



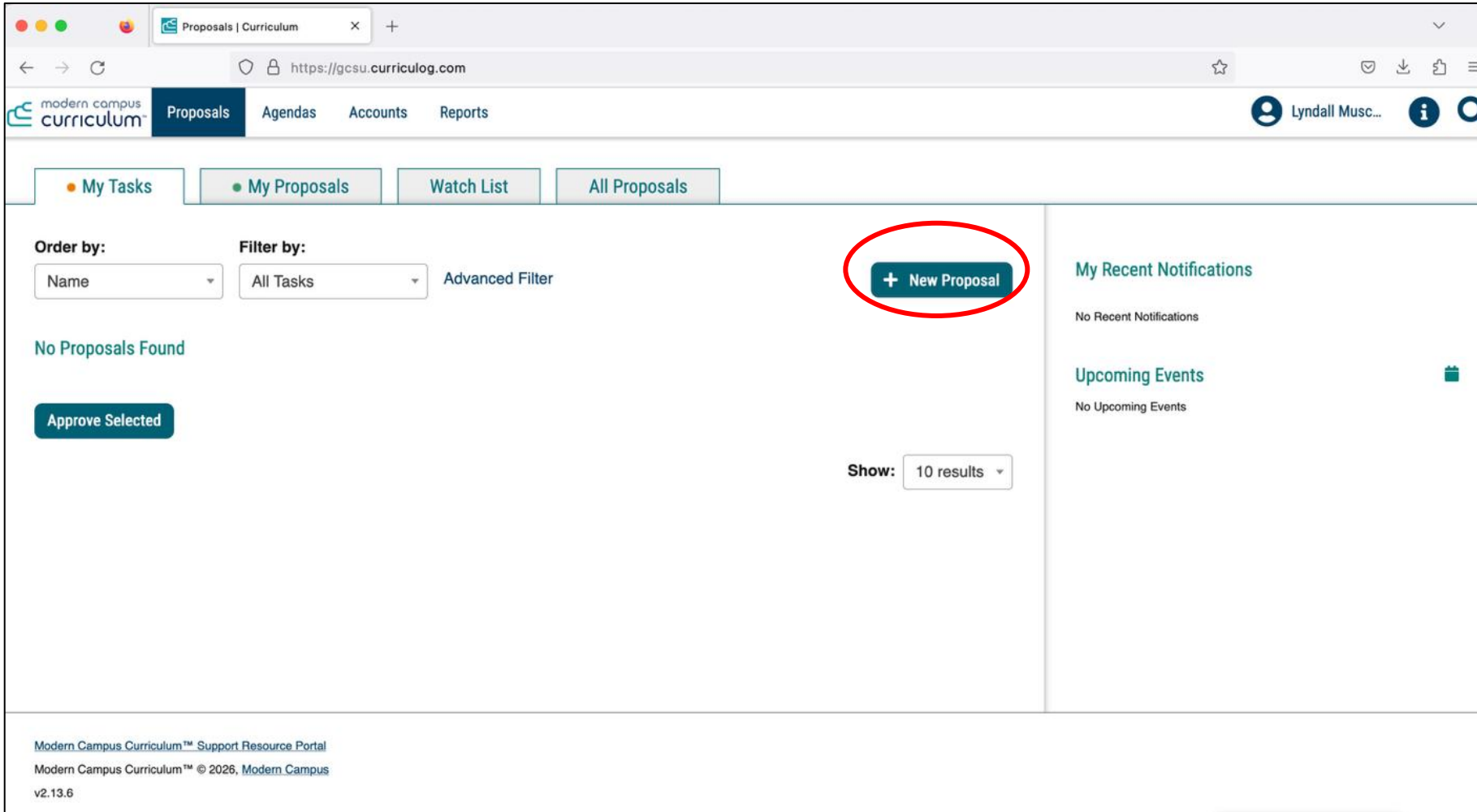
Modern Campus Curriculum: Submitting a Proposal to Deactivate an Existing Program



GEORGIA COLLEGE & STATE UNIVERSITY

Submitting a Proposal to Deactivate an Existing Program

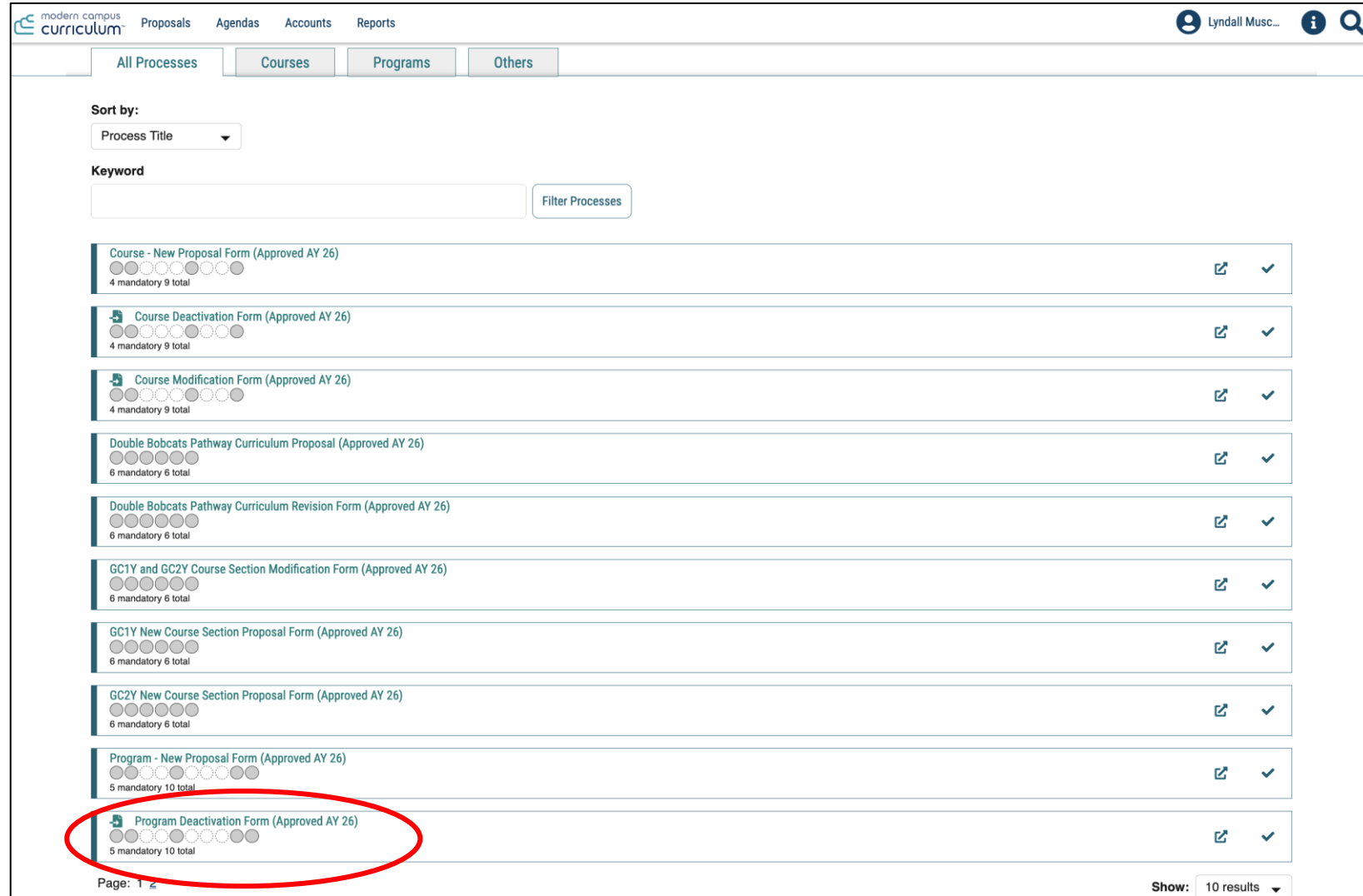
Login to **Modern Campus Curriculum** using Unify/MyGCSU credentials. Click on the bar labeled “New Proposal.”



