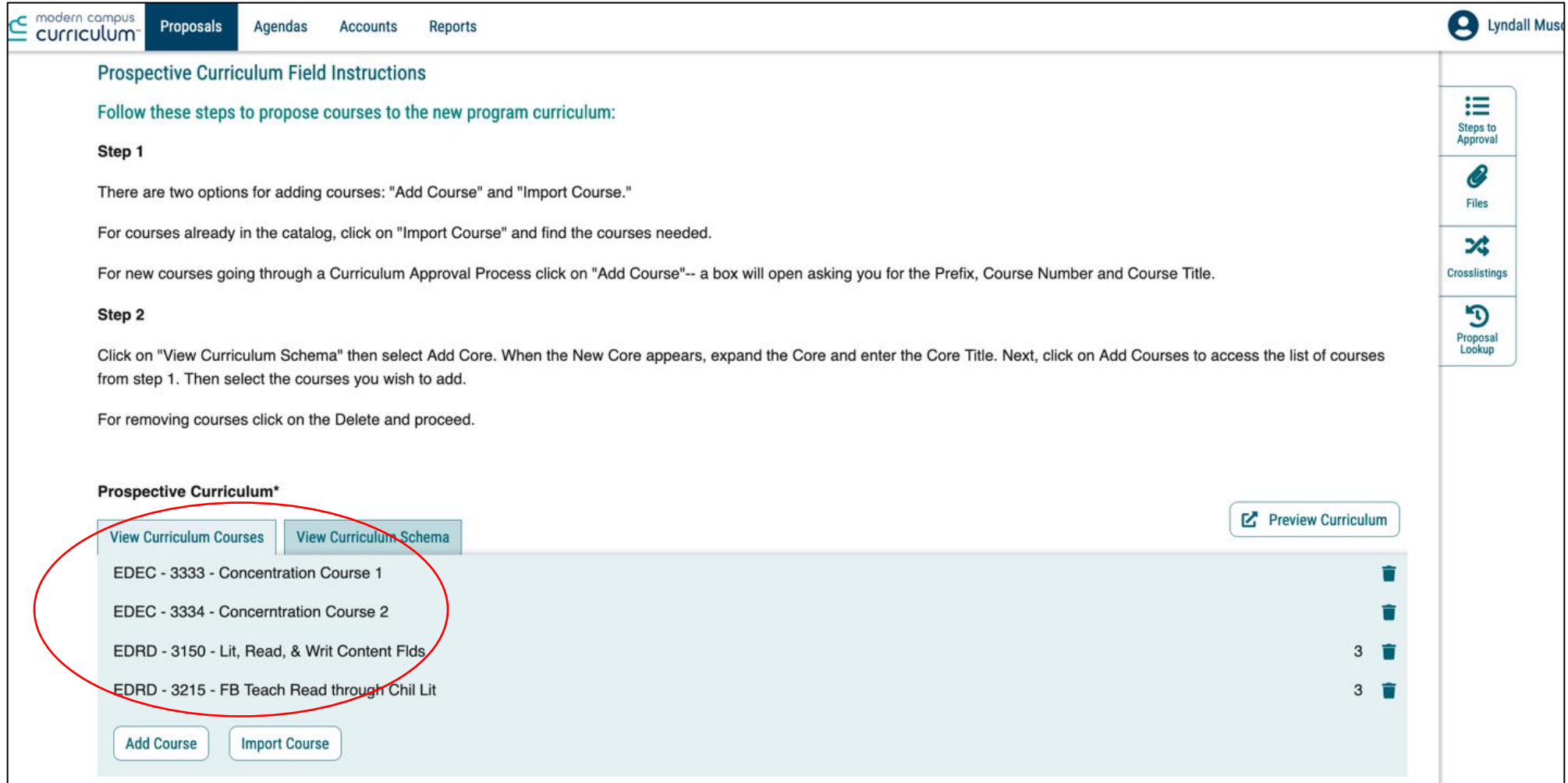
Once the course selection is complete, scroll to the bottom of the pop-up window and click “Add Courses to Proposal.”



The screenshot displays the 'modern campus curriculum' interface. A 'Proposals' tab is active, showing a 'Prospective Curriculum Field Instruction' section with steps for adding courses. A pop-up window titled 'Integration Manager' is open, displaying a list of courses from 'gcsu.curriculog.com'. The 'Selected Courses' section lists 'EDRD 3150 Lit, Read, & Writ Content Flids' and 'EDRD 3215 FB Teach Read through Chil Lit'. At the bottom of the pop-up, the 'Add Courses to Proposal' button is circled in red. Other buttons visible include 'Previous', 'Next', 'Select Another External System', and 'Cancel Import'. The background interface includes a sidebar with 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup', and a 'Preview Curriculum' button.

Submitting a Proposal for a New Program

The “new” courses and the “imported” courses will in the in the tab labeled “View Curriculum Courses.”



The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Muse' is logged in. The main content area is titled 'Prospective Curriculum Field Instructions' and provides steps for adding courses. A red circle highlights the 'View Curriculum Courses' tab, which is active. Below the tabs, a list of prospective courses is shown, including 'EDEC - 3333 - Concentration Course 1', 'EDEC - 3334 - Concentration Course 2', 'EDRD - 3150 - Lit, Read, & Writ Content Flds', and 'EDRD - 3215 - FB Teach Read through Chil Lit'. Each course entry has a trash icon to its right. At the bottom, there are 'Add Course' and 'Import Course' buttons. A 'Preview Curriculum' button is also visible in the top right of the course list area.

