



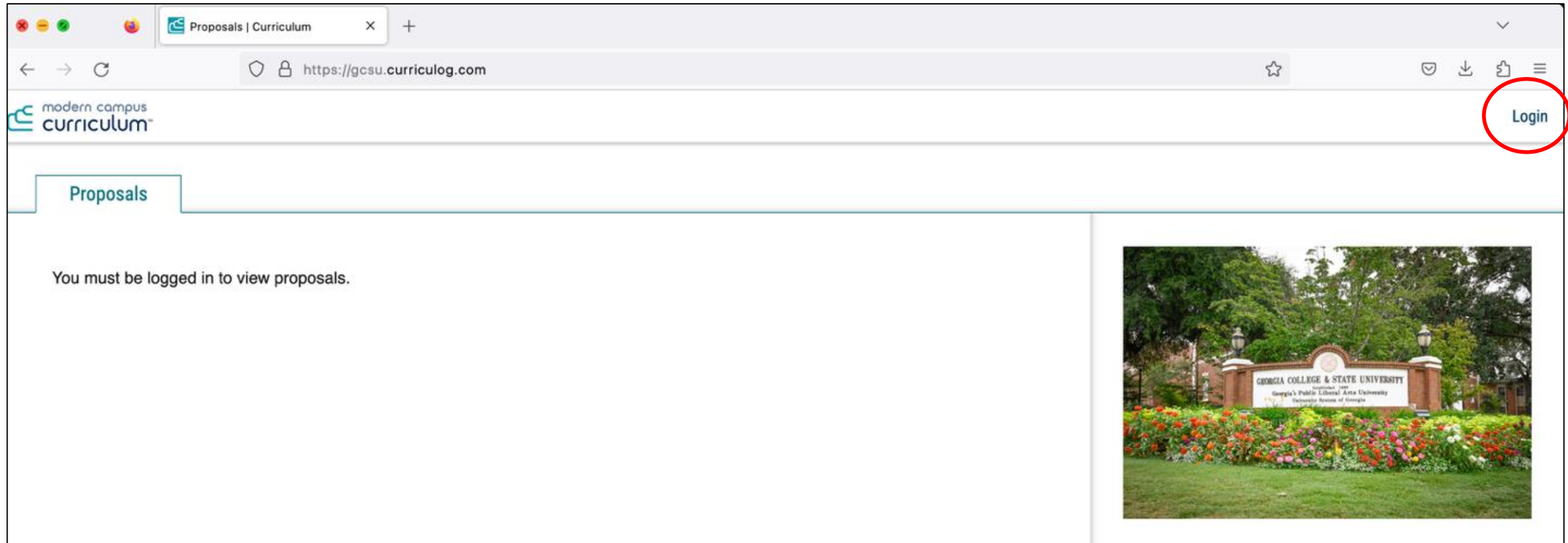
Modern Campus Curriculum: Submitting a Proposal to Deactivate an Existing Course



GEORGIA COLLEGE & STATE UNIVERSITY

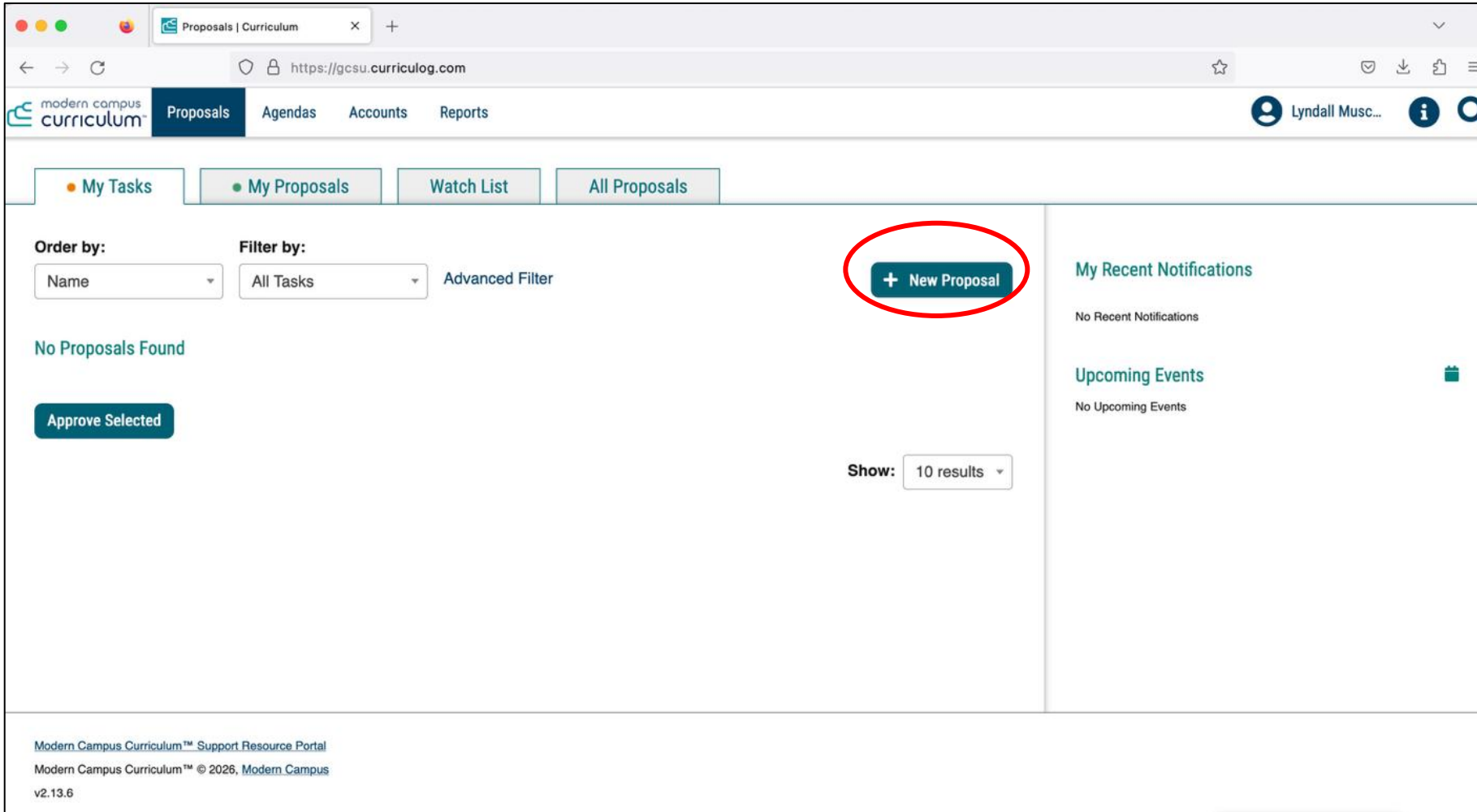
Login for Modern Campus Curriculum

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



Submitting a Proposal to Deactivate an Existing Course

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



The screenshot displays the 'Proposals | Curriculum' interface in a web browser. The address bar shows 'https://gcsu.curriculog.com'. The navigation menu includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user profile 'Lyndall Musc...' is visible in the top right. Below the navigation, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Proposals' tab is active. On the left, 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, and an 'Approve Selected' button is present. On the right, there are 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 'New Proposal' button, located in the top right of the main content area, is circled in red.

Modern Campus Curriculum™ Support Resource Portal
Modern Campus Curriculum™ © 2026, Modern Campus
v2.13.6

Submitting a Proposal to Deactivate an Existing Course

Select the *Course-Deactivation Form*.

modern campus curriculum™ Proposals Agendas Accounts Reports  Lyndall Musc.