The screenshot displays the 'Proposals | Curriculum' interface in a web browser. The 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, along with an 'Approve Selected' button. A red circle highlights the '+ New Proposal' button. On the right, there are sections for 'My Recent Notifications' (No Recent Notifications) and 'Upcoming Events' (No Upcoming Events). At the bottom, a 'Show: 10 results' dropdown is visible. The footer contains the text: 'Modern Campus Curriculum™ Support Resource Portal', 'Modern Campus Curriculum™ © 2026, Modern Campus', and 'v2.13.6'.

Submitting a Proposal to Deactivate an Existing Program

Select the *Program-Deactivation Form*.



The screenshot displays the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below this, there are tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. The main content area shows a list of proposal forms, each with a title, a progress indicator (a row of circles), and a status (e.g., '4 mandatory 9 total'). The 'Program Deactivation Form (Approved AY 26)' is highlighted with a red circle. The bottom of the page shows 'Page: 1' and 'Show: 10 results'.

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

Submitting a Proposal to Deactivate an Existing 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.

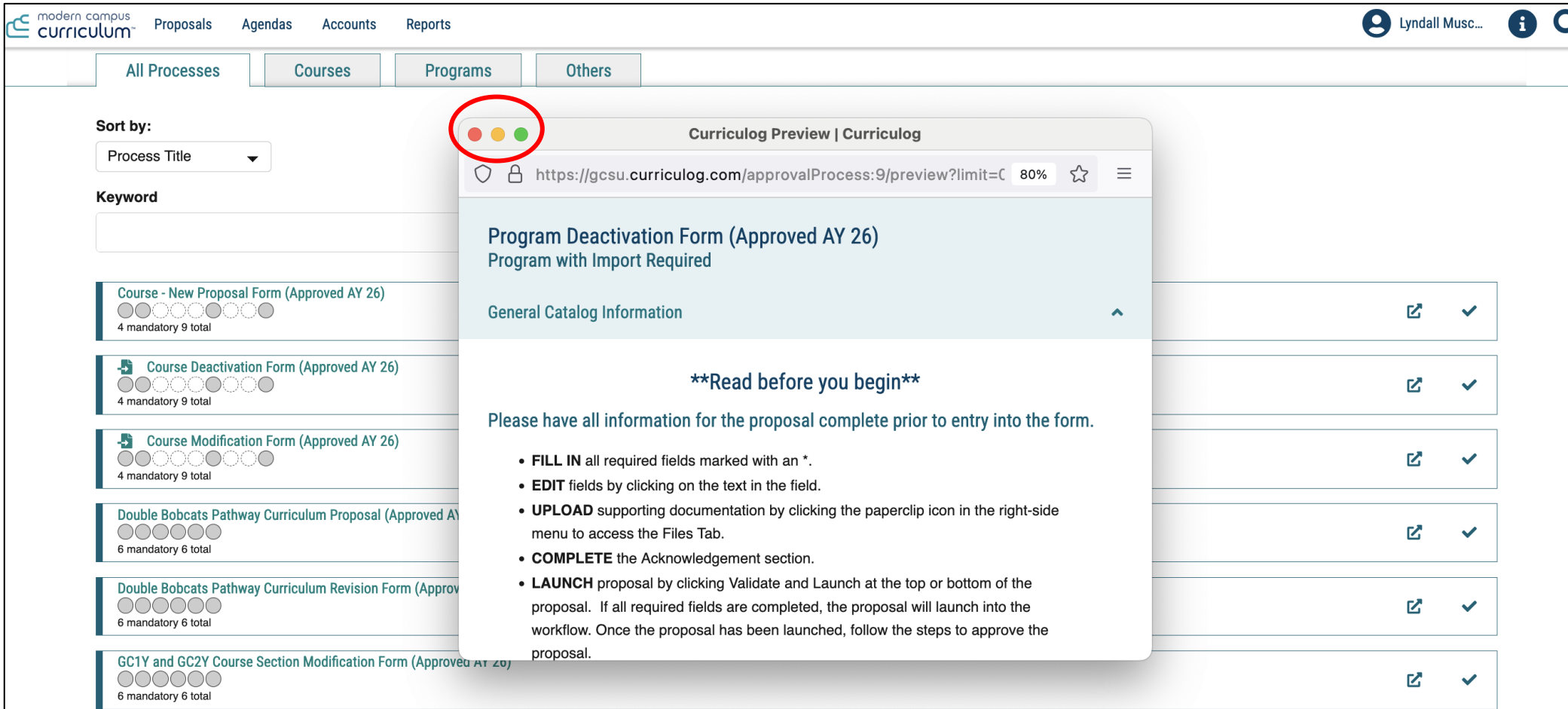
Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)  6 mandatory 6 total		
GC1Y and GC2Y Course Section Modification Form (Approved AY 26)  6 mandatory 6 total		
GC1Y New Course Section Proposal Form (Approved AY 26)  6 mandatory 6 total		
GC2Y New Course Section Proposal Form (Approved AY 26)  6 mandatory 6 total		
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 to Deactivate an Existing 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. At the top, there is a navigation bar with links for "Proposals", "Agendas", "Accounts", and "Reports". Below this, a tabbed interface shows "All Processes", "Courses", "Programs", and "Others". The "Programs" tab is selected. On the left, a "Sort by:" dropdown is set to "Process Title". Below this is a "Keyword" search bar. A list of proposal forms 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)", "Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)", and "GC1Y and GC2Y Course Section Modification Form (Approved AY 26)". Each form has a progress indicator showing 4 mandatory and 9 total steps.