Prospective Curriculum Field Instructions

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

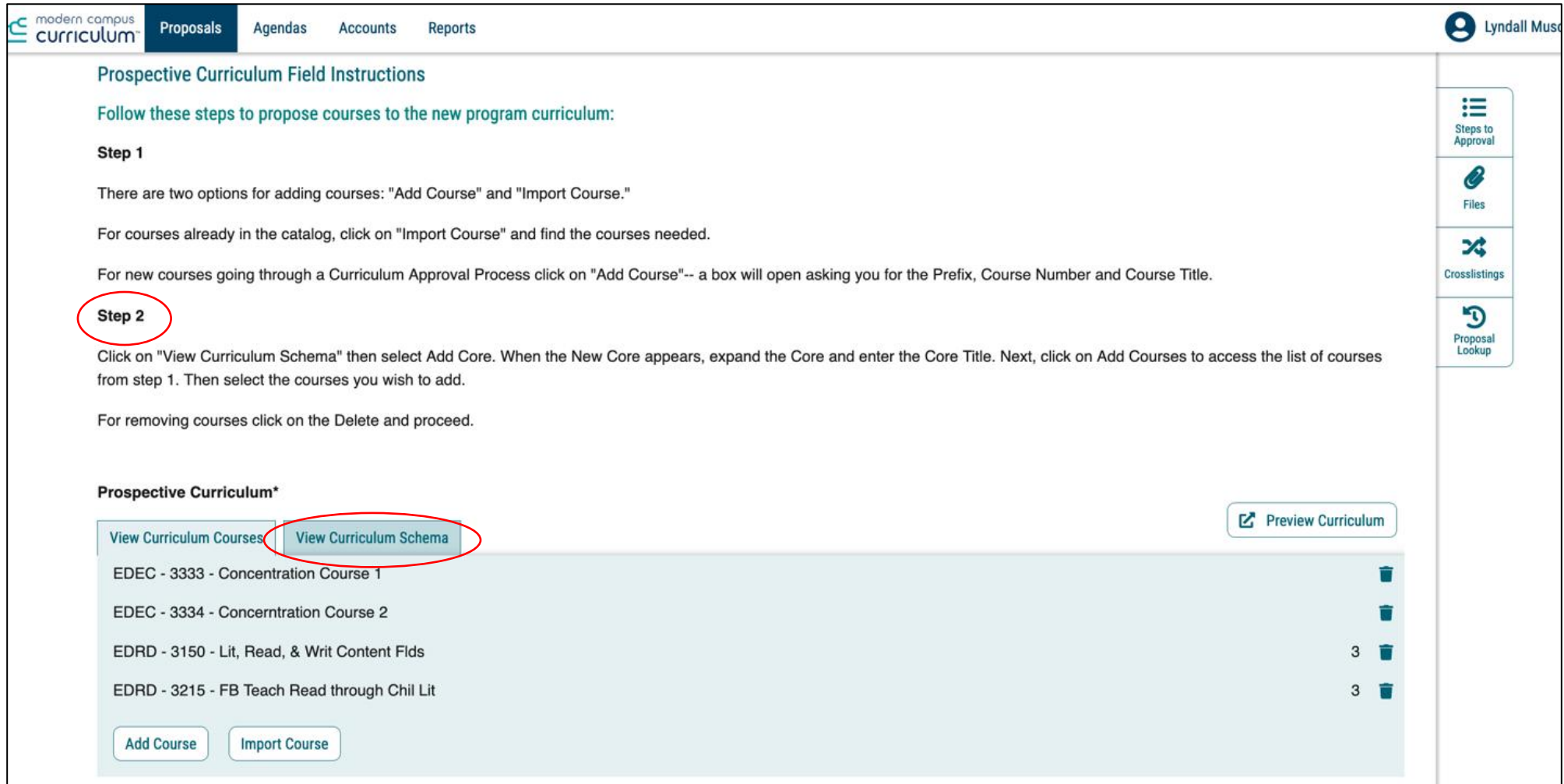
[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

EDEC - 3333 - Concentration Course 1	
EDEC - 3334 - Concentration Course 2	
EDRD - 3150 - Lit, Read, & Writ Content Flds	3 
EDRD - 3215 - FB Teach Read through Chil Lit	3 

[Add Course](#) [Import Course](#)

Submitting a Proposal for a New Program

Complete Step 2 before launching the proposal. To complete, Click the tab labeled “View Curriculum Schema.”



The screenshot shows the 'modern campus curriculum' interface with a navigation bar at the top containing 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Muse' is logged in. The main content area is titled 'Prospective Curriculum Field Instructions' and includes the following text:

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

At the bottom right of the instructions is a button labeled 'Preview Curriculum'.

Below the instructions is a table with two tabs: 'View Curriculum Courses' and 'View Curriculum Schema'. The 'View Curriculum Schema' tab is selected and circled in red. The table lists the following courses:

Course	Count	Action
EDEC - 3333 - Concentration Course 1		
EDEC - 3334 - Concentration Course 2		
EDRD - 3150 - Lit, Read, & Writ Content Fids	3	
EDRD - 3215 - FB Teach Read through Chil Lit	3	

At the bottom of the table are two buttons: 'Add Course' and 'Import Course'.

Submitting a Proposal for a New Program

Click “Add Core.”

 **Proposals** Agendas Accounts Reports

Lyndall Musc... 

Prospective Curriculum Field Instructions

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

[View Curriculum Courses](#) [View Curriculum Schema](#)

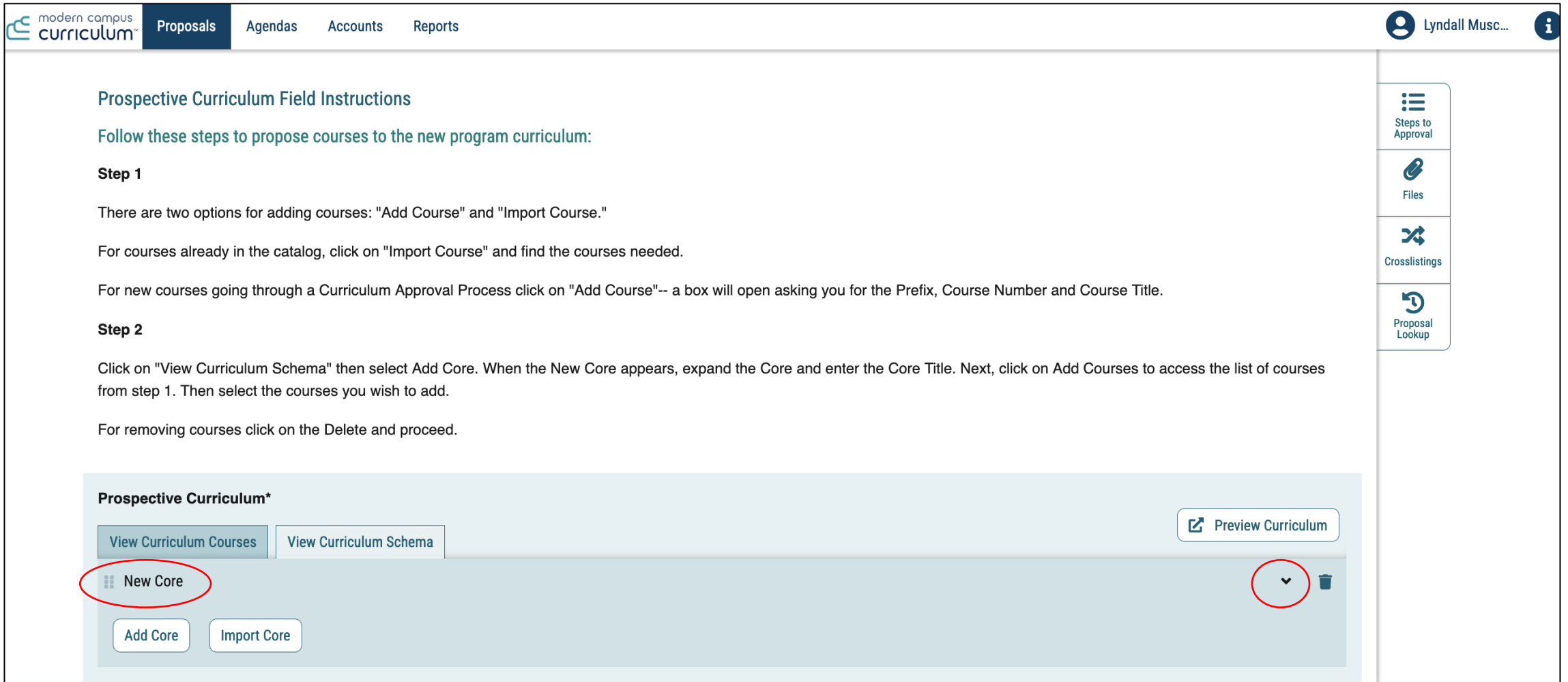
[Add Core](#) [Import Core](#)