All Processes Courses Programs Others

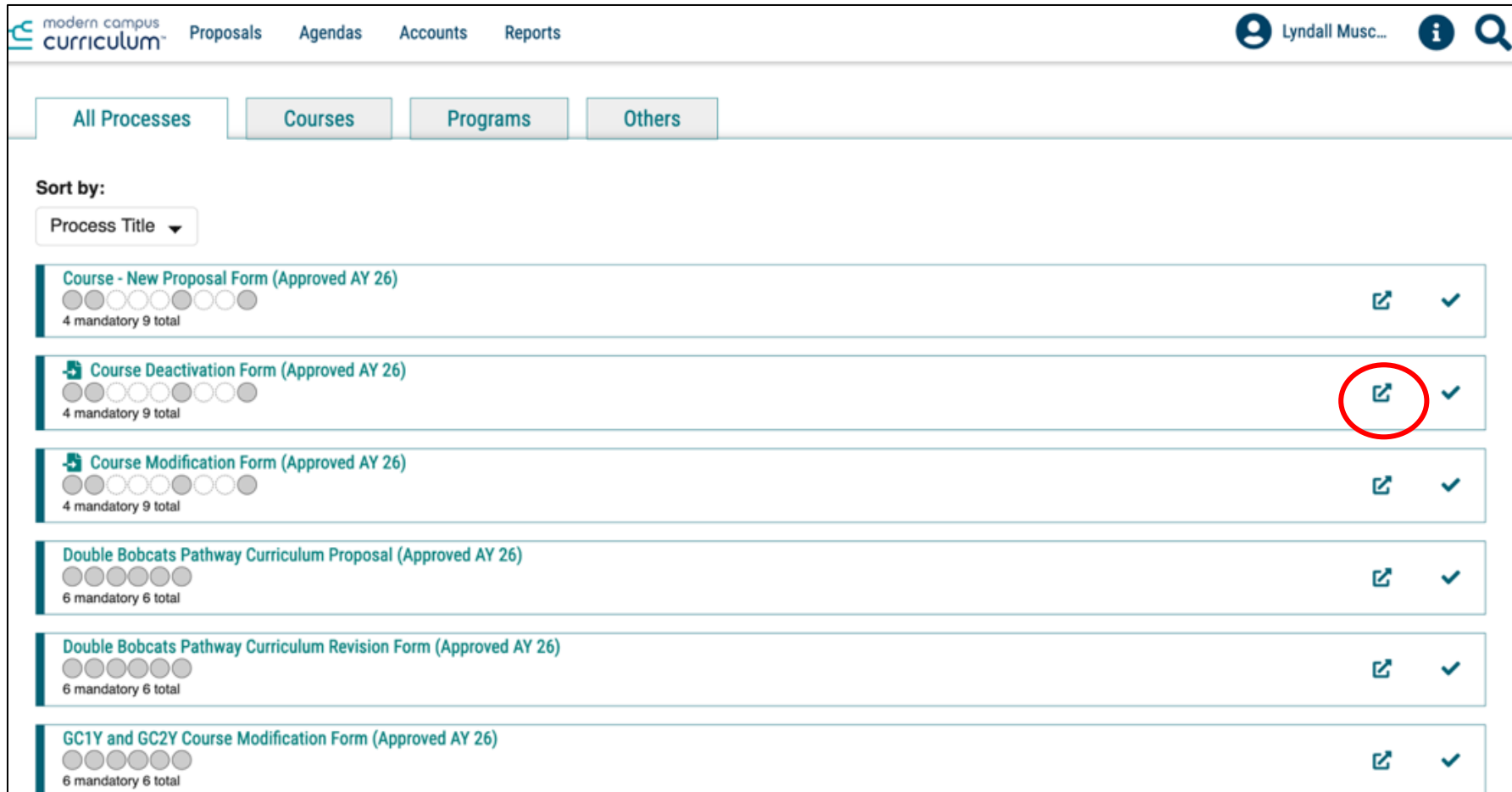
Sort by:
Process Title ▼

Keyword

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

Submitting a Proposal to Deactivate an Existing Course

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

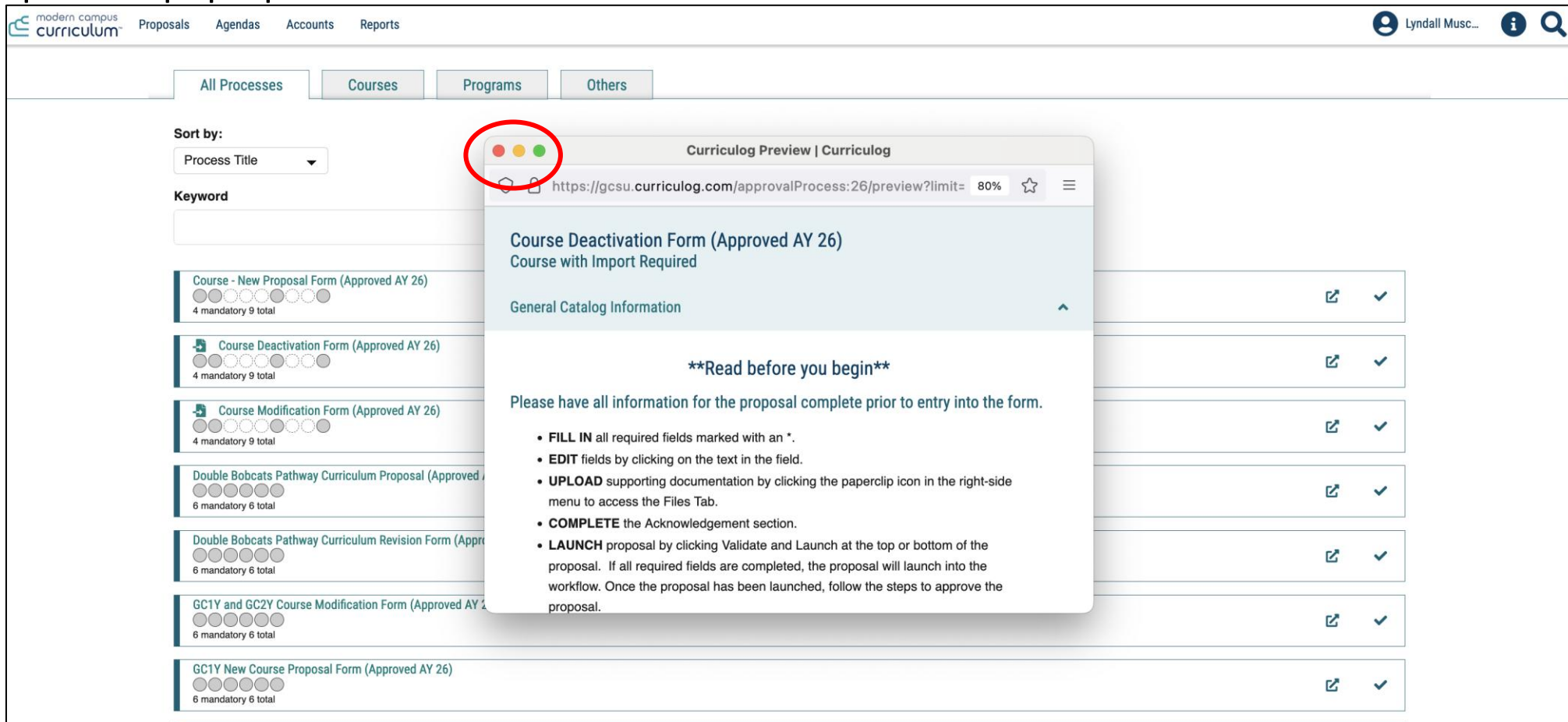


The screenshot shows the 'modern campus curriculum' interface. At the top, there are navigation links: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. A user profile 'Lyndall Musc...' is visible in the top right. Below the navigation, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. Under 'Sort by:', a dropdown menu shows 'Process Title'. A list of proposal forms is displayed, each with a title, a progress indicator (circles), and a status (4 mandatory 9 total or 6 mandatory 6 total). The second item, 'Course Deactivation Form (Approved AY 26)', has its external link icon circled in red. Each item also has a checkmark icon.

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

Submitting a Proposal to Deactivate an Existing Course

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



The screenshot displays the Curriculumlog web application interface. The top navigation bar includes links for Proposals, Agendas, Accounts, and Reports. The main content area shows a list of proposals under the 'Courses' tab. A preview window for the 'Course Deactivation Form (Approved AY 26)' is open, showing the form title, a progress indicator, and a list of instructions. The preview window's title bar features standard macOS window controls (red, yellow, and green dots), which are circled in red. The background list of proposals includes items like 'Course - New Proposal Form', 'Course Deactivation Form', 'Course Modification Form', and 'Double Bobcats Pathway Curriculum Proposal', each with a progress indicator and a '4 mandatory 9 total' or '6 mandatory 6 total' status.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

All Processes Courses Programs Others

Sort by:
Process Title

Keyword

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

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

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

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

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

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

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

Curriculumlog Preview | Curriculumlog

https://gcsu.curriculumlog.com/approvalProcess:26/preview?limit= 80%

Course Deactivation Form (Approved AY 26)
Course with Import Required

General Catalog Information

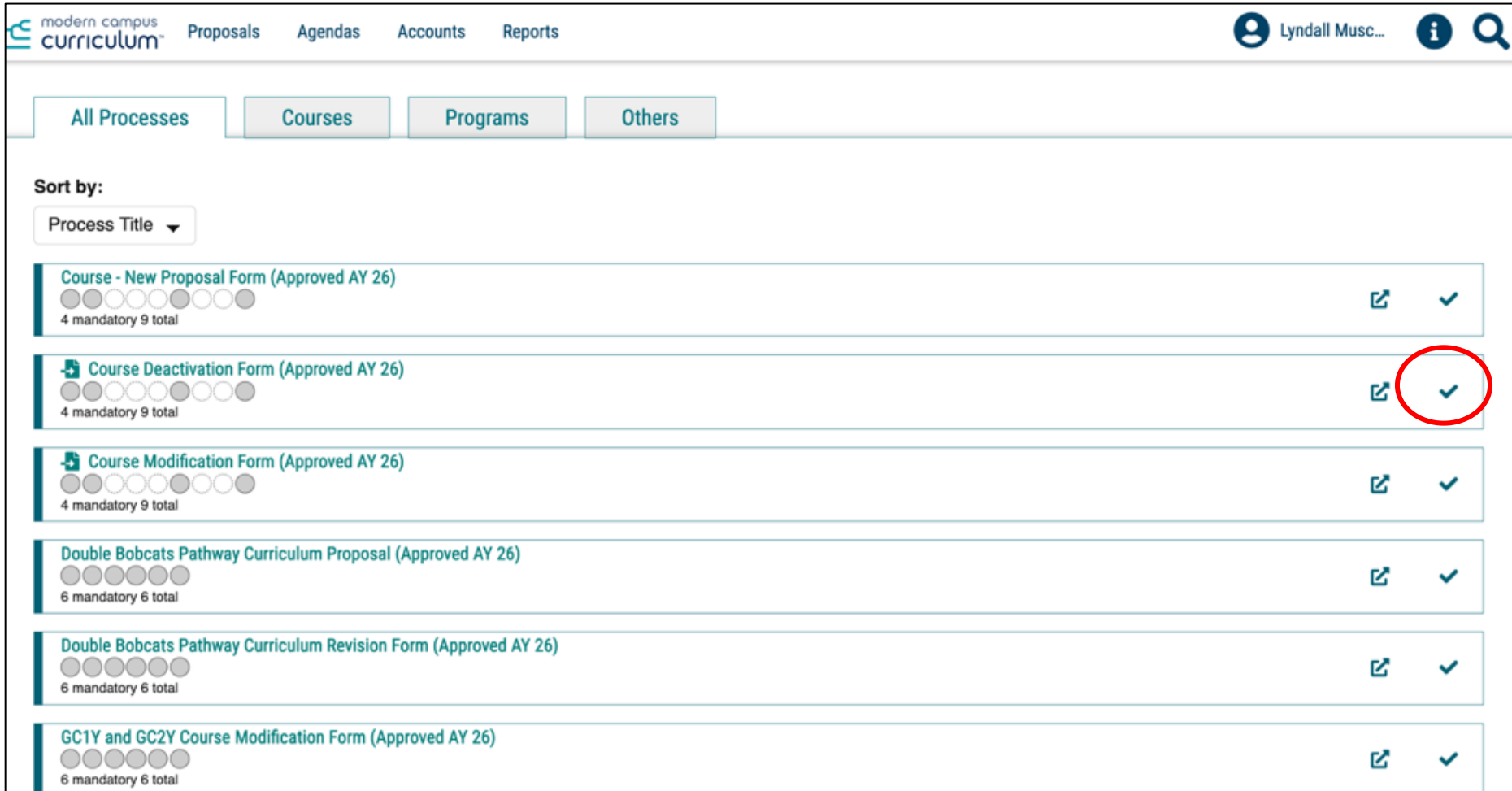
****Read before you begin****

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.

Submitting a Proposal to Deactivate an Existing Course

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

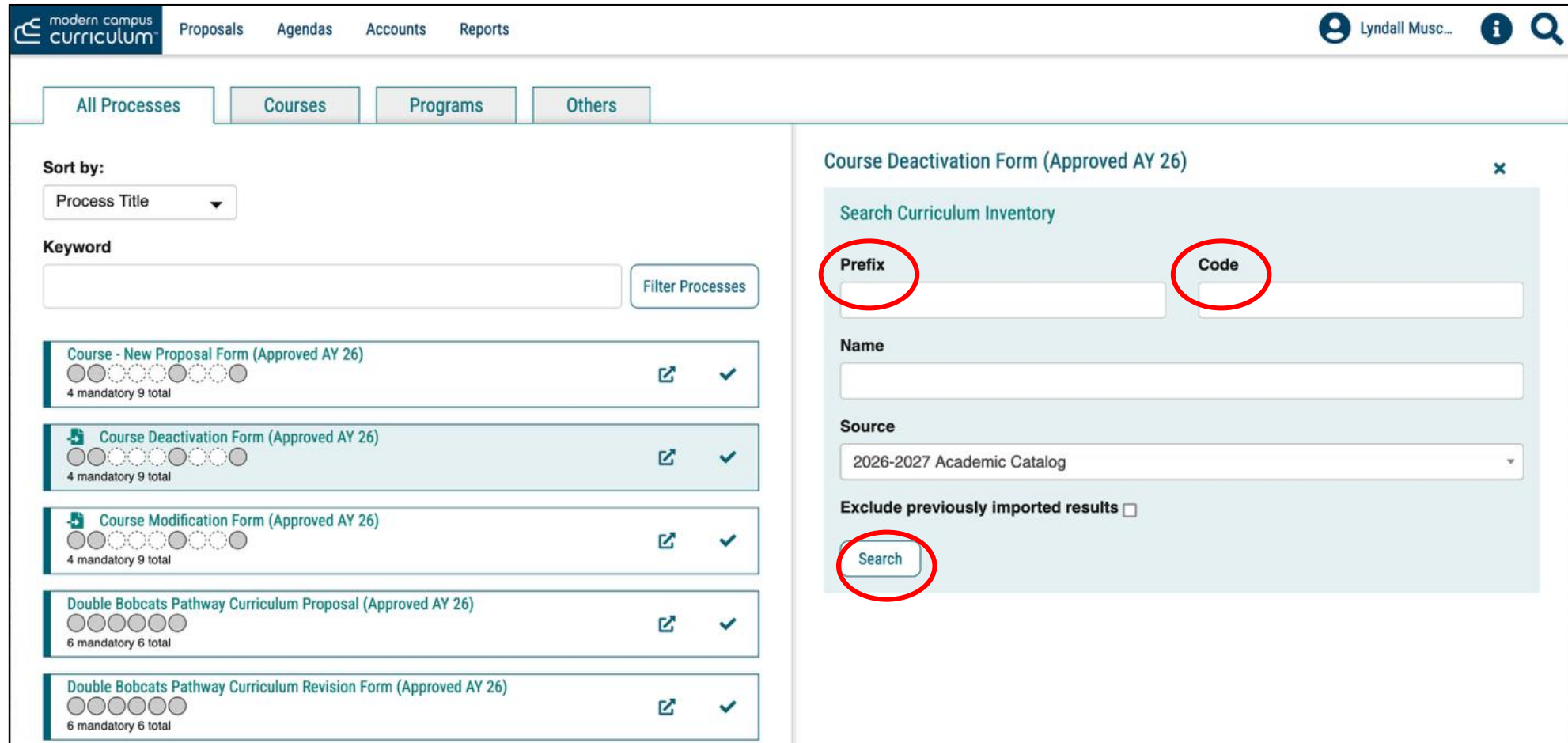


The screenshot shows the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. Below the navigation bar, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes'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

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

Submitting a Proposal to Deactivate an Existing Course

Select the course to be deactivated by entering the course prefix and code (number). If the prefix and code are unknown, this can be searched by course name. Click “search.”