A "Curriculog Preview | Curriculog" window is open, displaying the "Program Deactivation Form (Approved AY 26) Program with Import Required". The window title bar includes three colored dots (red, yellow, green) for window control, which are circled in red. The address bar shows the URL: <https://gcsu.curriculog.com/approvalProcess:9/preview?limit=C>. The page content includes a section titled "General Catalog Information" and a prominent instruction: ****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.

On the right side of the preview window, there are several rows of icons for editing and validation, each with a checkmark icon.

Submitting a Proposal to Deactivate an Existing Program

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

Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)  6 mandatory 6 total		
GC1Y and GC2Y Course Section Modification Form (Approved AY 26)  6 mandatory 6 total		
GC1Y New Course Section Proposal Form (Approved AY 26)  6 mandatory 6 total		
GC2Y New Course Section Proposal Form (Approved AY 26)  6 mandatory 6 total		
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 to Deactivate an Existing Program

There is a choice of "Program Type." "Program" has been selected. **DO NOT** change the selection for "Program Type." Enter the name of the program to be deactivated and select the appropriate catalog. Click "Search."

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curriculum™

ProposalsAgendasAccountsReports

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

Program Deactivation Form (Approved AY 26)

Search Curriculum Inventory

Program Type

☒ Program ☐ Shared Core

Name

Enter Program Name

Source

2026-2027 Academic Catalog

Exclude previously imported results ☐

Search

Submitting a Proposal to Deactivate an Existing Program

The programs that match the search information will be displayed. Select the desired program by clicking on the small icon to the right of the program description.

modern campus curriculum

Proposals Agendas Accounts Reports

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

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

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

Program - New Proposal Form (Approved AY 26)
5 mandatory 10 total

Program Deactivation Form (Approved AY 26)
5 mandatory 10 total

Program Deactivation Form (Approved AY 26)

Search Curriculum Inventory

Program Type
☒ Program ☐ Shared Core

Name
Elementary Education

Source
2026-2027 Academic Catalog

Exclude previously imported results ☐

Search

Show: 20 results

Elementary Education B.S. (previously imported)
Teacher Education, Department of
[No Description Data]

Elementary Education M.A.T. (Online)
Teacher Education, Department of
The M.A.T. degree in Elementary Education will be a fully online, 5 semester program with a summer (June/July) start. The course load for fall and spring semesters supports candidates who may be employed full time in the classroom or in non-teaching positions. The summer start al...

Elementary Education M.Ed. (Online)
Teacher Education, Department of
The graduate program offered in Elementary Education at Georgia College at the T5 certification level is intended for persons who already hold or qualify for a level four (T4) Georgia Teacher's certificate. The advanced level of certification is associated with the completion of ...

First Previous 1 of 1 Go Next Last 1 to 3 of 3 results

Submitting a Proposal to Deactivate an Existing Program

The program data that will be imported into the proposal to deactivate the program will be displayed. To prepopulate the form with the data, click “Build Proposal.”

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curriculum

Proposals Agendas Accounts Reports

Lyndall Musc... i

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

Program Deactivation Form (Approved AY 26)