[Preview Curriculum](#)

 Steps to Approval
 Files
 Crosslistings
 Proposal Lookup

Submitting a Proposal for a New Program

The “New Core” will appear. Expand the “New Core” window by clicking the small down arrow.



The screenshot shows the 'modern campus curriculum' interface with the 'Proposals' tab selected. The main content area displays 'Prospective Curriculum Field Instructions' and two steps for proposing courses. At the bottom, the 'Prospective Curriculum*' section contains buttons for 'View Curriculum Courses', 'View Curriculum Schema', 'Add Core', and 'Import Core'. A 'New Core' entry is visible in a list, with a small down arrow icon circled in red to indicate it should be expanded. A 'Preview Curriculum' button is also present. The right sidebar includes links for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The user 'Lyndall Musc...' is logged in.

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

Prospective Curriculum Field Instructions

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

New Core

▼

🗑️

Add Core

Import Core

Steps to Approval

Files

Crosslistings

Proposal Lookup

Submitting a Proposal for a New Program

Provide a title and description for the “New Core,” then click “Save.”

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Mu

Prospective Curriculum Field Instructions

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

View Curriculum Courses View Curriculum Schema Preview Curriculum

New Core

Title

Childrens Literature Concentration

Description

test

Save Cancel

Courses

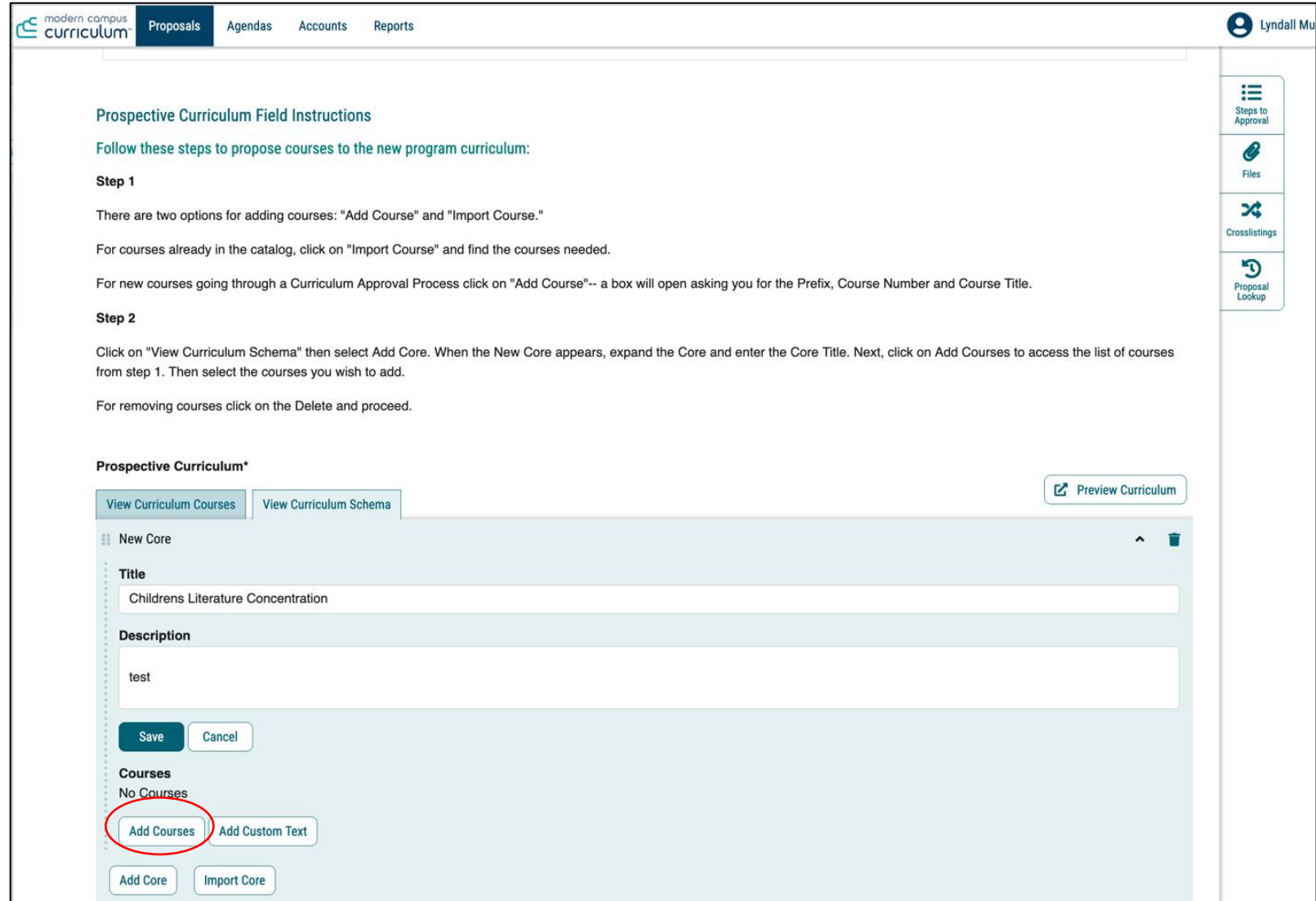
No Courses

Add Courses Add Custom Text

Add Core Import Core

Submitting a Proposal for a New Program

To add courses to the "New Core," click "Add Courses."