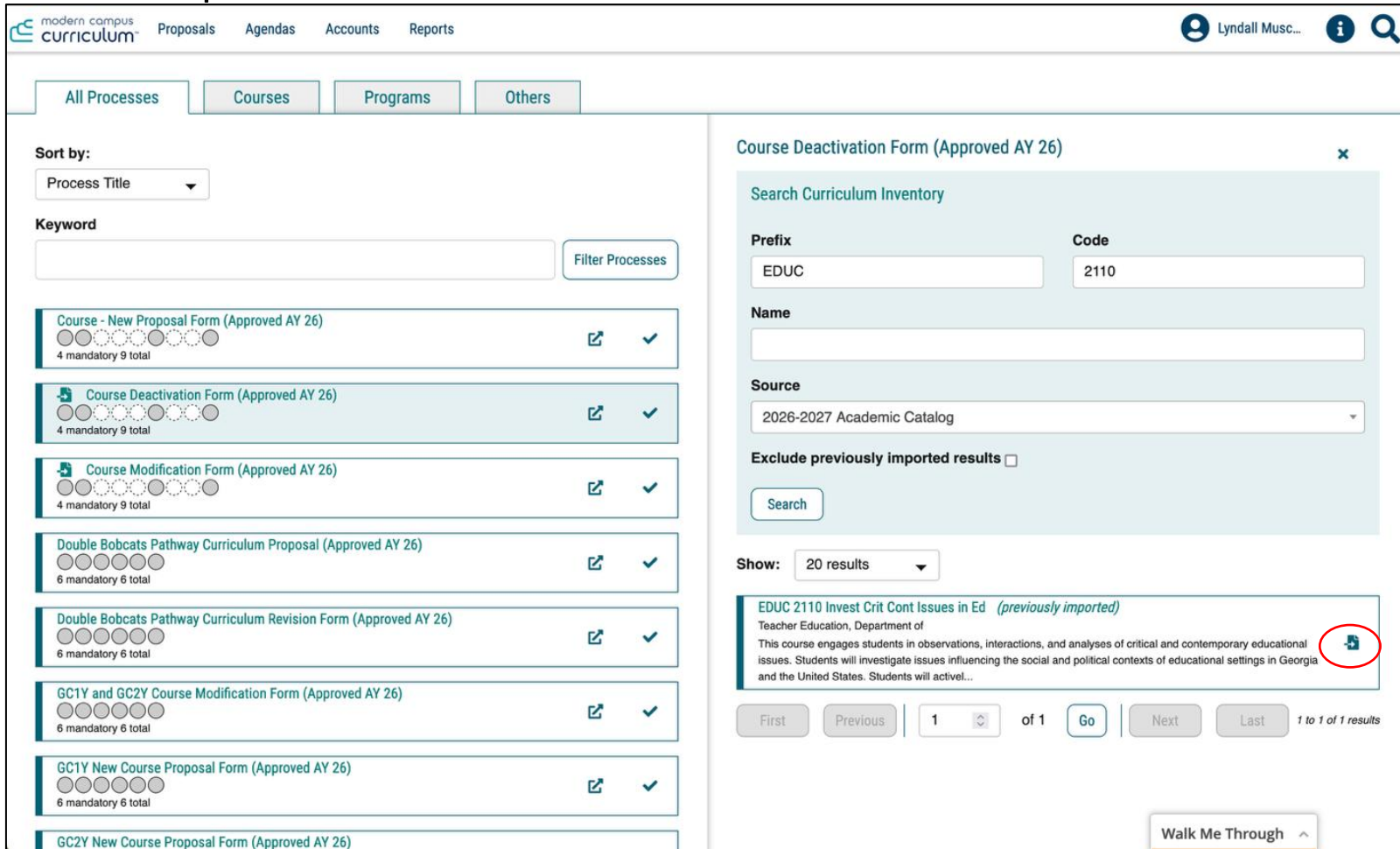
The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes links for Proposals, Agendas, Accounts, and Reports. A user profile for 'Lyndall Musc...' is visible in the top right. Below the navigation bar, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'Courses' tab is selected.

On the left side, there is a 'Sort by:' dropdown menu set to 'Process Title'. Below it is a 'Keyword' search bar and a 'Filter Processes' button. A list of processes is shown, including '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)', and 'Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)'. Each item has a progress indicator (circles) and a checkmark.

On the right side, the 'Course Deactivation Form (Approved AY 26)' is displayed. It features a 'Search Curriculum Inventory' section with two input fields: 'Prefix' and 'Code', both of which are circled in red. Below these fields are 'Name' and 'Source' (a dropdown menu set to '2026-2027 Academic Catalog'). There is also an 'Exclude previously imported results' checkbox. A 'Search' button, also circled in red, is located at the bottom of the search section.

Submitting a Proposal to Deactivate an Existing Course

The course information will be displayed. Select the course by clicking on the small icon to the right of the course description.



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 'Courses' tab is selected, showing a list of course proposals. The 'Course Deactivation Form (Approved AY 26)' is open on the right, showing search criteria: Prefix 'EDUC', Code '2110', Name, Source '2026-2027 Academic Catalog', and a search button. The search results show one result: 'EDUC 2110 Invest Crit Cont Issues in Ed (previously imported)'. A red circle highlights a small icon to the right of the course description. The left sidebar shows a list of course proposals, including '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)', and 'GC2Y New Course Proposal Form (Approved AY 26)'. Each proposal has a progress indicator and a checkmark.

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)

Course Deactivation Form (Approved AY 26)

Search Curriculum Inventory

Prefix: EDUC Code: 2110

Name

Source: 2026-2027 Academic Catalog

Exclude previously imported results ☐

Search

Show: 20 results

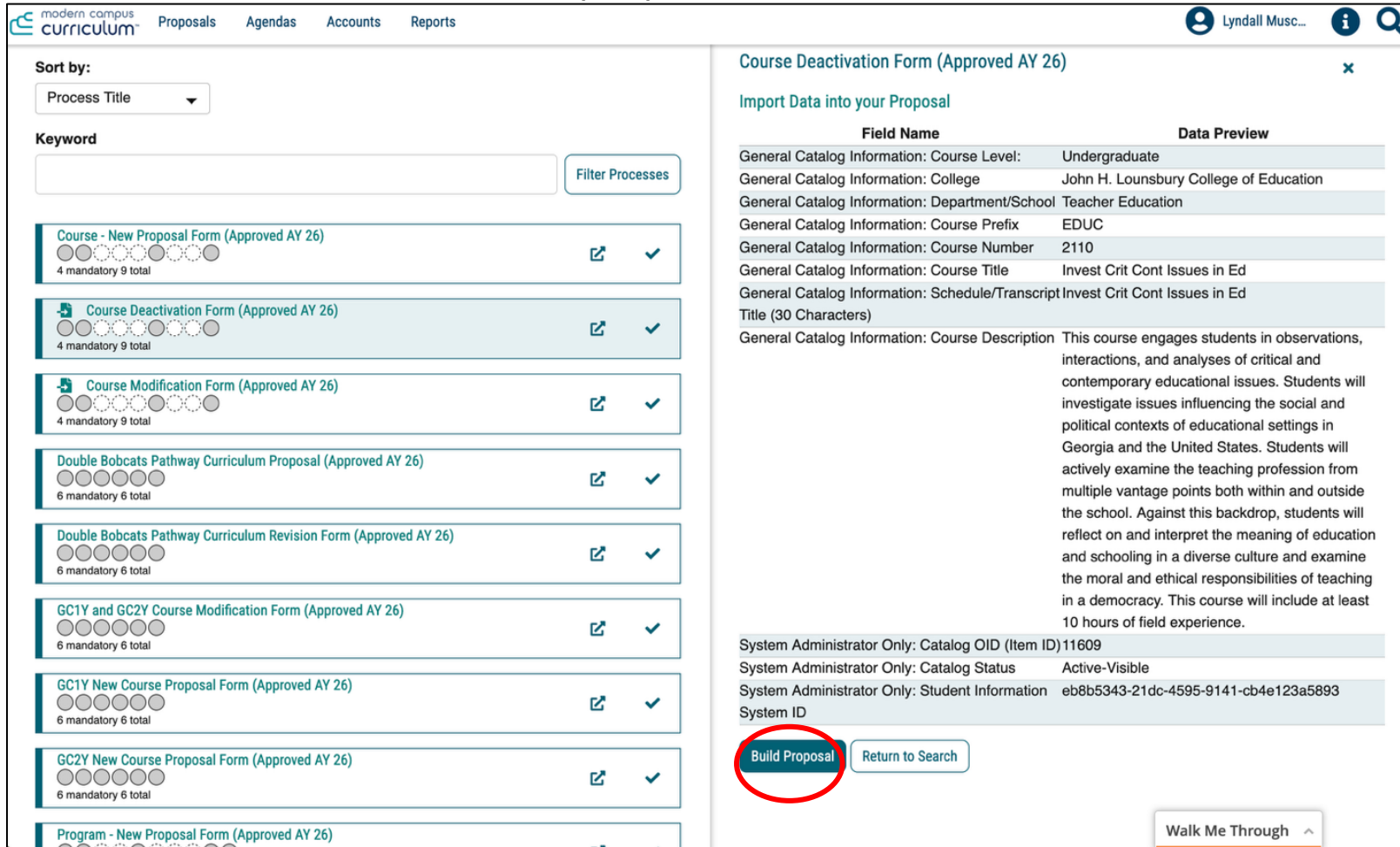
EDUC 2110 Invest Crit Cont Issues in Ed (previously imported)
Teacher Education, Department of
This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will activel...

First Previous 1 of 1 Go Next Last 1 to 1 of 1 results

Walk Me Through

Submitting a Proposal to Deactivate an Existing Course

Specific information related to the course to be modified will be displayed. To continue the proposal, click on the bar labeled “build proposal” which is near the bottom center of the pane.



The screenshot displays the 'modern campus curriculum' interface. On the left, a list of proposal types is shown, including 'Course - New Proposal Form', 'Course Deactivation Form', 'Course Modification Form', 'Double Bobcats Pathway Curriculum Proposal', 'Double Bobcats Pathway Curriculum Revision Form', 'GC1Y and GC2Y Course Modification Form', 'GC1Y New Course Proposal Form', 'GC2Y New Course Proposal Form', and 'Program - New Proposal Form'. The 'Course Deactivation Form' is highlighted. On the right, the 'Course Deactivation Form (Approved AY 26)' is displayed, showing a 'Data Preview' table with fields like 'General Catalog Information: Course Level', 'College', 'Department/School', 'Course Prefix', 'Course Number', 'Course Title', 'Schedule/Transcript', and 'Course Description'. At the bottom of the right pane, a red circle highlights the 'Build Proposal' button, with a 'Return to Search' button next to it. A 'Walk Me Through' button is also visible at the bottom right.

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

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)

Course Deactivation Form (Approved AY 26)

Import Data into your Proposal

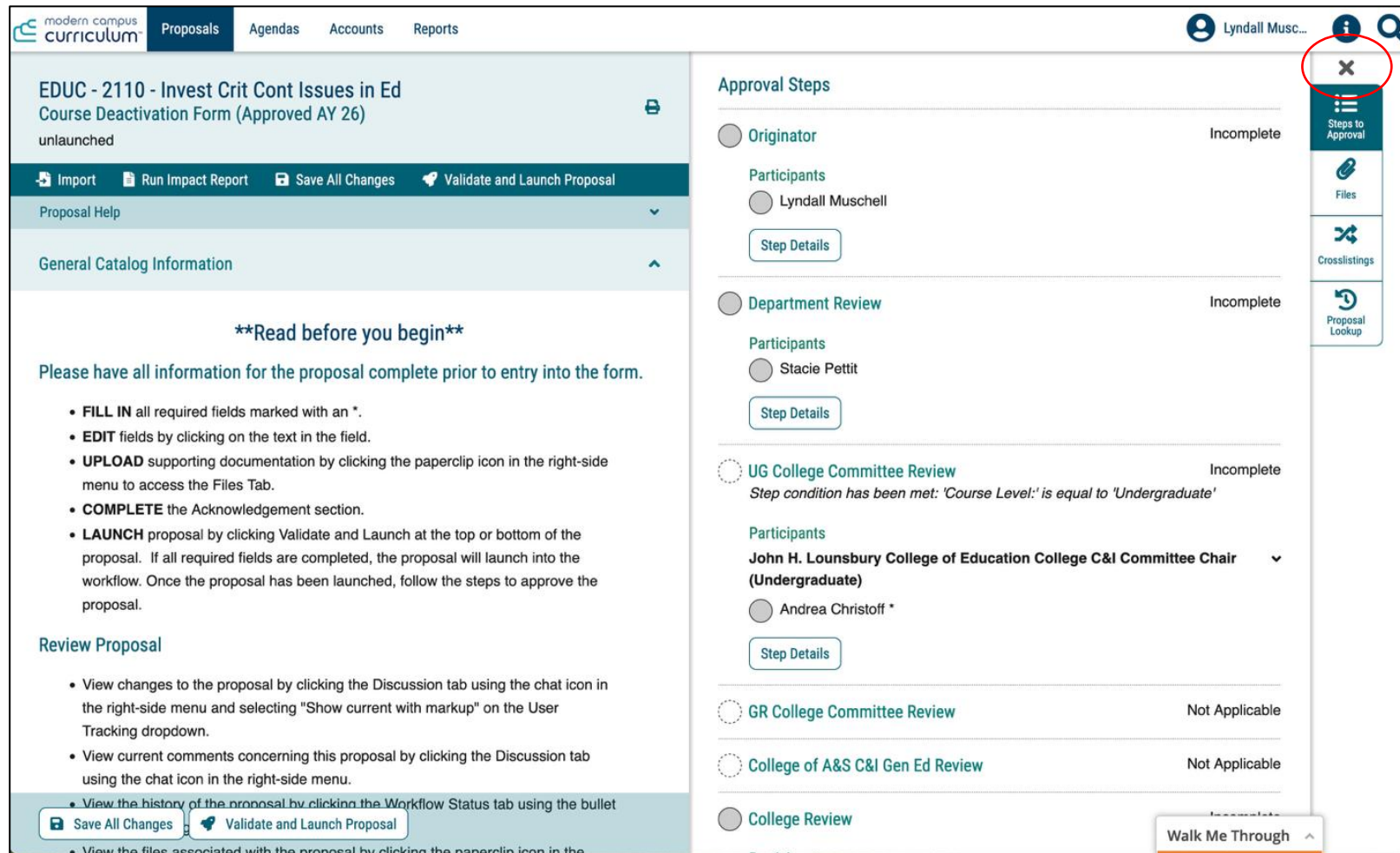
Field Name	Data Preview
General Catalog Information: Course Level:	Undergraduate
General Catalog Information: College	John H. Lounsbury College of Education
General Catalog Information: Department/School	Teacher Education
General Catalog Information: Course Prefix	EDUC
General Catalog Information: Course Number	2110
General Catalog Information: Course Title	Invest Crit Cont Issues in Ed
General Catalog Information: Schedule/Transcript	Invest Crit Cont Issues in Ed
Title (30 Characters)	
General Catalog Information: Course Description	This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. This course will include at least 10 hours of field experience.
System Administrator Only: Catalog OID (Item ID)	11609
System Administrator Only: Catalog Status	Active-Visible
System Administrator Only: Student Information	eb8b5343-21dc-4595-9141-cb4e123a5893
System ID	