Import Data into your Proposal

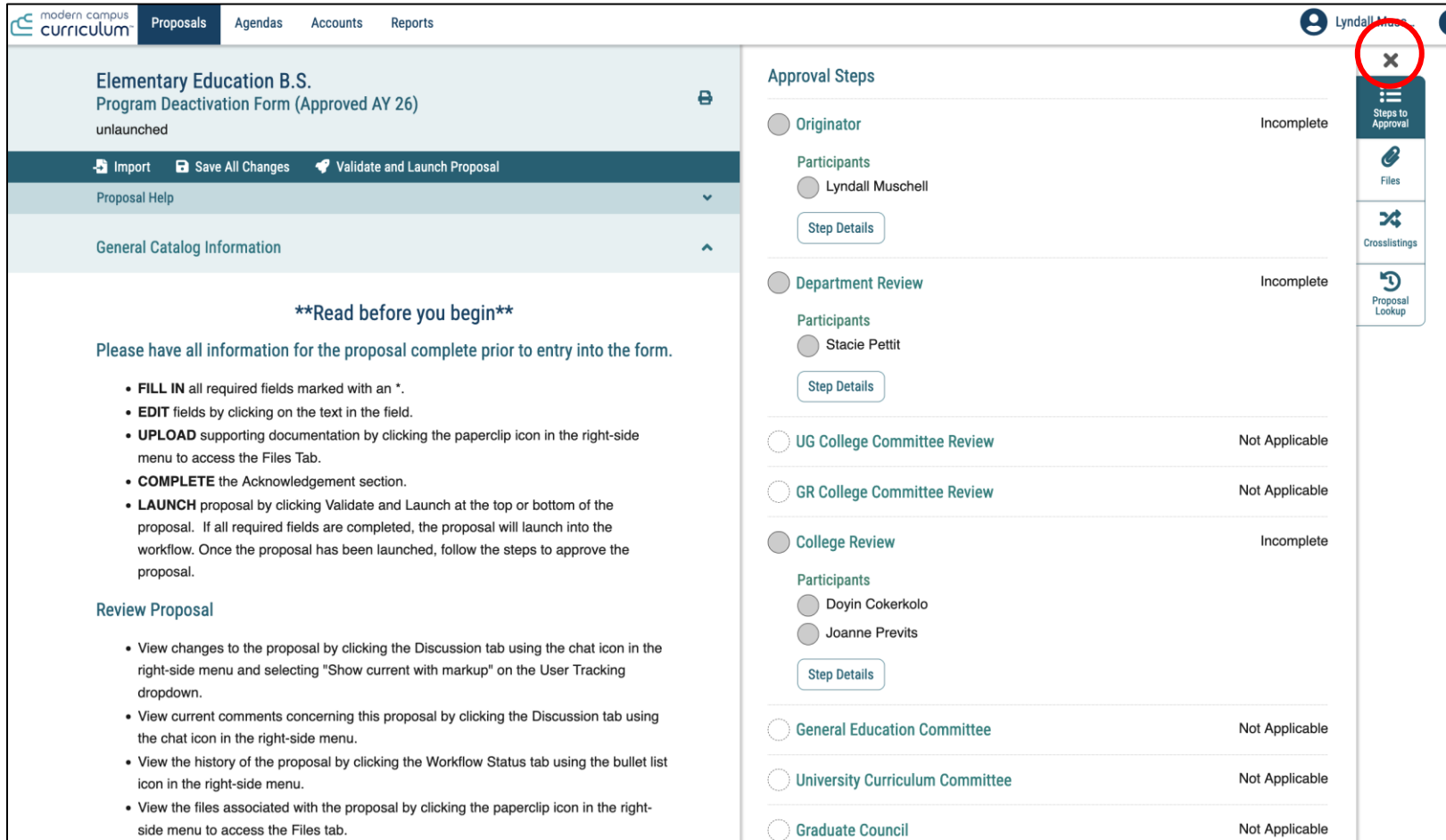
Field Name	Data Preview
General Catalog Information: College	John H. Lounsbury College of Education
General Catalog Information: Department/School	Teacher Education
General Catalog Information: Title of the Major, Minor, Certificate or Concentration	Elementary Education B.S.
General Catalog Information: Catalog Description	[no data]
General Catalog Information: Curriculum	Program has 13 cores and 27 courses.
System Administrator Only: Catalog OID (Item ID)	848
System Administrator Only: Catalog Status	Active-Visible

Build Proposal

Return to Search

Submitting a Proposal to Deactivate an Existing 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 Muschell

Elementary Education B.S. Program Deactivation 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	Incomplete
Participants ☐ Lyndall Muschell	
Step Details	
☐ Department Review	Incomplete
Participants ☐ Stacie Pettit	
Step Details	
☐ UG College Committee Review	Not Applicable
☐ GR College Committee Review	Not Applicable
☒ College Review	Incomplete
Participants ☐ Doyin Cokerkolo ☐ Joanne Previts	
Step Details	
☐ General Education Committee	Not Applicable
☐ University Curriculum Committee	Not Applicable
☐ Graduate Council	Not Applicable

Steps to Approval
Files
Crosslistings
Proposal Lookup

Submitting a Proposal to Deactivate an Existing Program

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

modern campus curriculum

Proposals

Agendas

Accounts

Reports

Lyndal

Elementary Education B.S.
Program Deactivation Form (Approved AY 26)
unlaunched

Import Save All Changes Validate and Launch Proposal

Proposal Help

General Catalog Information

Steps to Approval

Files

Crosslistings

Proposal Lookup

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

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

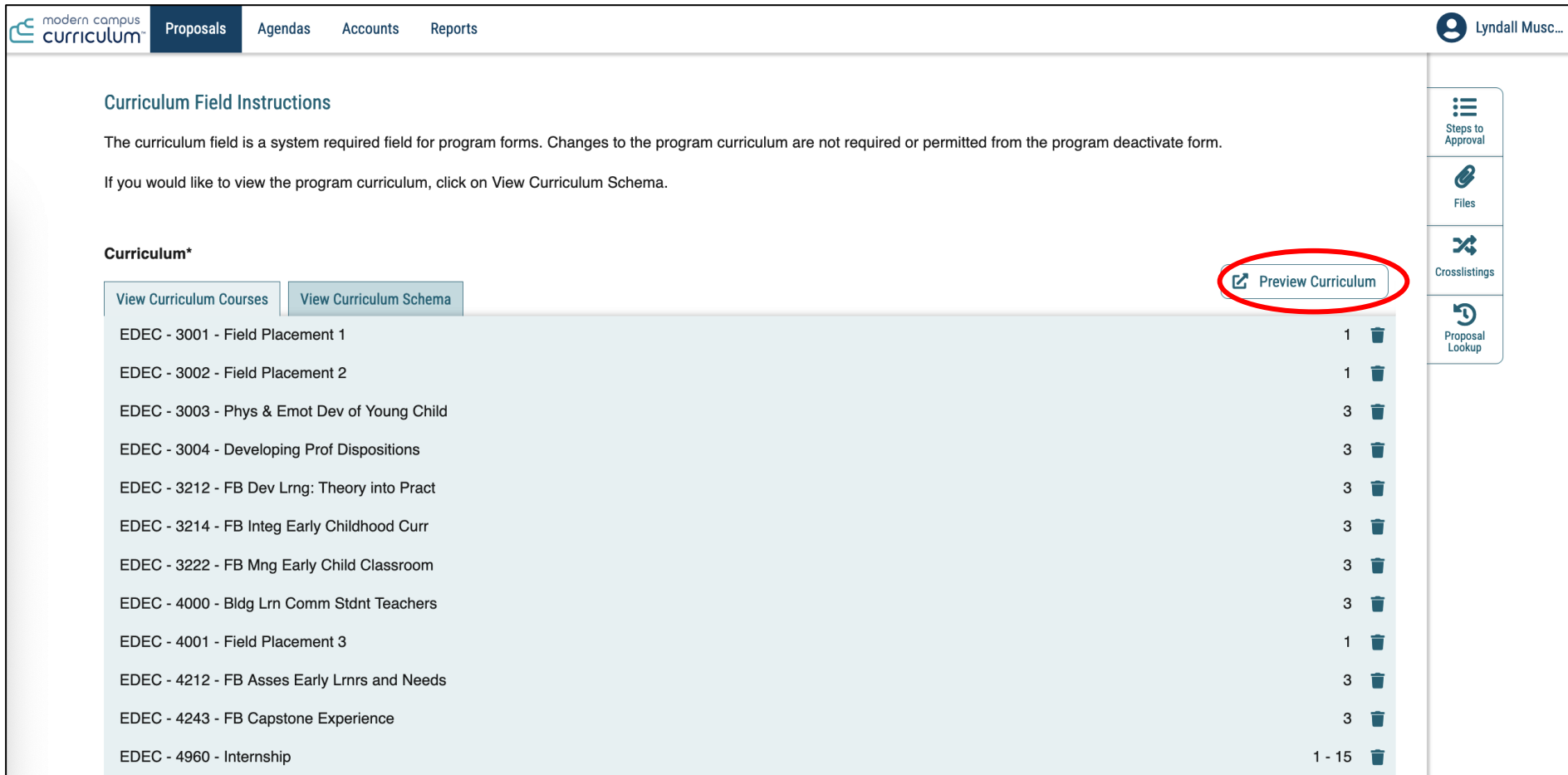
- **FILL IN** all required fields marked with an *.
- **EDIT** fields by clicking on the text in the field.
- **UPLOAD** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- **COMPLETE** the Acknowledgement section.
- **LAUNCH** proposal by clicking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