The screenshot shows the 'Proposals' tab in the Modern Campus Curriculum system. The user is Lyndall Mu. The interface includes a sidebar with 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The main content area is titled 'Prospective Curriculum Field Instructions' and provides steps for adding courses. Below the instructions is the 'Prospective Curriculum*' section, which has two tabs: 'View Curriculum Courses' and 'View Curriculum Schema'. The 'View Curriculum Courses' tab is active, showing a form for a 'New Core'. The form has fields for 'Title' (Childrens Literature Concentration) and 'Description' (test). Below the description are 'Save' and 'Cancel' buttons. Under the 'Courses' section, which currently shows 'No Courses', the 'Add Courses' button is circled in red. At the bottom of the form are 'Add Core' and 'Import Core' buttons. A 'Preview Curriculum' button is located in the top right corner of the form area.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Mu

Steps to Approval
Files
Crosslistings
Proposal Lookup

Prospective Curriculum Field Instructions

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new courses going through a Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select Add Core. When the New Core appears, expand the Core and enter the Core Title. Next, click on Add Courses to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

Prospective Curriculum*

View Curriculum Courses View Curriculum Schema Preview Curriculum

New Core

Title
Childrens Literature Concentration

Description
test

Save Cancel

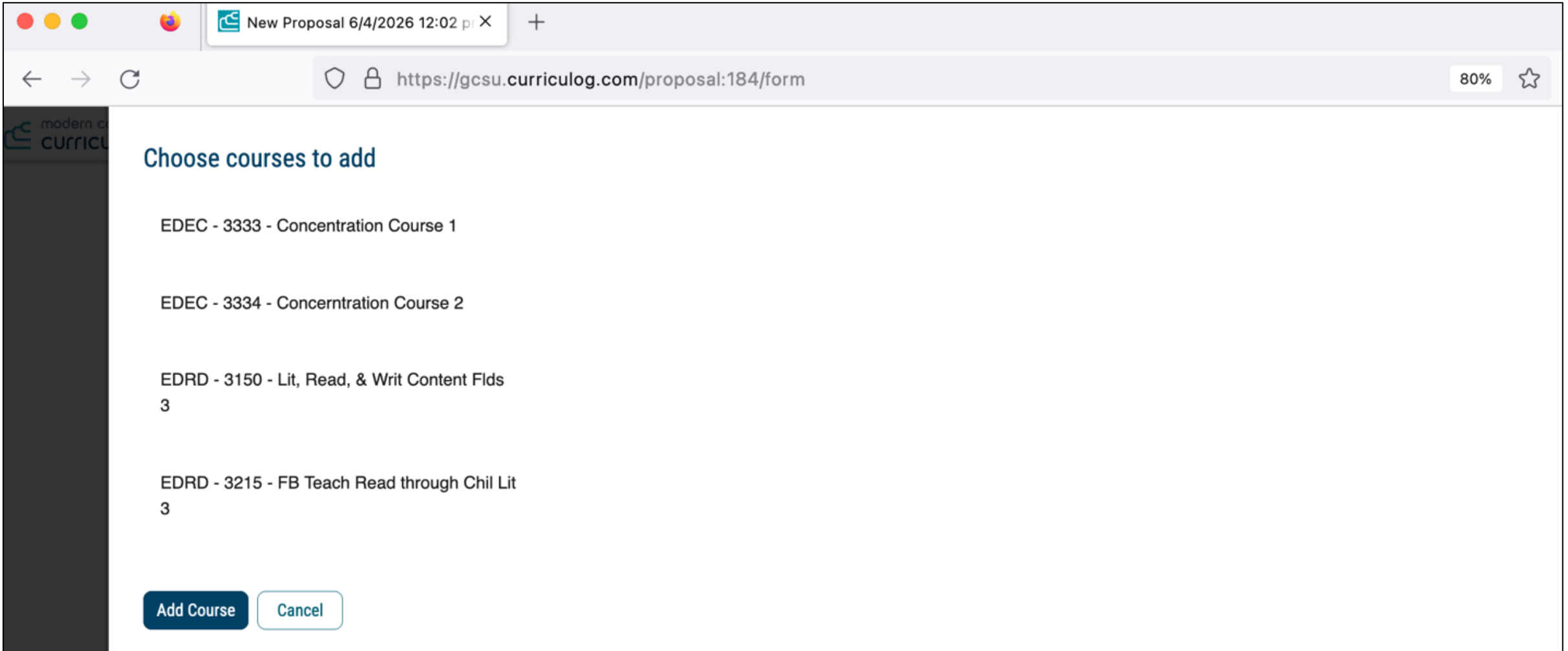
Courses
No Courses

Add Courses Add Custom Text

Add Core Import Core

Submitting a Proposal for a New Program

The “new” and “imported” courses will be displayed.



The screenshot shows a web browser window with a single tab titled "New Proposal 6/4/2026 12:02 pm". The address bar displays the URL "https://gcsu.curriculog.com/proposal:184/form". The page content includes a sidebar on the left with the text "modern curriculum" and a main area titled "Choose courses to add". This area lists four course options: "EDEC - 3333 - Concentration Course 1", "EDEC - 3334 - Concerntation Course 2", "EDRD - 3150 - Lit, Read, & Writ Content Flds 3", and "EDRD - 3215 - FB Teach Read through Chil Lit 3". At the bottom of the main area are two buttons: "Add Course" and "Cancel".