Build Proposal | Return to Search

Walk Me Through ^

Submitting a Proposal to Deactivate an Existing Course

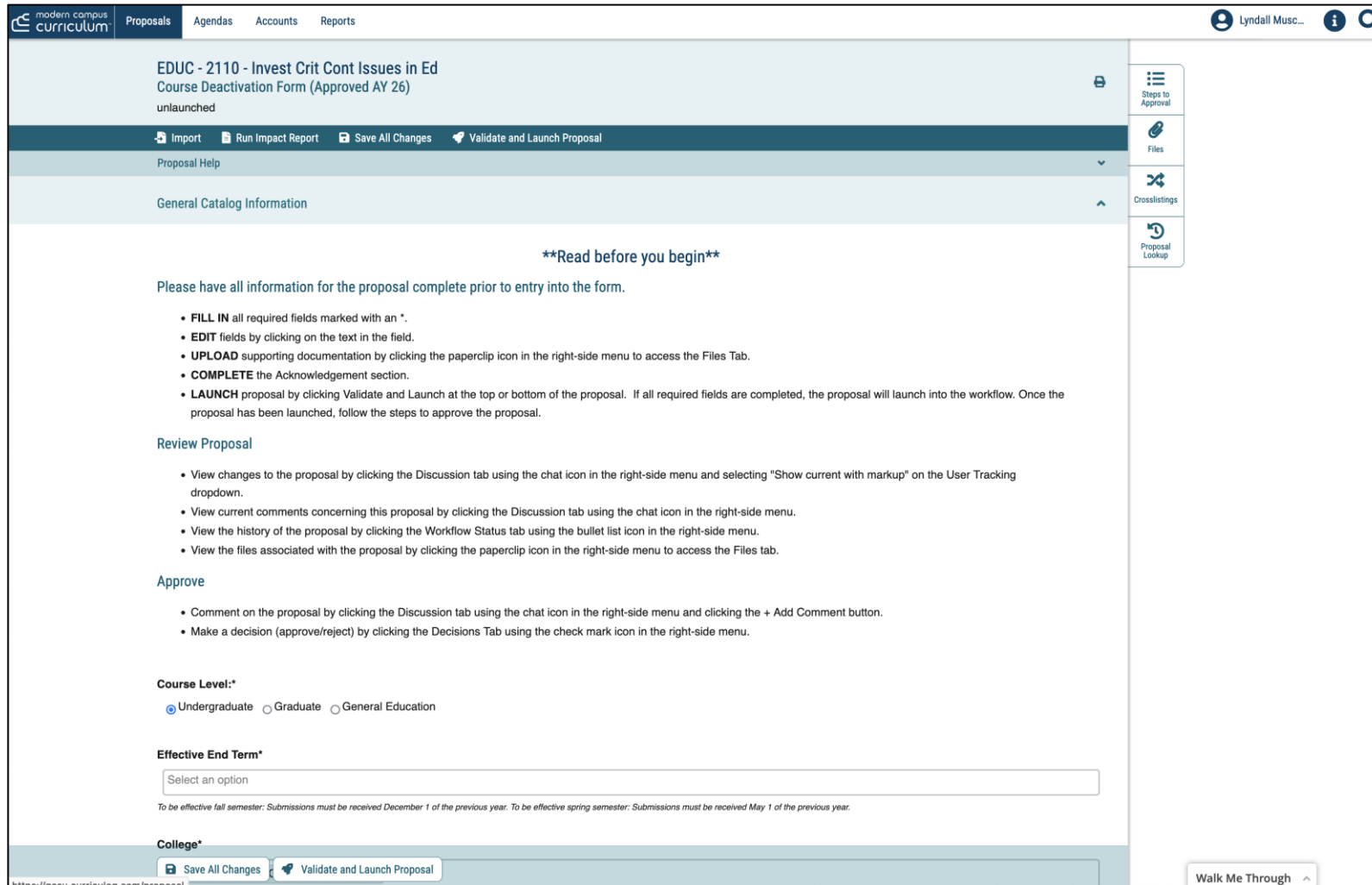
To view the form in full pane, click on the X in the top right-hand corner.



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 'EDUC - 2110 - Invest Crit Cont Issues in Ed Course Deactivation Form (Approved AY 26)' and is marked as 'unlaunched'. A toolbar contains buttons for 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. Below this is a 'Proposal Help' dropdown and a 'General Catalog Information' section. The main text area contains instructions: '**Read before you begin**' and 'Please have all information for the proposal complete prior to entry into the form.' followed by a list of instructions: 'FILL IN' all required fields marked with an asterisk; 'EDIT' fields by clicking on the text; 'UPLOAD' supporting documentation using the paperclip icon; 'COMPLETE' the Acknowledgement section; and 'LAUNCH' the proposal by clicking 'Validate and Launch' at the top or bottom. A 'Review Proposal' section follows with instructions on using the Discussion tab and chat icon. At the bottom, there are buttons for 'Save All Changes' and 'Validate and Launch Proposal'. The right-hand panel, titled 'Approval Steps', lists three steps: 'Originator' (Incomplete, Lyndall Muschell), 'Department Review' (Incomplete, Stacie Pettit), and 'UG College Committee Review' (Incomplete, John H. Lounsbury College of Education College C&I Committee Chair (Undergraduate), Andrea Christoff *). Below these are 'GR College Committee Review' (Not Applicable) and 'College of A&S C&I Gen Ed Review' (Not Applicable). At the bottom of the right panel is a 'College Review' step. A vertical sidebar on the far right contains icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. A red circle highlights an 'X' icon in the top right corner of the right-hand panel, which is used to expand the form to full pane.

Submitting a Proposal to Deactivate an Existing Course

Continue the proposal by completing form using the guidelines provided. Required fields are marked with an *.



The screenshot displays 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 'EDUC - 2110 - Invest Crit Cont Issues in Ed Course Deactivation Form (Approved AY 26)'. Below this, a toolbar contains 'Import', 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. A sidebar on the right offers 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The main content area features a 'Proposal Help' dropdown and 'General Catalog Information'. A bold instruction reads: ****Read before you begin****. Below this, a paragraph states: 'Please have all information for the proposal complete prior to entry into the form.' A bulleted list provides 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.

Three sections follow: **Review Proposal** (with instructions on using Discussion, Workflow Status, and Files tabs), **Approve** (with instructions on commenting and deciding), and **Course Level:** with radio buttons for Undergraduate (selected), Graduate, and General Education. The **Effective End Term*** section has a dropdown menu with 'Select an option'. A note specifies submission deadlines: 'To be effective fall semester: Submissions must be received December 1 of the previous year. To be effective spring semester: Submissions must be received May 1 of the previous year.' The **College*** section is at the bottom with 'Save All Changes' and 'Validate and Launch Proposal' buttons. A 'Walk Me Through' button is in the bottom right corner.

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

EDUC - 2110 - Invest Crit Cont Issues in Ed
Course Deactivation Form (Approved AY 26)
unlaunched

Import | Run Impact Report | Save All Changes | Validate and Launch Proposal

Proposal Help

General Catalog Information

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

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

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

Review Proposal

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

Course Level:*

☒ Undergraduate ☐ Graduate ☐ General Education

Effective End Term*

Select an option

To be effective fall semester: Submissions must be received December 1 of the previous year. To be effective spring semester: Submissions must be received May 1 of the previous year.