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- 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.

Submitting a Proposal to Deactivate an Existing Program

Several sections of the proposal form will be prepopulated when the form is built. One of which is the "Curriculum" section. To view the curriculum as it exists in the catalog, click the "  Preview Curriculum."



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

Curriculum Field Instructions

The curriculum field is a system required field for program forms. Changes to the program curriculum are not required or permitted from the program deactivate form.

If you would like to view the program curriculum, click on View Curriculum Schema.

Curriculum*

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

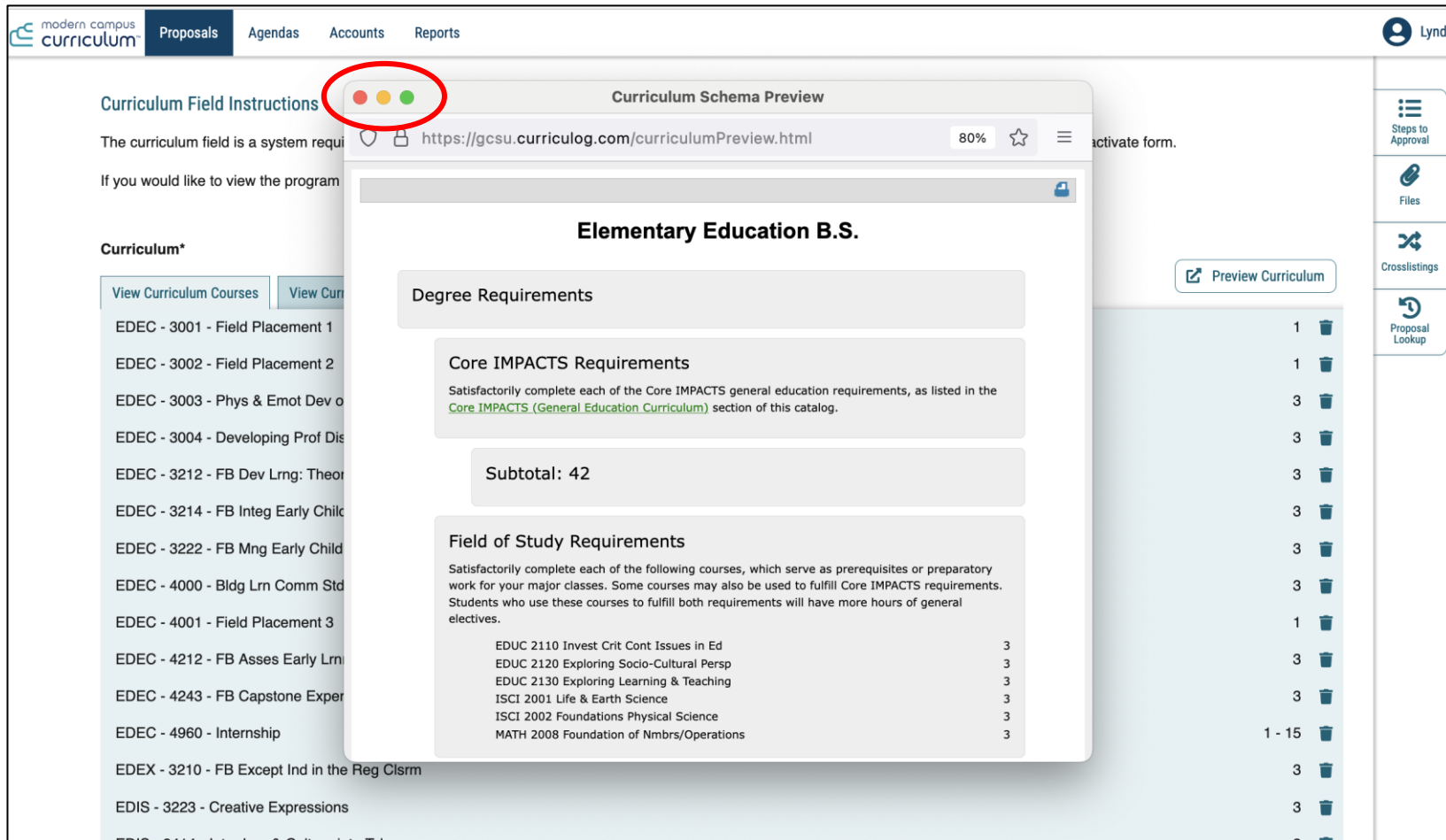
EDEC - 3001 - Field Placement 1	1	
EDEC - 3002 - Field Placement 2	1	
EDEC - 3003 - Phys & Emot Dev of Young Child	3	
EDEC - 3004 - Developing Prof Dispositions	3	
EDEC - 3212 - FB Dev Lrng: Theory into Pract	3	
EDEC - 3214 - FB Integ Early Childhood Curr	3	
EDEC - 3222 - FB Mng Early Child Classroom	3	
EDEC - 4000 - Bldg Lrn Comm Stdnt Teachers	3	
EDEC - 4001 - Field Placement 3	1	
EDEC - 4212 - FB Asses Early Lrnrs and Needs	3	
EDEC - 4243 - FB Capstone Experience	3	
EDEC - 4960 - Internship	1 - 15	

Preview Curriculum

Steps to Approval
Files
Crosslistings
Proposal Lookup

Submitting a Proposal to Deactivate an Existing Program

A pop-up window will display the curriculum for the program as it exists in the catalog. The window can be expanded, minimized, or closed using the red, yellow, and green dots at the top of the pop-up screen.