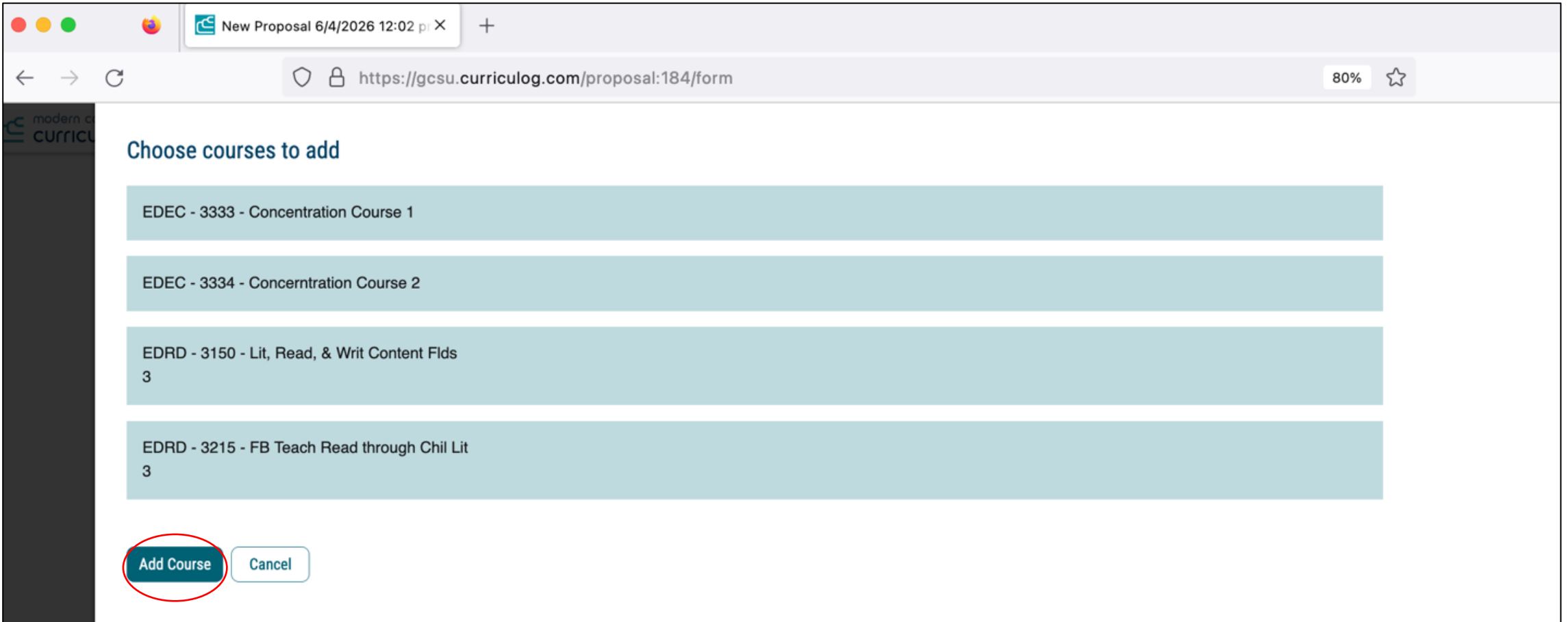
Choose courses to add

- EDEC - 3333 - Concentration Course 1
- EDEC - 3334 - Concerntation Course 2
- EDRD - 3150 - Lit, Read, & Writ Content Flds 3
- EDRD - 3215 - FB Teach Read through Chil Lit 3

Add Course Cancel

Submitting a Proposal for a New Program

Choose the courses to add to the core by clicking on the desired courses. Then click “Add Course.”



The screenshot shows a web browser window with the address bar displaying `https://gcsu.curriculog.com/proposal:184/form`. The page title is "New Proposal 6/4/2026 12:02 p". The main heading is "Choose courses to add". Below this heading, there are four light blue rectangular buttons, each representing a course. The first button is labeled "EDEC - 3333 - Concentration Course 1". The second button is labeled "EDEC - 3334 - Concentration Course 2". The third button is labeled "EDRD - 3150 - Lit, Read, & Writ Content Flds 3". The fourth button is labeled "EDRD - 3215 - FB Teach Read through Chil Lit 3". At the bottom left of the form, there are two buttons: "Add Course" and "Cancel". The "Add Course" button is highlighted with a red circle.

Choose courses to add

EDEC - 3333 - Concentration Course 1

EDEC - 3334 - Concentration Course 2

EDRD - 3150 - Lit, Read, & Writ Content Flds
3

EDRD - 3215 - FB Teach Read through Chil Lit
3

Add Course Cancel

Submitting a Proposal for a New Program

The courses selected for the core will appear under the title and description of the core.

modern campus curriculum™ **Proposals** Agendas Accounts Reports Lyndal

Prospective Curriculum*

[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

New Core

Title
Children's Literature Concentration

Description
TEST

Courses

EDEC - 3333 - Concentration Course 1		
EDEC - 3334 - Concerntation Course 2		
EDRD - 3150 - Lit, Read, & Writ Content Flds	3	
EDRD - 3215 - FB Teach Read through Chil Lit	3	

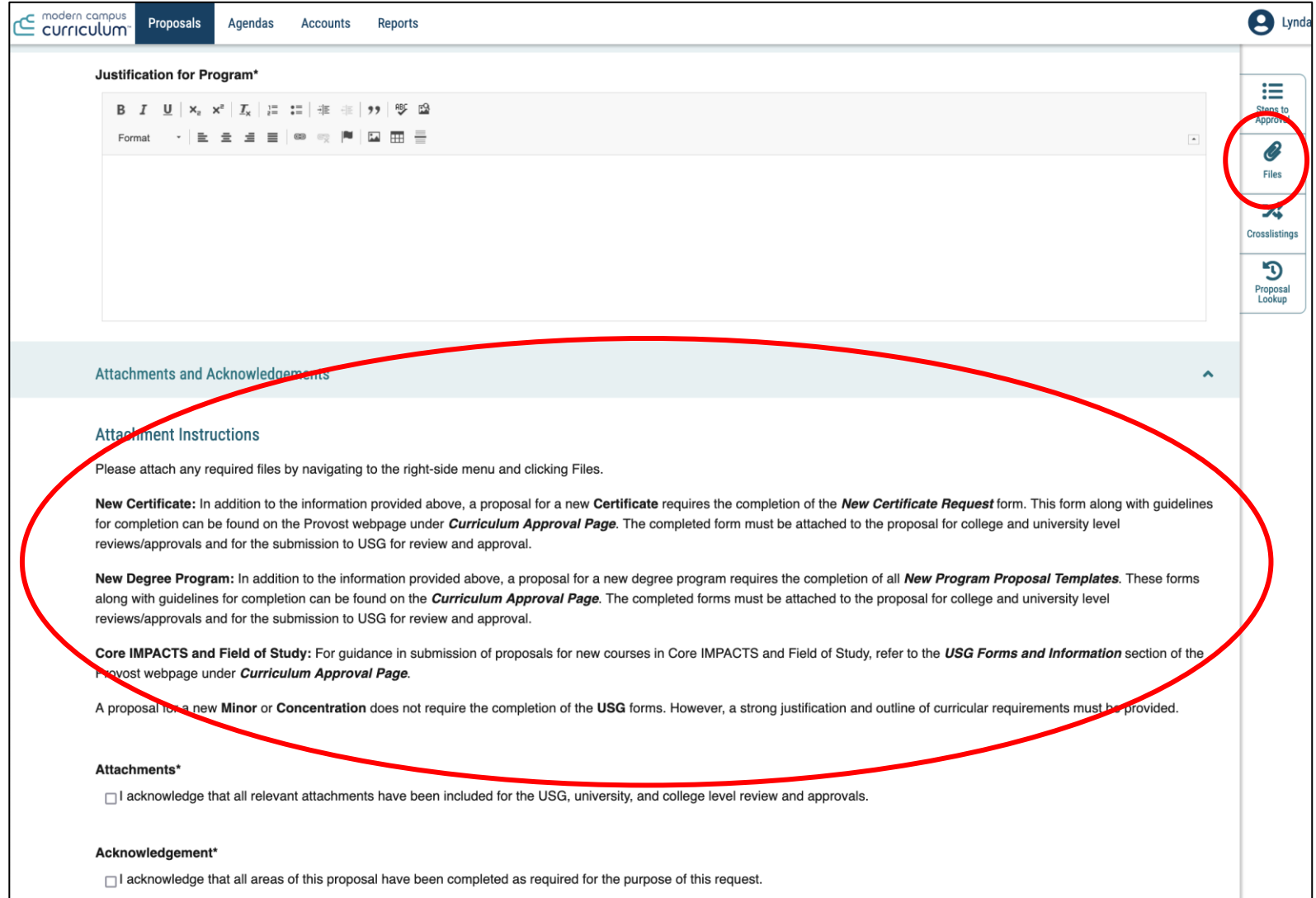
[Add Courses](#) [Add Custom Text](#)

[Add Core](#) [Import Core](#)

[Steps to Approval](#)
[Files](#)
[Crosslistings](#)
[Proposal Lookup](#)

Submitting a Proposal for a New Program

After completing the form, attach all required information by clicking on the paperclip/files icon in the menu on the righthand side. Note that proposals for new **certificates, degree programs, Core IMPACTS, and Field of Study** require approval of USG.