College*

Save All Changes | Validate and Launch Proposal

Steps to Approval | Files | Crosslistings | Proposal Lookup

Walk Me Through

https://mccs-curriculum.com/proposal/

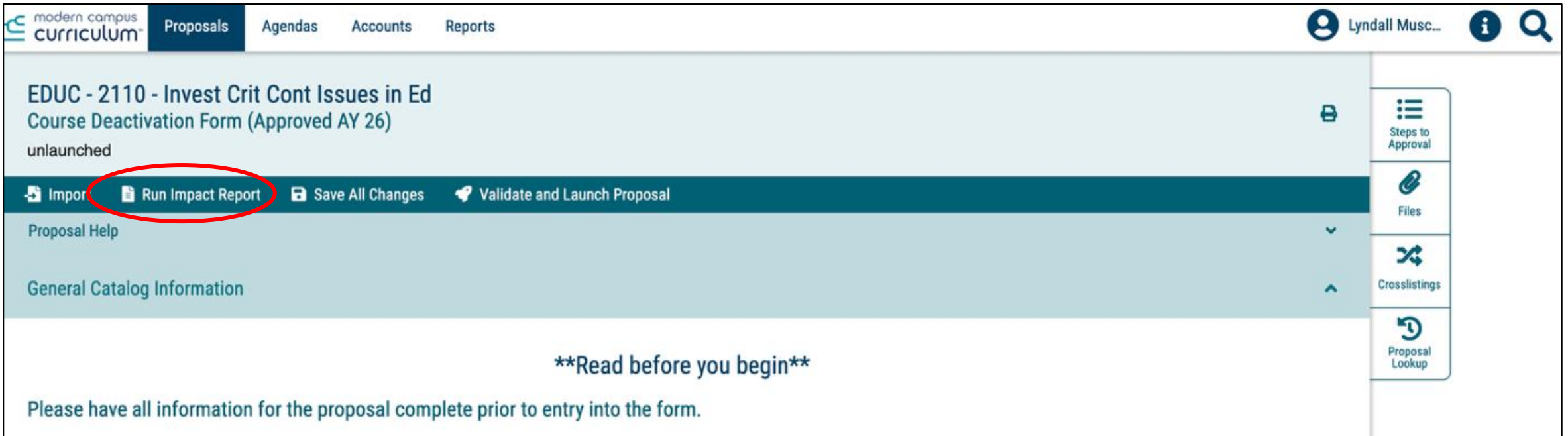
Impact Report Results*

B I U x₂ x² I_x ¼ ½ ¾ ¶ ¨ ” ’ ABC 📎

Format ▾ ☰ ☷ ☹ ☺ 🔗 🔒 🚩 🖼️ 📊 ☰

Submitting a Proposal to Deactivate an Existing Course

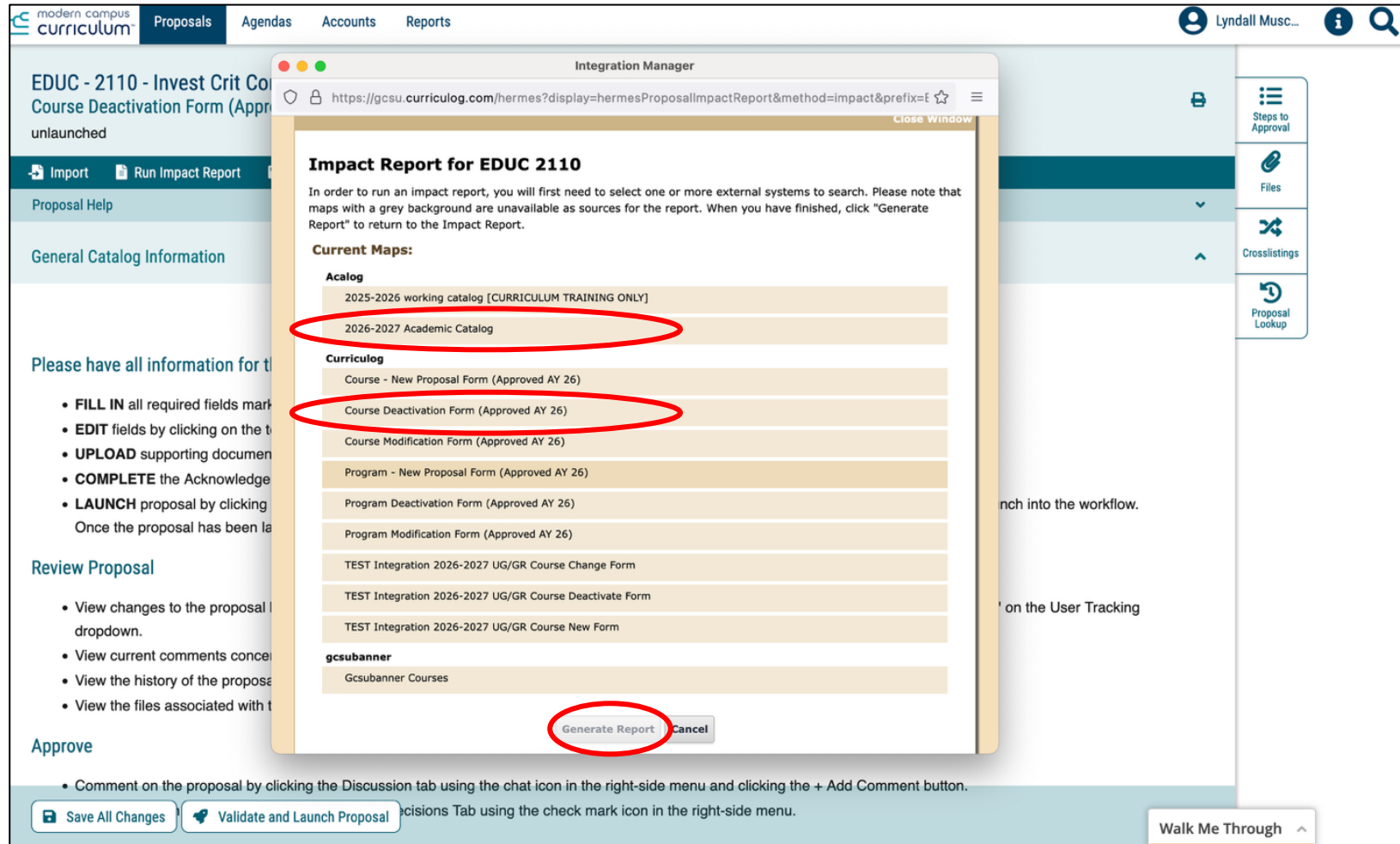
To run an “Impact Report,” return to the top of the proposal form. Click on “Run Impact Report.”



The screenshot shows the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. The main content area displays 'EDUC - 2110 - Invest Crit Cont Issues in Ed' with a status of 'unlaunched'. A toolbar contains buttons for 'Import', 'Run Impact Report' (circled in red), 'Save All Changes', and 'Validate and Launch Proposal'. Below the toolbar are links for 'Proposal Help' and 'General Catalog Information'. A sidebar on the right contains icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. At the bottom, a note reads: '**Read before you begin** Please have all information for the proposal complete prior to entry into the form.'

Submitting a Proposal to Deactivate an Existing Course

In the pop-up window, select the current catalog and the type of proposal form being submitted. Then, click “Generate Report.”



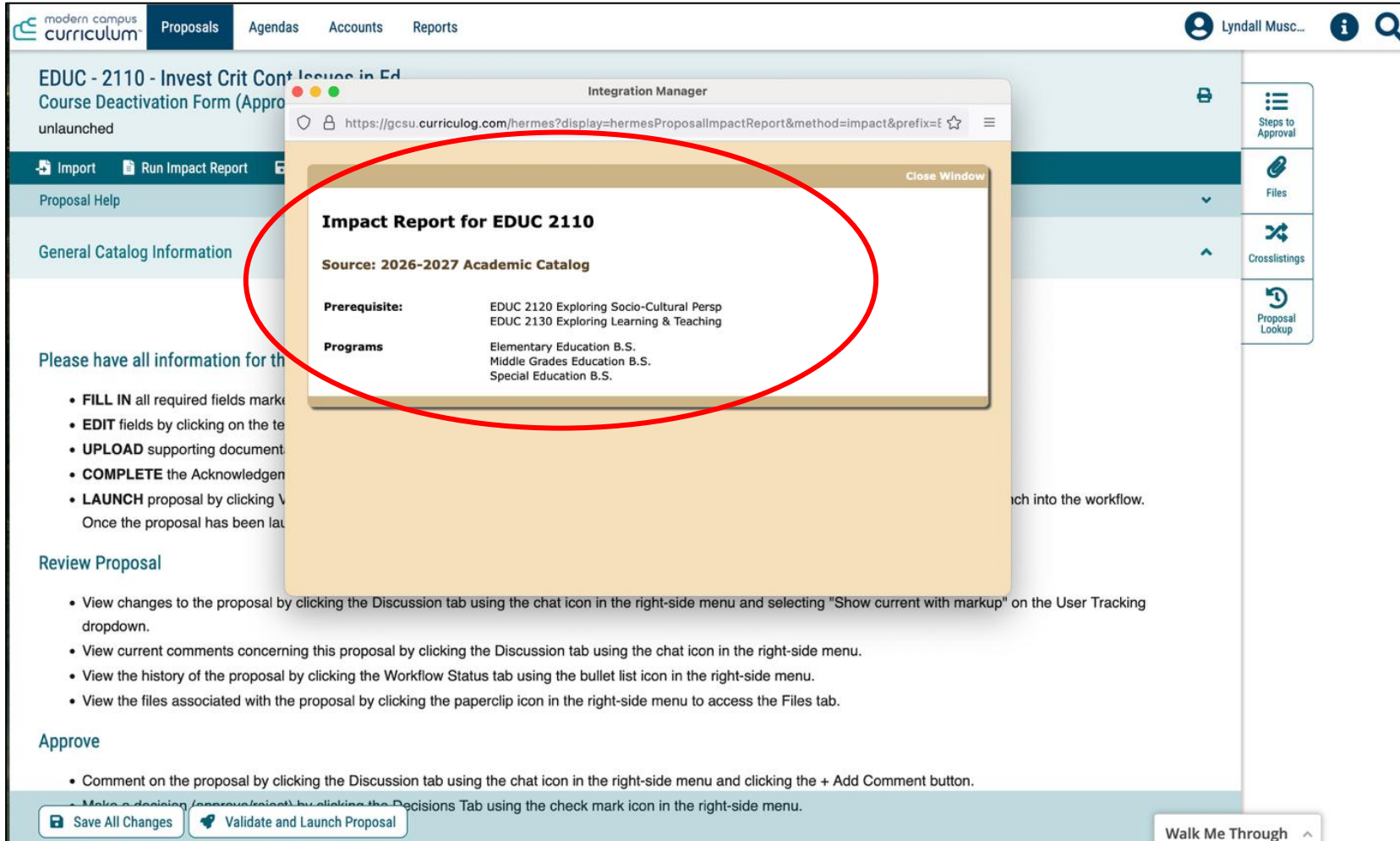
The screenshot shows the 'Integration Manager' pop-up window titled 'Impact Report for EDUC 2110'. The window contains the following sections:

- Current Maps:**
 - Acalog**
 - 2025-2026 working catalog [CURRICULUM TRAINING ONLY]
 - 2026-2027 Academic Catalog
 - Curriculum**
 - Course - New Proposal Form (Approved AY 26)
 - Course Deactivation Form (Approved AY 26)
 - Course Modification Form (Approved AY 26)
 - Program - New Proposal Form (Approved AY 26)
 - Program Deactivation Form (Approved AY 26)
 - Program Modification Form (Approved AY 26)
 - TEST Integration 2026-2027 UG/GR Course Change Form
 - TEST Integration 2026-2027 UG/GR Course Deactivate Form
 - TEST Integration 2026-2027 UG/GR Course New Form
 - gcsbanner**
 - Gcsbanner Courses
- Buttons:** 'Generate Report' and 'Cancel'.

The background shows the 'modern campus curriculum' interface with tabs for Proposals, Agendas, Accounts, and Reports. The main content area displays 'EDUC - 2110 - Invest Crit Co' and 'Course Deactivation Form (Approved AY 26)'. A sidebar on the right includes 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The bottom of the page has a 'Walk Me Through' button.

Submitting a Proposal to Deactivate an Existing Course

The “Impact Report” will be displayed.



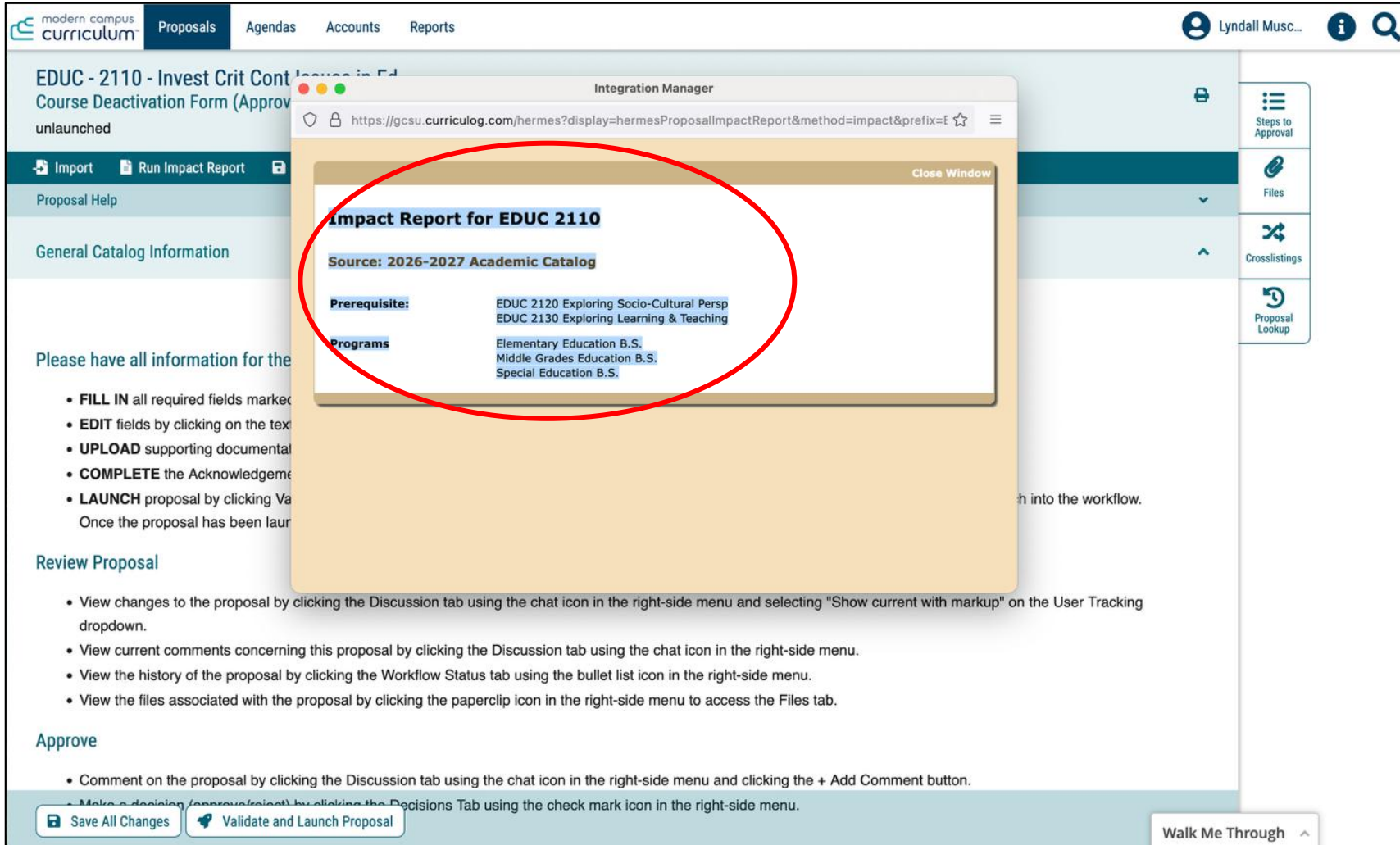
The screenshot displays the Modern Campus Curriculum interface. A modal window titled "Impact Report for EDUC 2110" is open, showing the following information:

- Source:** 2026-2027 Academic Catalog
- Prerequisite:** EDUC 2120 Exploring Socio-Cultural Persp, EDUC 2130 Exploring Learning & Teaching
- Programs:** Elementary Education B.S., Middle Grades Education B.S., Special Education B.S.