The screenshot shows a web application interface for submitting a proposal to deactivate a program. A pop-up window titled "Curriculum Schema Preview" is open, displaying the curriculum for the "Elementary Education B.S." program. The window has a title bar with three colored dots (red, yellow, green) for window control, which are circled in red. The background page shows a list of curriculum courses and a sidebar with navigation options.

Curriculum Schema Preview

Elementary Education B.S.

Degree Requirements

Core IMPACTS Requirements

Satisfactorily complete each of the Core IMPACTS general education requirements, as listed in the [Core IMPACTS \(General Education Curriculum\)](#) section of this catalog.

Subtotal: 42

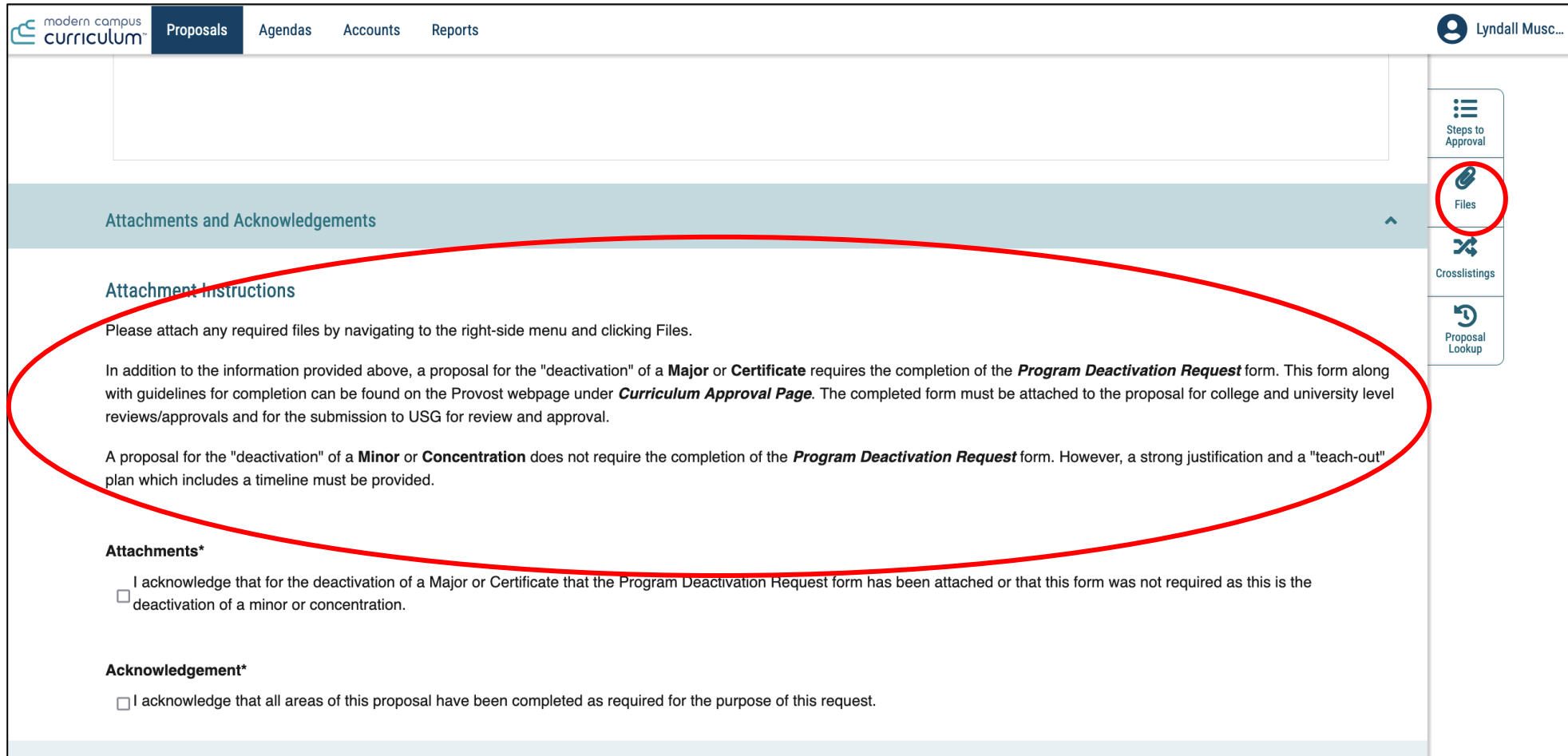
Field of Study Requirements

Satisfactorily complete each of the following courses, which serve as prerequisites or preparatory work for your major classes. Some courses may also be used to fulfill Core IMPACTS requirements. Students who use these courses to fulfill both requirements will have more hours of general electives.

EDUC 2110 Invest Crit Cont Issues in Ed	3
EDUC 2120 Exploring Socio-Cultural Persp	3
EDUC 2130 Exploring Learning & Teaching	3
ISCI 2001 Life & Earth Science	3
ISCI 2002 Foundations Physical Science	3
MATH 2008 Foundation of Nmbrs/Operations	3

Submitting a Proposal to Deactivate an Existing 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 to deactivate **certificates** and **degree programs** require approval of USG.



modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

Steps to Approval

Files

Crosslistings

Proposal Lookup

Attachments and Acknowledgements

Attachment Instructions

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

In addition to the information provided above, a proposal for the "deactivation" of a **Major** or **Certificate** requires the completion of the **Program Deactivation 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.

A proposal for the "deactivation" of a **Minor** or **Concentration** does not require the completion of the **Program Deactivation Request** form. However, a strong justification and a "teach-out" plan which includes a timeline must be provided.