The screenshot shows the 'modern campus curriculum' interface for submitting a proposal. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lynda' is logged in. The main form area is titled 'Justification for Program*' and contains a rich text editor. On the right-hand side, a vertical menu is visible with icons for 'Start to Approve', 'Files' (circled in red), 'Crosslistings', and 'Proposal Lookup'. Below the editor, the 'Attachments and Acknowledgements' section is highlighted with a red oval. This section includes 'Attachment Instructions' and detailed requirements for different proposal types: 'New Certificate', 'New Degree Program', 'Core IMPACTS and Field of Study', and 'Minor or Concentration'. At the bottom, there are checkboxes for 'Attachments*' and 'Acknowledgement*'. The 'Files' icon in the right-hand menu is circled in red, indicating where to click to attach documents.

modern campus curriculum

Proposals Agendas Accounts Reports

Lynda

Start to Approve

Files

Crosslistings

Proposal Lookup

Justification for Program*

Attachments and Acknowledgements

Attachment Instructions

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

New Certificate: In addition to the information provided above, a proposal for a new **Certificate** requires the completion of the **New Certificate Request** form. This form along with guidelines for completion can be found on the Provost webpage under **Curriculum Approval Page**. The completed form must be attached to the proposal for college and university level reviews/approvals and for the submission to USG for review and approval.

New Degree Program: In addition to the information provided above, a proposal for a new degree program requires the completion of all **New Program Proposal Templates**. These forms along with guidelines for completion can be found on the **Curriculum Approval Page**. The completed forms must be attached to the proposal for college and university level reviews/approvals and for the submission to USG for review and approval.

Core IMPACTS and Field of Study: For guidance in submission of proposals for new courses in Core IMPACTS and Field of Study, refer to the **USG Forms and Information** section of the Provost webpage under **Curriculum Approval Page**.

A proposal for a new **Minor or Concentration** does not require the completion of the **USG** forms. However, a strong justification and outline of curricular requirements must be provided.

Attachments*

☐ I acknowledge that all relevant attachments have been included for the USG, university, and college level review and approvals.

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 Program

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

Attachments and Acknowledgements

Attachment Instructions

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

New Certificate: In addition to the information provided above, a proposal for a new **Certificate** requires the completion of the **New Certificate Request** form. This form along with guidelines for completion can be found on the Provost webpage under **Curriculum Approval Page**. The completed form must be attached to the proposal for college and university level reviews/approvals and for the submission to USG for review and approval.

New Degree Program: In addition to the information provided above, a proposal for a new degree program requires the completion of all **New Program Proposal Templates**. These forms along with guidelines for completion can be found on the **Curriculum Approval Page**. The completed forms must be attached to the proposal for college and university level reviews/approvals and for the submission to USG for review and approval.

Core IMPACTS and Field of Study: For guidance in submission of proposals for new courses in Core IMPACTS and Field of Study, refer to the **USG Forms and Information** section of the Provost webpage under **Curriculum Approval Page**.

A proposal for a new **Minor** or **Concentration** does not require the completion of the **USG** forms. However, a strong justification and outline of curricular requirements must be provided.

Attachments*

☐ I acknowledge that all relevant attachments have been included for the USG, university, and college level review and approvals.

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 Program

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*

☐ I acknowledge that all relevant attachments have been included for the USG, university, and college level review and approvals.

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**

Submitting a Proposal for a New Program

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

Attachments*

☐ I acknowledge that all relevant attachments have been included for the USG, university, and college level review and approvals.

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](#)

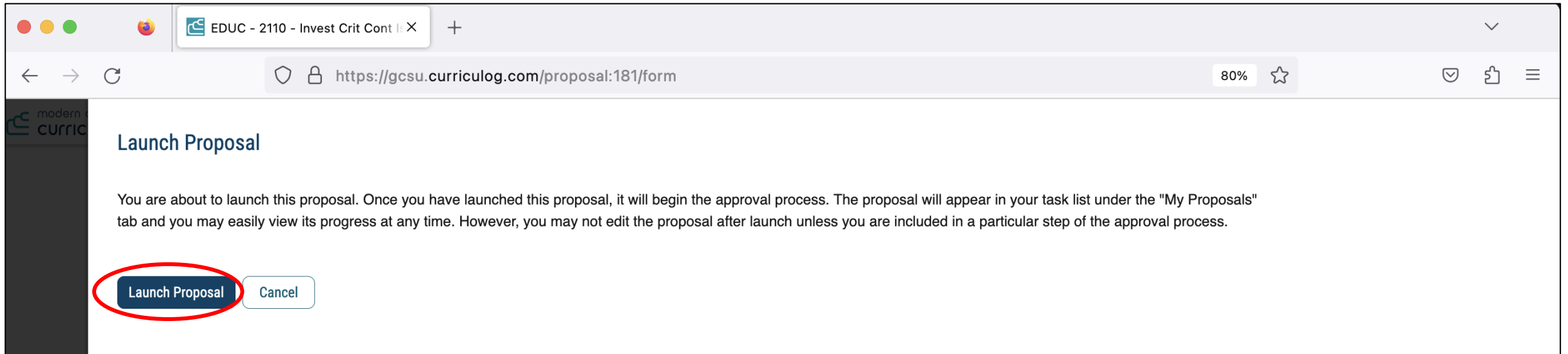
v2.13.8

 Save All Changes

 Validate and Launch Proposal

Submitting a Proposal for a New Program

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.



The screenshot shows a web browser window with the address bar displaying `https://gcsu.curriculog.com/proposal:181/form`. The page title is "Launch Proposal". The main content area contains a paragraph of text: "You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the 'My Proposals' tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process." At the bottom of the form, there are two buttons: "Launch Proposal" and "Cancel". The "Launch Proposal" button is highlighted with a red circle.