The modal window is circled in red. The background interface shows the "Proposals" tab selected, with a sidebar on the right containing icons for "Steps to Approval", "Files", "Crosslistings", and "Proposal Lookup". At the bottom, there are buttons for "Save All Changes" and "Validate and Launch Proposal".

Submitting a Proposal to Deactivate an Existing Course

Copy the report for pasting into the proposal form.



The screenshot displays the 'modern campus curriculum' interface. A pop-up window titled 'Integration Manager' is open, showing the 'Impact Report for EDUC 2110'. The report is titled 'Source: 2026-2027 Academic Catalog' and lists prerequisites and programs. The prerequisites are EDUC 2120 Exploring Socio-Cultural Persp and EDUC 2130 Exploring Learning & Teaching. The programs are Elementary Education B.S., Middle Grades Education B.S., and Special Education B.S. The report is circled in red. The background shows the 'EDUC - 2110 - Invest Crit Cont' course deactivation form, which is currently 'unlaunched'. The interface includes a top navigation bar with 'Proposals', 'Agendas', 'Accounts', and 'Reports'. A right-hand sidebar contains icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The bottom of the screen has buttons for 'Save All Changes' and 'Validate and Launch Proposal'.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

EDUC - 2110 - Invest Crit Cont Course Deactivation Form (Approval) unlaunched

Import Run Impact Report Proposal Help General Catalog Information

Please have all information for the

- **FILL IN** all required fields marked with an asterisk.
- **EDIT** fields by clicking on the text.
- **UPLOAD** supporting documentation.
- **COMPLETE** the Acknowledgement.
- **LAUNCH** proposal by clicking Validate and Launch Proposal. Once the proposal has been launched, it will move into the workflow.

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

Integration Manager

https://gcsu.curriculum.com/hermes?display=hermesProposalImpactReport&method=impact&prefix=E

Close Window

Impact Report for EDUC 2110

Source: 2026-2027 Academic Catalog

Prerequisite:

- EDUC 2120 Exploring Socio-Cultural Persp
- EDUC 2130 Exploring Learning & Teaching

Programs

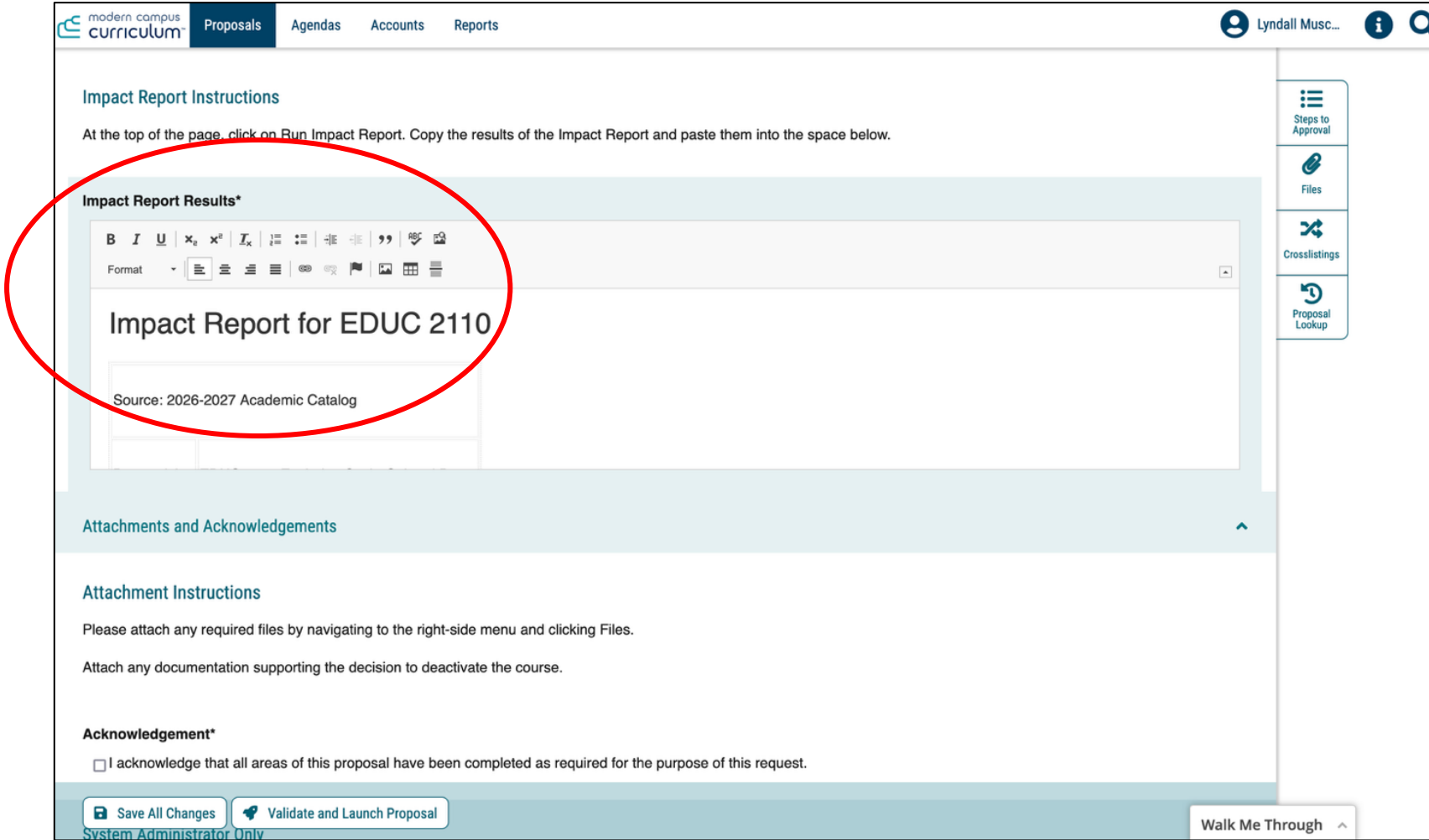
- Elementary Education B.S.
- Middle Grades Education B.S.
- Special Education B.S.

Steps to Approval Files Crosslistings Proposal Lookup

Walk Me Through

Submitting a Proposal to Deactivate an Existing Course

Paste the “Impact Report” into the appropriate section of the proposal form.



The screenshot displays 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 content area is titled 'Impact Report Instructions' and contains the text: 'At the top of the page, click on Run Impact Report. Copy the results of the Impact Report and paste them into the space below.'

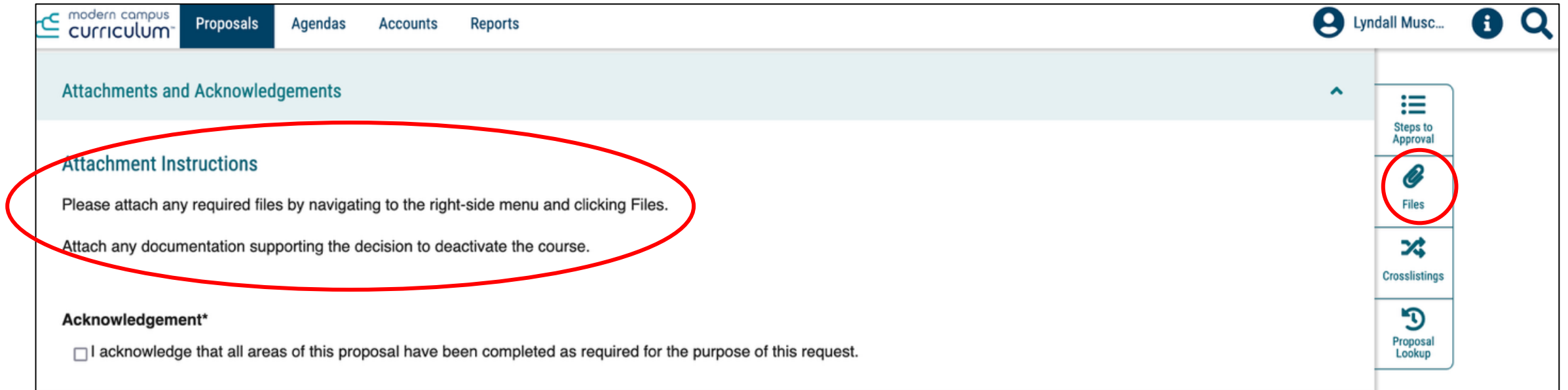
The 'Impact Report Results*' section is highlighted with a red circle. It features a rich text editor with a toolbar containing bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, and image icons. The text 'Impact Report for EDUC 2110' is entered into the editor, with 'Source: 2026-2027 Academic Catalog' displayed below it.

The right sidebar contains a 'Steps to Approval' menu with icons for 'Files', 'Crosslistings', and 'Proposal Lookup'. The bottom section is titled 'Attachments and Acknowledgements' and includes 'Attachment Instructions' (Please attach any required files by navigating to the right-side menu and clicking Files. Attach any documentation supporting the decision to deactivate the course.) and an 'Acknowledgement*' checkbox labeled 'I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.'

The bottom of the form has two buttons: 'Save All Changes' and 'Validate and Launch Proposal'. A 'Walk Me Through' link is also present in the bottom right corner.

Submitting a Proposal to Deactivate an Existing Course

After completing the form, attach documentation supporting the decision to deactivate the course by clicking on the paperclip/files icon in the menu on the righthand side.



modern campus curriculum™

Proposals Agendas Accounts Reports

Lyndall Musc...

Attachments and Acknowledgements

Attachment Instructions

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

Attach any documentation supporting the decision to deactivate the course.

Acknowledgement*

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

Steps to Approval

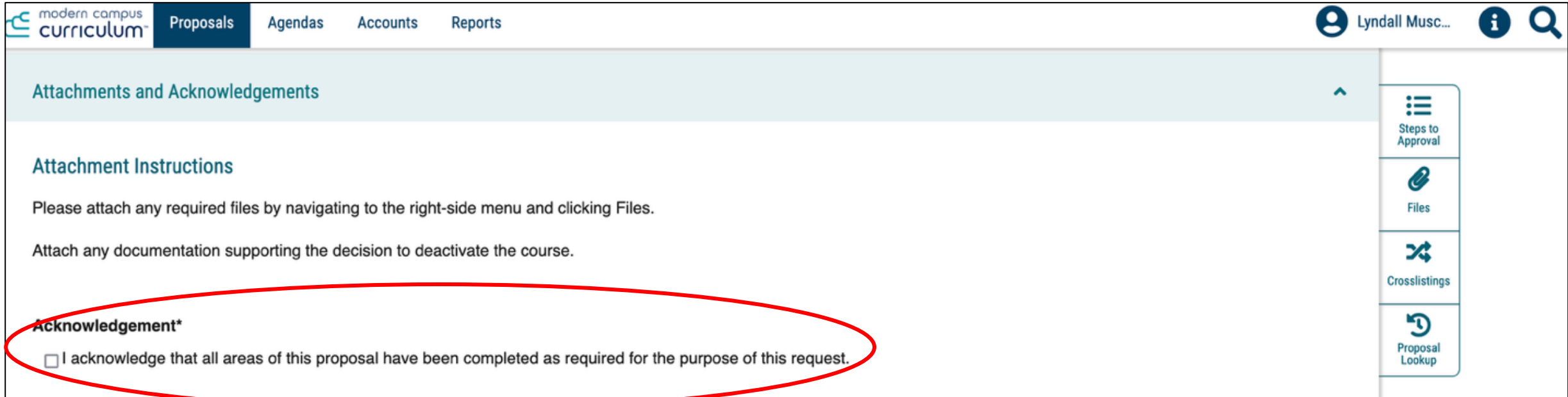
Files

Crosslistings

Proposal Lookup

Submitting a Proposal to Deactivate an Existing Course

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



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Proposals Agendas Accounts Reports

Lyndall Musc... i Q

Attachments and Acknowledgements

Attachment Instructions

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

Attach any documentation supporting the decision to deactivate the course.