Attachments*

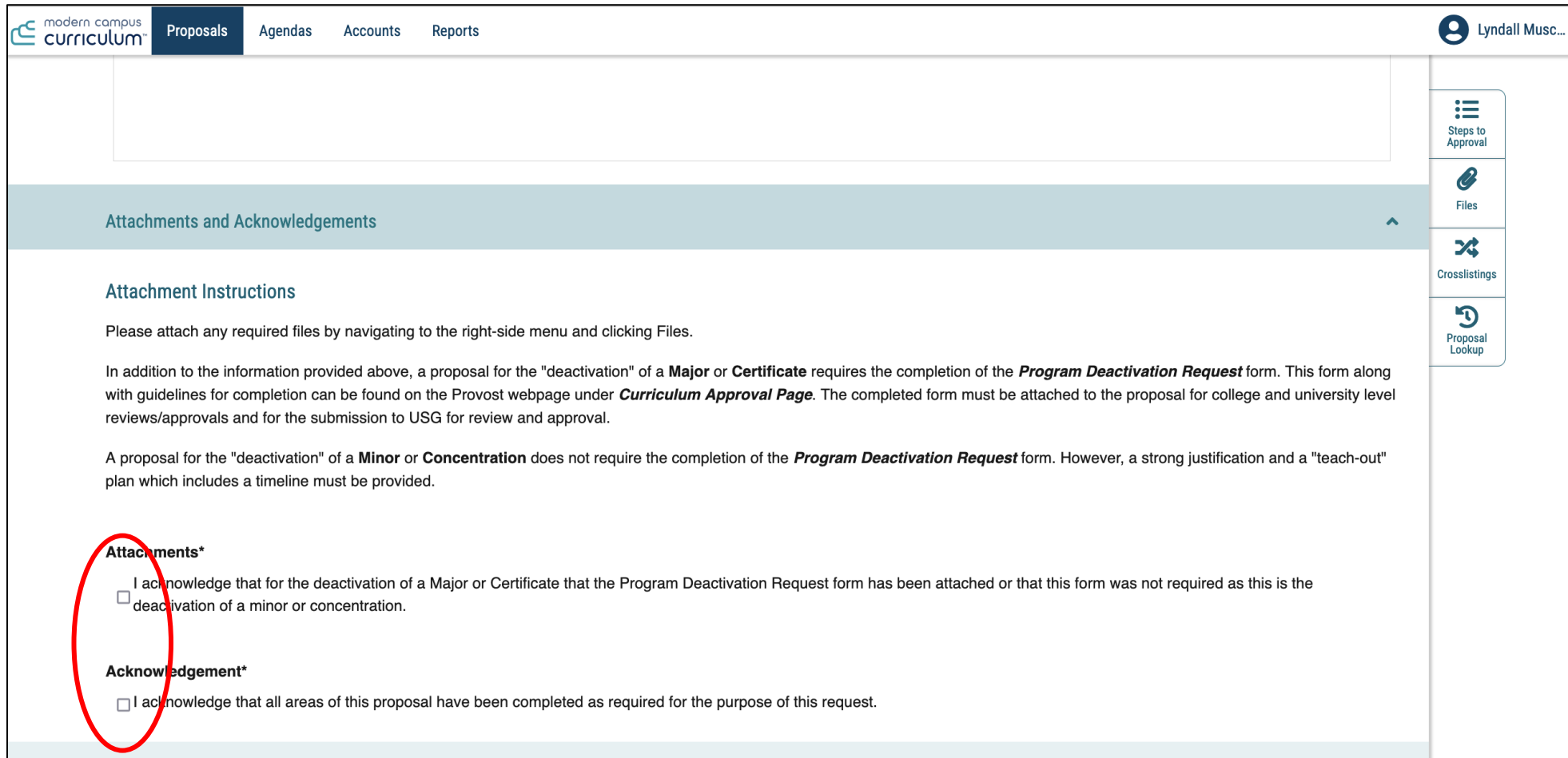
☐ I acknowledge that for the deactivation of a Major or Certificate that the Program Deactivation Request form has been attached or that this form was not required as this is the deactivation of a minor or concentration.

Acknowledgement*

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

Submitting a Proposal to Deactivate an Existing Program

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



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 is titled 'Attachments and Acknowledgements'. It contains 'Attachment Instructions' and two sections with checkboxes: 'Attachments*' and 'Acknowledgement*'. A red circle highlights these two sections. The right sidebar contains links for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

Steps to Approval

Files

Crosslistings

Proposal Lookup

Attachments and Acknowledgements

Attachment Instructions

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

In addition to the information provided above, a proposal for the "deactivation" of a **Major** or **Certificate** requires the completion of the **Program Deactivation 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.

A proposal for the "deactivation" of a **Minor** or **Concentration** does not require the completion of the **Program Deactivation Request** form. However, a strong justification and a "teach-out" plan which includes a timeline must be provided.

Attachments*

☐ I acknowledge that for the deactivation of a Major or Certificate that the Program Deactivation Request form has been attached or that this form was not required as this is the deactivation of a minor or concentration.

Acknowledgement*

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

Submitting a Proposal to Deactivate an Existing Program

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)

848

Catalog Status

- ☒ Active-Visible
- ☐ Active-Hidden
- ☐ Inactive-Hidden

Submitting a Proposal to Deactivate an Existing 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 for the deactivation of a Major or Certificate that the Program Deactivation Request form has been attached or that this form was not required as this is the deactivation of a minor or concentration.

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)

Catalog Status
☒ Active-Visible
☐ Active-Hidden
☐ Inactive-Hidden

Submitting a Proposal to Deactivate an Existing 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 for the deactivation of a Major or Certificate that the Program Deactivation Request form has been attached or that this form was not required as this is the deactivation of a minor or concentration.