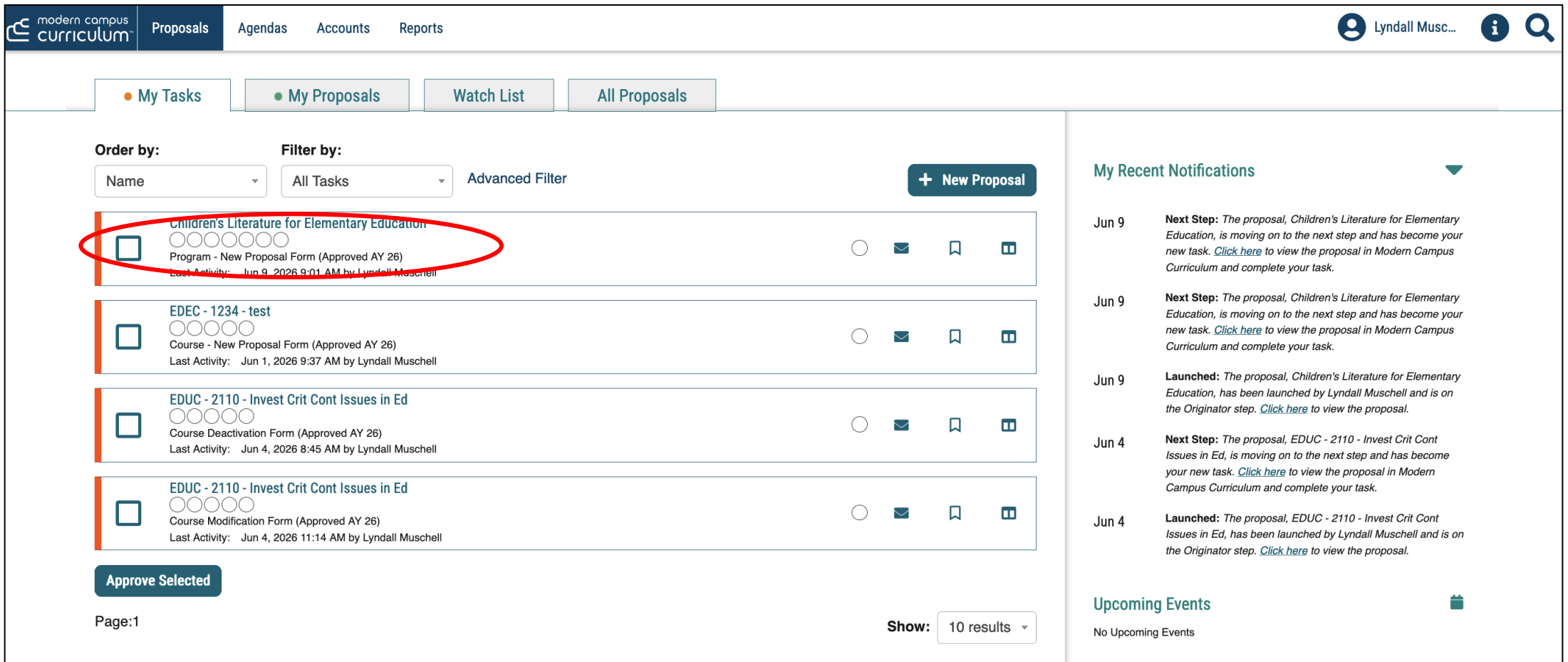
Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

Launch Proposal Cancel

Moving a Proposal for a New Program 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 is logged in as 'Lyndall Musc...'. The 'Proposals' tab is active, showing a list of proposals under the 'My Tasks' filter. The first proposal, 'Children's Literature for Elementary Education', is circled in red. It is a 'Program - New Proposal Form (Approved AY 26)' with a last activity of 'Jun 9, 2026 9:01 AM by Lyndall Muschell'. The second proposal is 'EDEC - 1234 - test', a 'Course - New Proposal Form (Approved AY 26)' with a last activity of 'Jun 1, 2026 9:37 AM by Lyndall Muschell'. The third proposal is 'EDUC - 2110 - Invest Crit Cont Issues in Ed', a 'Course Deactivation Form (Approved AY 26)' with a last activity of 'Jun 4, 2026 8:45 AM by Lyndall Muschell'. The fourth proposal is 'EDUC - 2110 - Invest Crit Cont Issues in Ed', a 'Course Modification Form (Approved AY 26)' with a last activity of 'Jun 4, 2026 11:14 AM by Lyndall Muschell'. The interface also includes a 'My Recent Notifications' section on the right and an 'Approve Selected' button at the bottom left.

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

My Tasks | My Proposals | Watch List | All Proposals

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

Children's Literature for Elementary Education
Program - New Proposal Form (Approved AY 26)
Last Activity: Jun 9, 2026 9:01 AM by Lyndall Muschell

EDEC - 1234 - test
Course - New Proposal Form (Approved AY 26)
Last Activity: Jun 1, 2026 9:37 AM by Lyndall Muschell

EDUC - 2110 - Invest Crit Cont Issues in Ed
Course Deactivation Form (Approved AY 26)
Last Activity: Jun 4, 2026 8:45 AM by Lyndall Muschell

EDUC - 2110 - Invest Crit Cont Issues in Ed
Course Modification Form (Approved AY 26)
Last Activity: Jun 4, 2026 11:14 AM by Lyndall Muschell

Approve Selected

Page:1 | Show: 10 results

My Recent Notifications

Jun 9 **Next Step:** The proposal, Children's Literature for Elementary Education, 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.

Jun 9 **Next Step:** The proposal, Children's Literature for Elementary Education, 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.

Jun 9 **Launched:** The proposal, Children's Literature for Elementary Education, has been launched by Lyndall Muschell and is on the Originator step. [Click here](#) to view the proposal.