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 to Deactivate an Existing Course

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

System Administrator Only

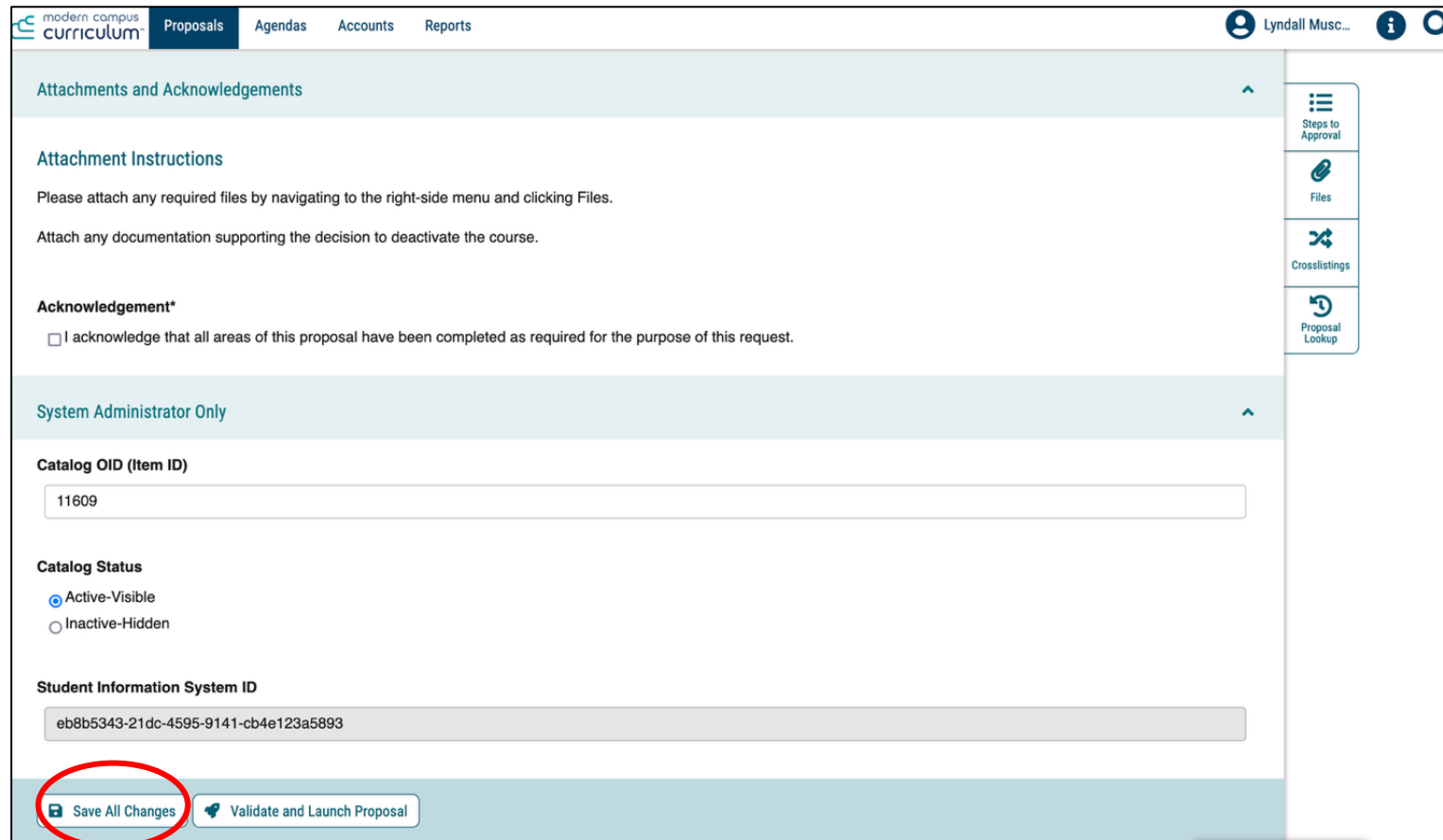
Catalog OID (Item ID)

Catalog Status
☒ Active-Visible
☐ Inactive-Hidden

Student Information System ID

Submitting a Proposal to Deactivate an Existing Course

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



The screenshot shows the 'Proposals' tab in the Modern Campus Curriculum system. The form is titled 'Attachments and Acknowledgements' and includes sections for 'Attachment Instructions', 'Acknowledgement*', and 'System Administrator Only'. The 'Acknowledgement*' section has a checkbox for 'I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.' The 'System Administrator Only' section includes fields for 'Catalog OID (Item ID)' (11609), 'Catalog Status' (Active-Visible selected), and 'Student Information System ID' (eb8b5343-21dc-4595-9141-cb4e123a5893). At the bottom, there are two buttons: 'Save All Changes' (circled in red) and 'Validate and Launch Proposal'.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

Attachments and Acknowledgements

Attachment Instructions

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

Attach any documentation supporting the decision to deactivate the course.

Acknowledgement*

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

System Administrator Only

Catalog OID (Item ID)

11609

Catalog Status

☒ Active-Visible

☐ Inactive-Hidden

Student Information System ID

eb8b5343-21dc-4595-9141-cb4e123a5893

Save All Changes Validate and Launch Proposal

Steps to Approval

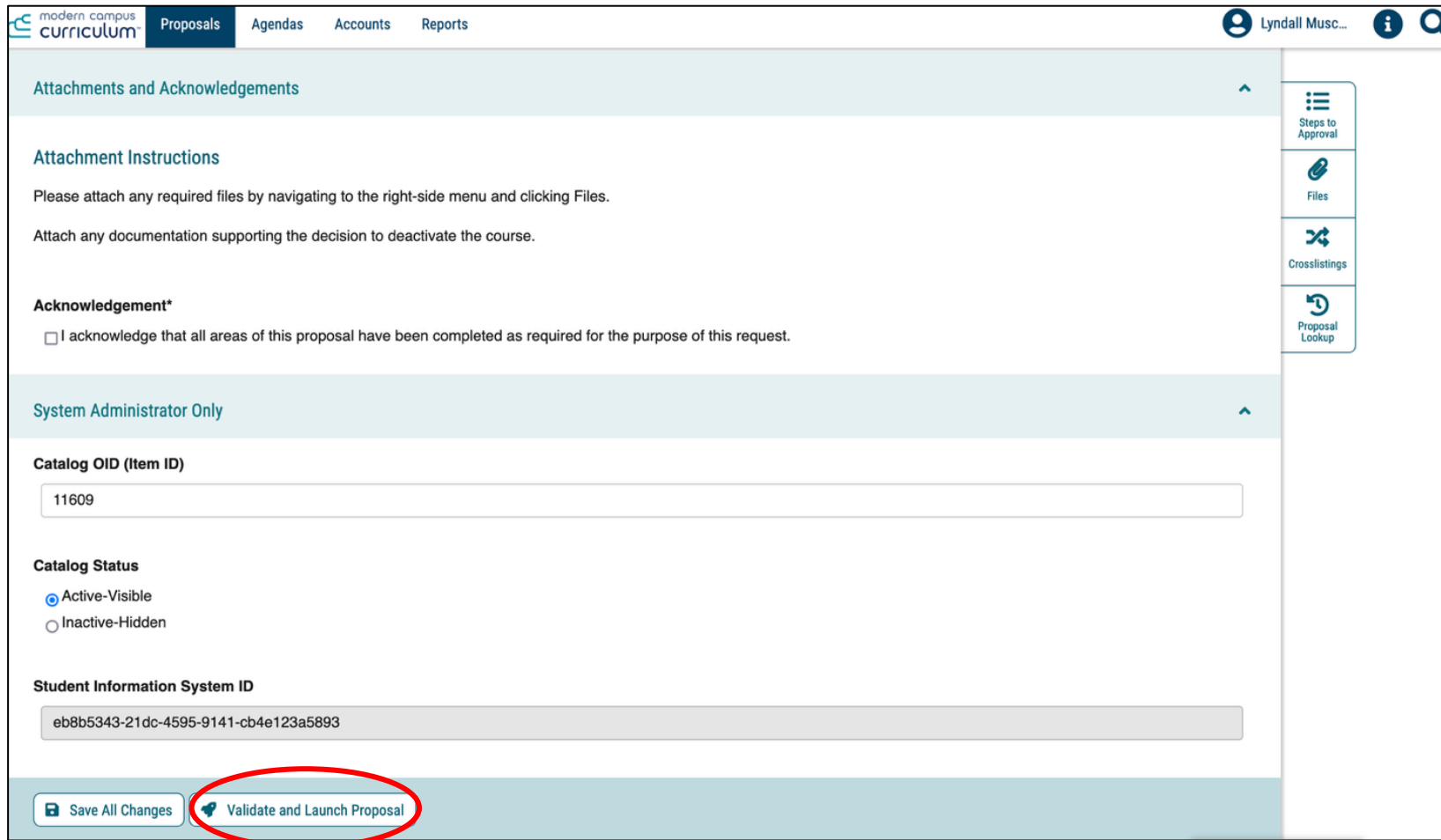
Files

Crosslistings

Proposal Lookup

Submitting a Proposal to Deactivate an Existing Course

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



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 content area is titled 'Attachments and Acknowledgements' and includes 'Attachment Instructions' and an 'Acknowledgement*' section with a checkbox. A 'System Administrator Only' section contains fields for 'Catalog OID (Item ID)' (11609), 'Catalog Status' (Active-Visible selected), and 'Student Information System ID' (eb8b5343-21dc-4595-9141-cb4e123a5893). A right-hand sidebar contains links for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. At the bottom, two buttons are visible: 'Save All Changes' and 'Validate and Launch Proposal', with the latter circled in red.

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

Attachments and Acknowledgements

Attachment Instructions

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

Attach any documentation supporting the decision to deactivate the course.

Acknowledgement*

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

System Administrator Only

Catalog OID (Item ID)

11609

Catalog Status

☒ Active-Visible
☐ Inactive-Hidden

Student Information System ID

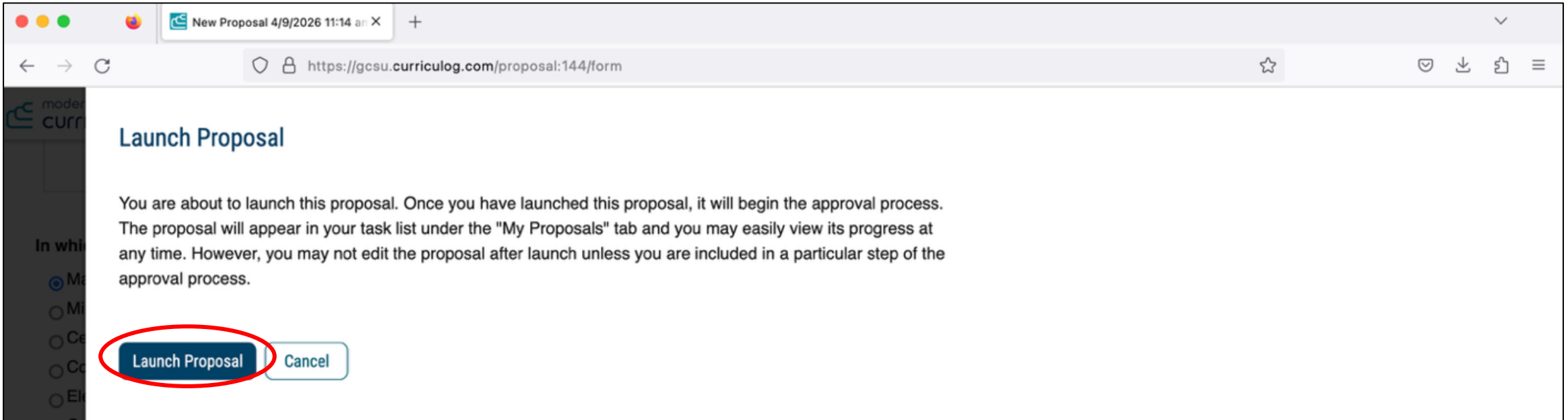
eb8b5343-21dc-4595-9141-cb4e123a5893

Steps to Approval
Files
Crosslistings
Proposal Lookup

Save All Changes | **Validate and Launch Proposal**

Submitting a Proposal to Deactivate an Existing Course

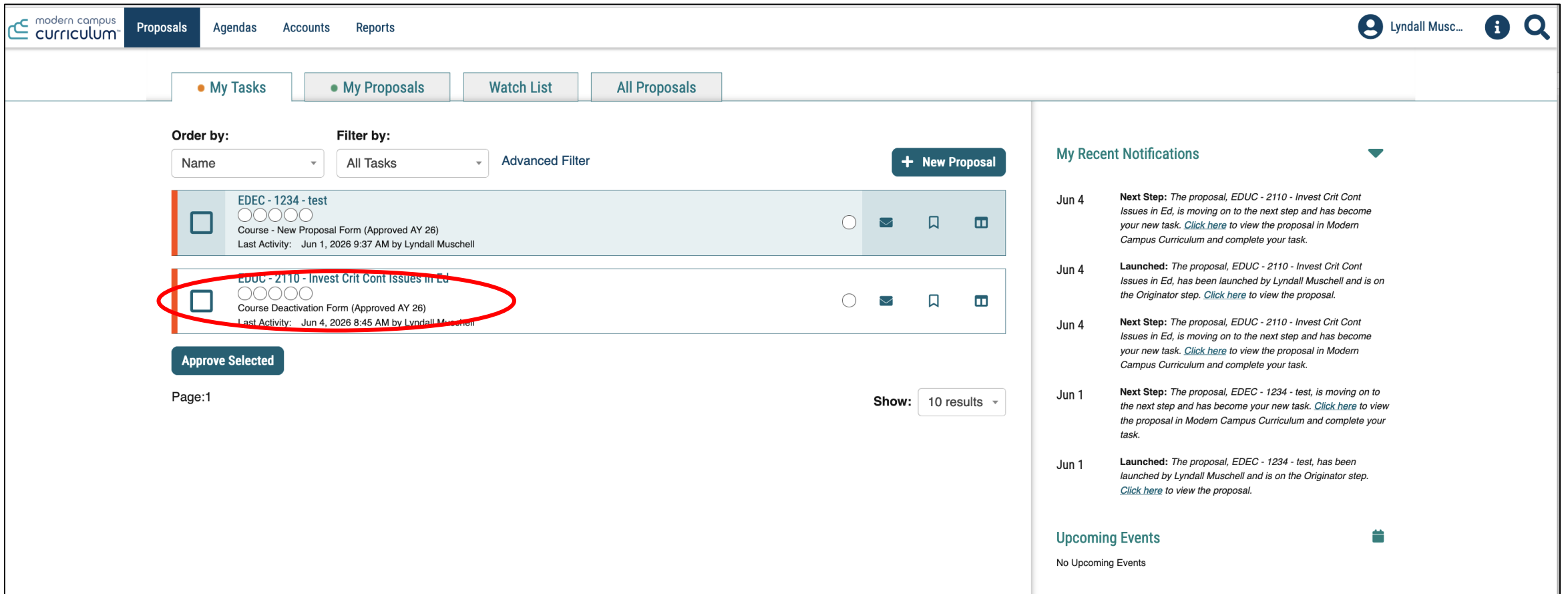
The final step in submitting the proposal is to begin the approval process by clicking “Launch Proposal.” The proposal will appear in “Your Tasks” tab on the homepage.