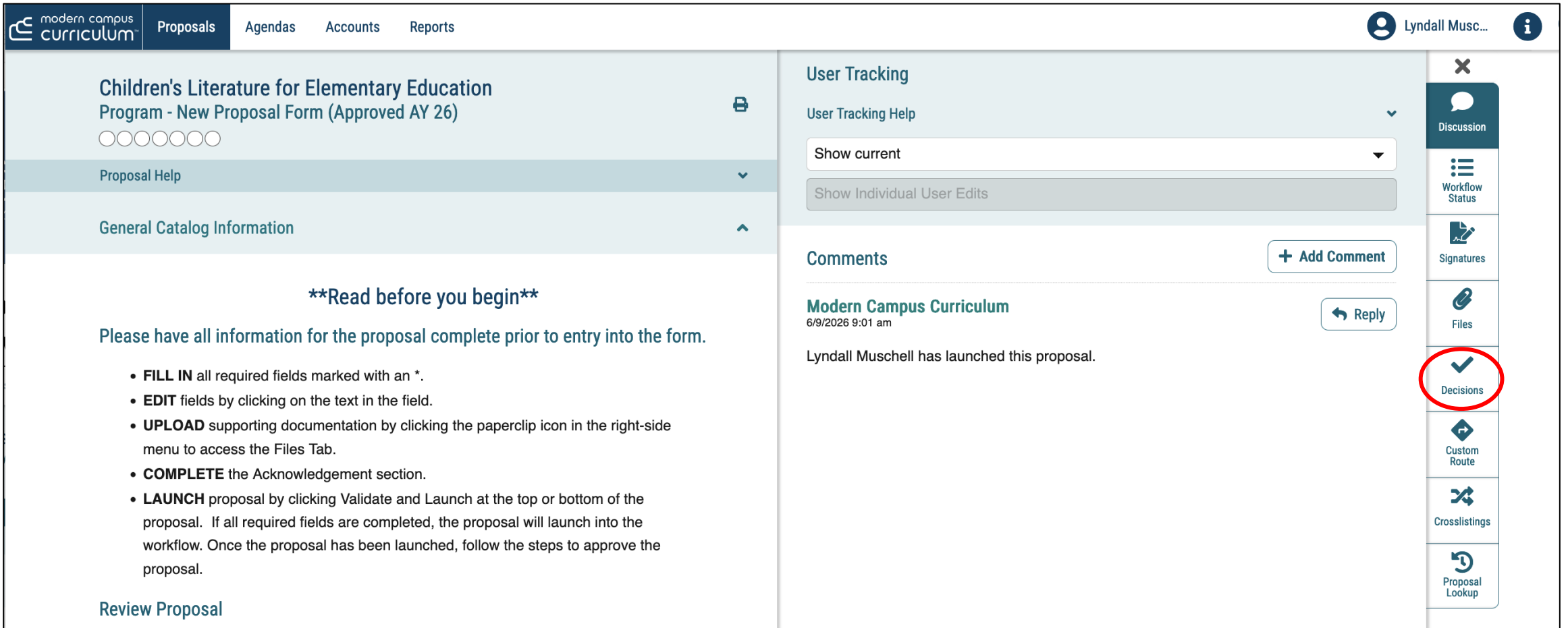
Jun 4 **Next Step:** The proposal, EDUC - 2110 - Invest Crit Cont Issues in Ed, is moving on to the next step and has become your new task. [Click here](#) to view the proposal in Modern Campus Curriculum and complete your task.

Jun 4 **Launched:** The proposal, EDUC - 2110 - Invest Crit Cont Issues in Ed, has been launched by Lyndall Muschell and is on the Originator step. [Click here](#) to view the proposal.

Upcoming Events
No Upcoming Events

Moving a Proposal for a New Program 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 'modern campus curriculum', 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. The main content area shows a proposal titled 'Children's Literature for Elementary Education Program - New Proposal Form (Approved AY 26)' with a progress indicator of six empty circles. Below this are sections for 'Proposal Help' and 'General Catalog Information'. A bold instruction reads: ****Read before you begin****. Below this, a message states: 'Please have all information for the proposal complete prior to entry into the form.' A list of instructions follows:

- **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.

A 'Review Proposal' link is at the bottom left. The right-hand side features 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 comment from 'Modern Campus Curriculum' dated 6/9/2026 9:01 am states: 'Lyndall Muschell has launched this proposal.' The right-hand menu includes icons for Discussion, Workflow Status, Signatures, Files, **Decisions** (highlighted with a red circle and a checkmark), Custom Route, Crosslistings, and Proposal Lookup.

Moving a Proposal for a New Program through the Workflow

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

modern campus curriculum

Proposals

Agendas

Accounts

Reports

Lyndall Musc...

Children's Literature for Elementary Education 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.

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

×

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Moving a Proposal for a New Program 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.

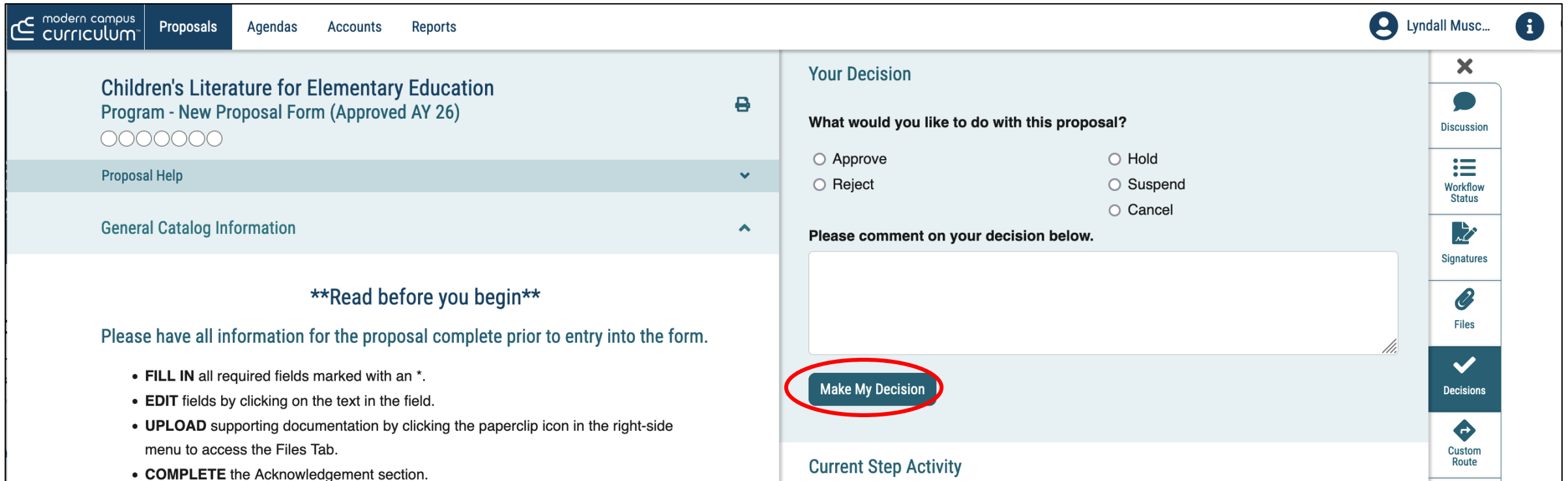
Suspend – If this decision option is selected, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed by an administrator.

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 a Proposal for a New Program 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 the 'modern campus curriculum' interface for 'Proposals'. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. The main content area is titled 'Children's Literature for Elementary Education Program - New Proposal Form (Approved AY 26)'. It includes a 'Proposal Help' section and a 'General Catalog Information' section. A warning message states: '**Read before you begin** Please have all information for the proposal complete prior to entry into the form.' Below this, a list of instructions is provided: 'FILL IN' all required fields marked with an asterisk; 'EDIT' fields by clicking on the text; 'UPLOAD' supporting documentation by clicking the paperclip icon; and 'COMPLETE' the Acknowledgement section. On the right side, the 'Your Decision' section asks 'What would you like to do with this proposal?' with options: 'Approve', 'Reject', 'Hold', 'Suspend', and 'Cancel'. Below this is a text box for 'Please comment on your decision below.' and a 'Make My Decision' button, which is circled in red. The bottom right sidebar contains icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions', and 'Custom Route'.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

Children's Literature for Elementary Education 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.

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

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Moving a Proposal for a New Program 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.