The screenshot shows a web browser window with the address bar displaying `https://gcsu.curriculumlog.com/proposal:144/form`. The page title is "New Proposal 4/9/2026 11:14 am". The main heading is "Launch Proposal". Below the heading, a paragraph states: "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.

Moving a Proposal to Deactivate an Existing Course 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 list includes two proposals: 'EDEC - 1234 - test' and 'EDUC - 2110 - Invest Crit Cont Issues in Ed'. The second proposal is highlighted with a red circle. The right sidebar shows 'My Recent Notifications' and 'Upcoming Events'.

Proposals List:

Order by:	Filter by:	
Name	All Tasks	Advanced Filter

Proposals:

- 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

Buttons: + New Proposal, Approve Selected

Page: 1

Show: 10 results

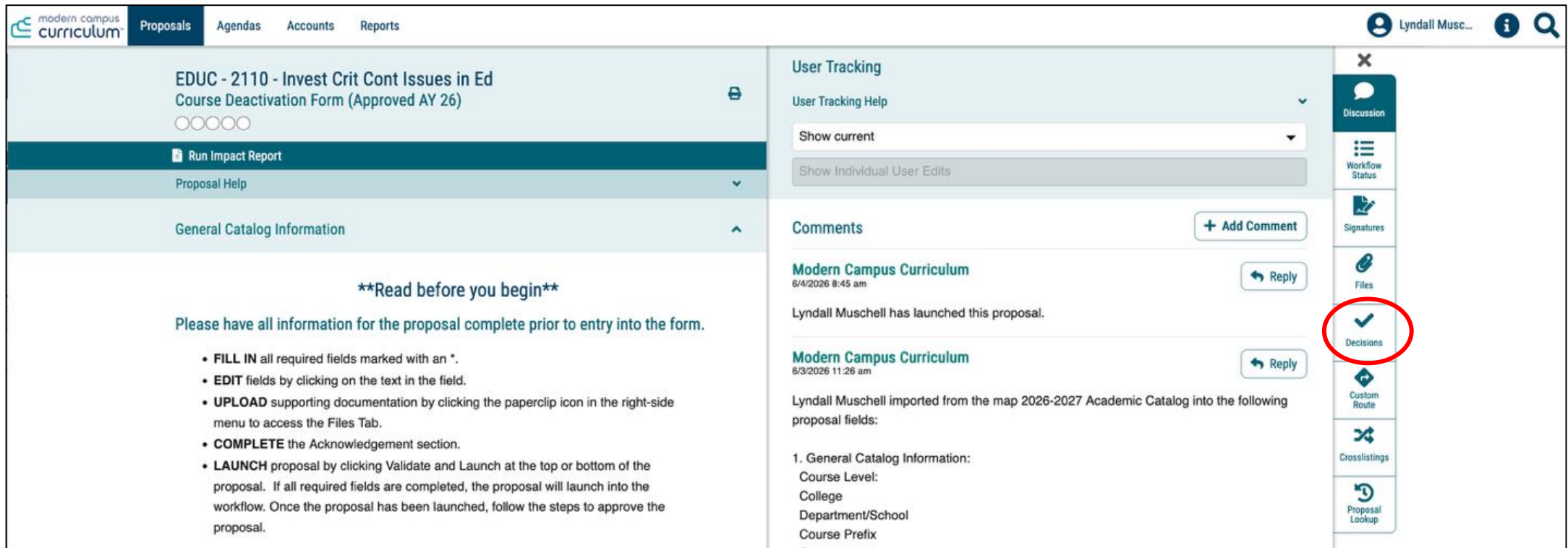
My Recent Notifications:

- 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.
- 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 1 **Next Step:** The proposal, EDEC - 1234 - test, is moving on to the next step and has become your new task. [Click here](#) to view the proposal in Modern Campus Curriculum and complete your task.
- Jun 1 **Launched:** The proposal, EDEC - 1234 - test, 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 to Deactivate an Existing Course through the Workflow

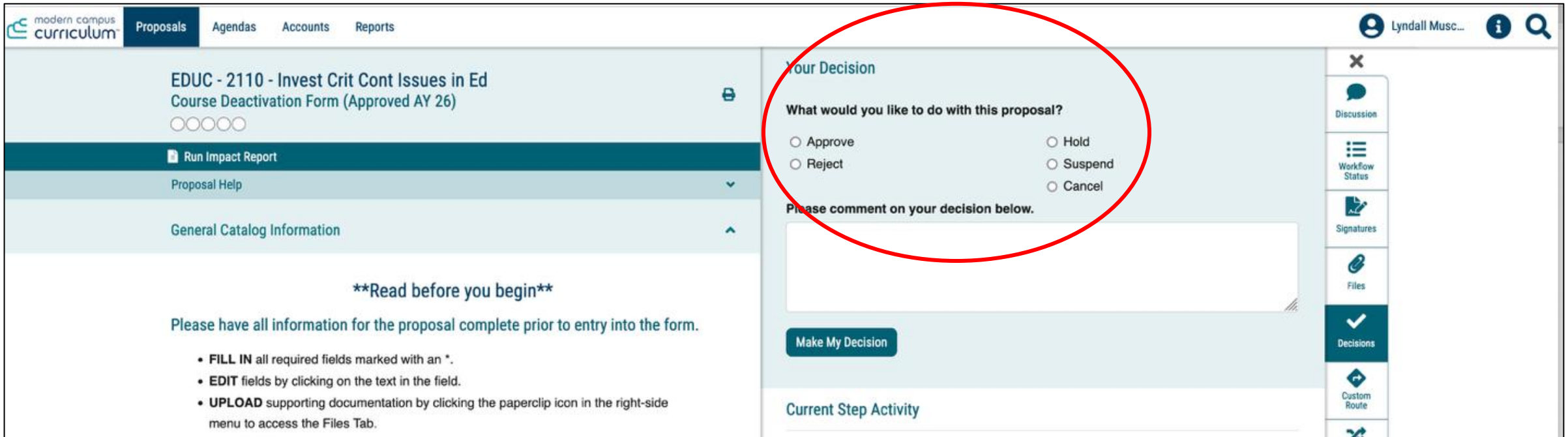
For the proposal to advance to the next step, you must verify the submission by clicking the **v** within the menu bar on the right-hand side of the screen.



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 'EDUC - 2110 - Invest Crit Cont Issues in Ed Course Deactivation Form (Approved AY 26)' and includes a 'Run Impact Report' button and 'Proposal Help' link. A section titled '**Read before you begin**' provides instructions: 'Please have all information for the proposal complete prior to entry into the form.' followed by a list of steps: 'FILL IN' required fields, 'EDIT' fields, 'UPLOAD' supporting documentation, 'COMPLETE' the Acknowledgement section, and 'LAUNCH' the proposal. 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 two comments from 'Modern Campus Curriculum'. The rightmost sidebar contains a vertical menu with icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions' (highlighted with a red circle and a green checkmark), 'Custom Route', 'Crosslistings', and 'Proposal Lookup'.

Moving a Proposal to Deactivate an Existing Course 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

EDUC - 2110 - Invest Crit Cont Issues in Ed
Course Deactivation Form (Approved AY 26)

○○○○○

Run Impact Report

Proposal Help

General Catalog Information

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

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

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.

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

Lyndall Musc...

Moving a Proposal to Deactivate an Existing Course 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.

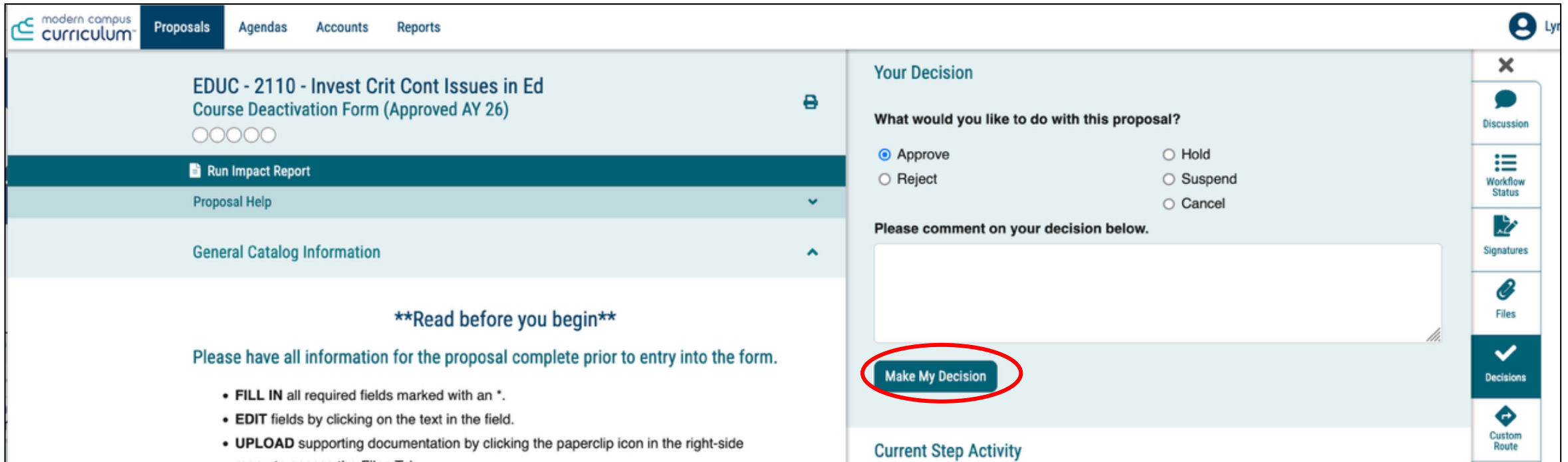
Suspend – If this decision option is selected, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed by an administrator.

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 to Deactivate an Existing Course 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 with a 'Proposals' tab selected. The main content area displays a proposal titled 'EDUC - 2110 - Invest Crit Cont Issues in Ed Course Deactivation Form (Approved AY 26)' with a progress indicator of five circles, the first of which is filled. Below the title are three expandable sections: 'Run Impact Report', '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.' followed by a bulleted list of instructions: 'FILL IN' all required fields marked with an asterisk, 'EDIT' fields by clicking on the text, and 'UPLOAD' supporting documentation by clicking the paperclip icon. On the right side, the 'Your Decision' section asks 'What would you like to do with this proposal?' with four radio button options: 'Approve' (selected), 'Reject', 'Hold', and 'Suspend', and an additional 'Cancel' option. Below the options is a text box for comments with the prompt 'Please comment on your decision below.' At the bottom of this section is a blue button labeled 'Make My Decision', which is circled in red. A 'Current Step Activity' section is partially visible at the bottom. A vertical sidebar on the far right contains icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions' (highlighted with a checkmark), and 'Custom Route'.

modern campus curriculum

Proposals Agendas Accounts Reports

EDUC - 2110 - Invest Crit Cont Issues in Ed Course Deactivation Form (Approved AY 26)

○○○○○

Run Impact Report

Proposal Help

General Catalog Information

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

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

- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side

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 to Deactivate an Existing Course 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.