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

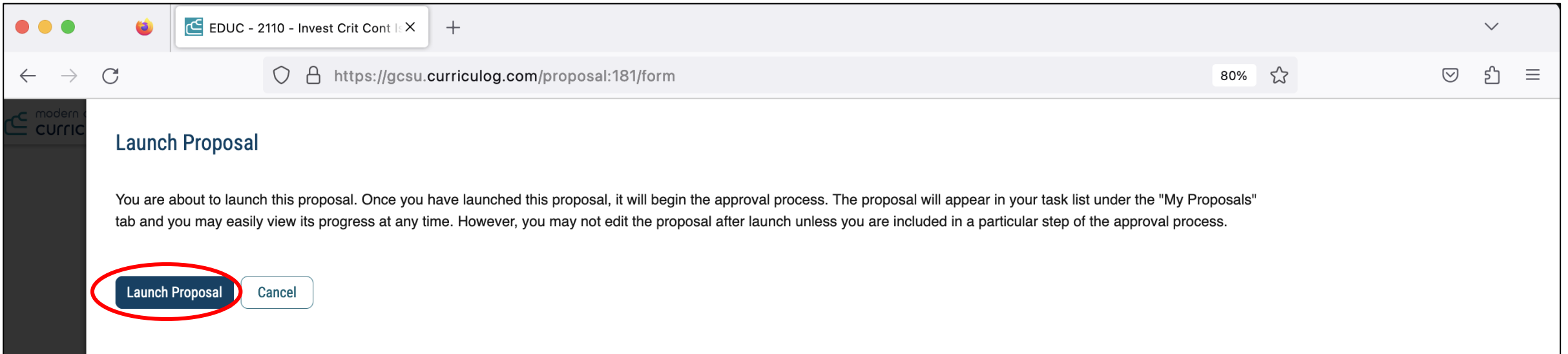
System Administrator Only ^

Catalog OID (Item ID)

Catalog Status
☒ Active-Visible
☐ Active-Hidden
☐ Inactive-Hidden

Submitting a Proposal to Deactivate an Existing 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: "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.

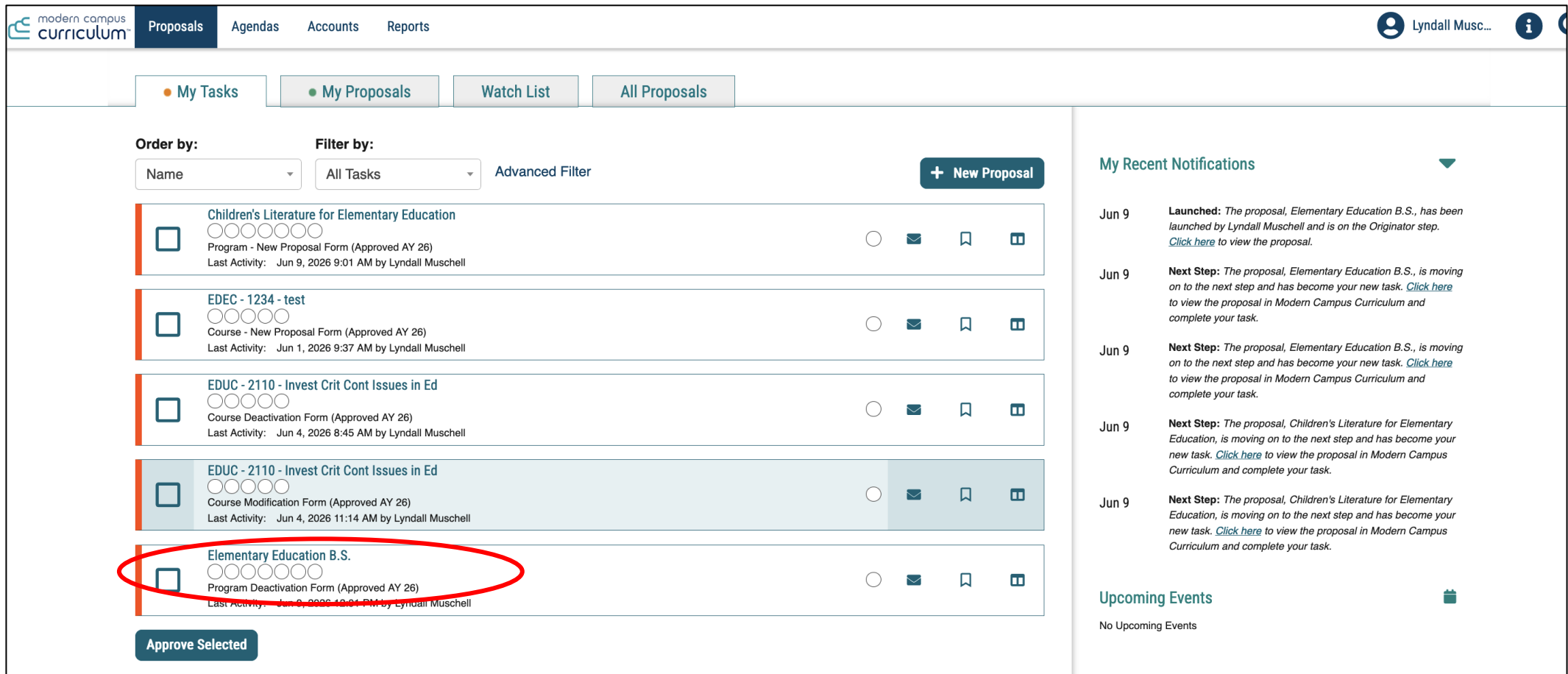
Launch Proposal

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 to Deactivate an Existing 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...'. Below the navigation bar, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Tasks' tab is active. On the left, there are filters for 'Order by' (Name) and 'Filter by' (All Tasks), along with an 'Advanced Filter' button and a '+ New Proposal' button. The main content area shows a list of proposals. The 'Elementary Education B.S.' proposal is highlighted with a red circle. The right sidebar contains 'My Recent Notifications' and 'Upcoming Events'.

Order by:	Filter by:	
Name	All Tasks	Advanced Filter

Proposal Title	Form Type	Last Activity	Actions
Children's Literature for Elementary Education	Program - New Proposal Form (Approved AY 26)	Jun 9, 2026 9:01 AM by Lyndall Muschell	○, ✉, 📌, 🗑
EDEC - 1234 - test	Course - New Proposal Form (Approved AY 26)	Jun 1, 2026 9:37 AM by Lyndall Muschell	○, ✉, 📌, 🗑
EDUC - 2110 - Invest Crit Cont Issues in Ed	Course Deactivation Form (Approved AY 26)	Jun 4, 2026 8:45 AM by Lyndall Muschell	○, ✉, 📌, 🗑
EDUC - 2110 - Invest Crit Cont Issues in Ed	Course Modification Form (Approved AY 26)	Jun 4, 2026 11:14 AM by Lyndall Muschell	○, ✉, 📌, 🗑
Elementary Education B.S.	Program Deactivation Form (Approved AY 26)	Jun 9, 2026 10:04 PM by Lyndall Muschell	○, ✉, 📌, 🗑

My Recent Notifications

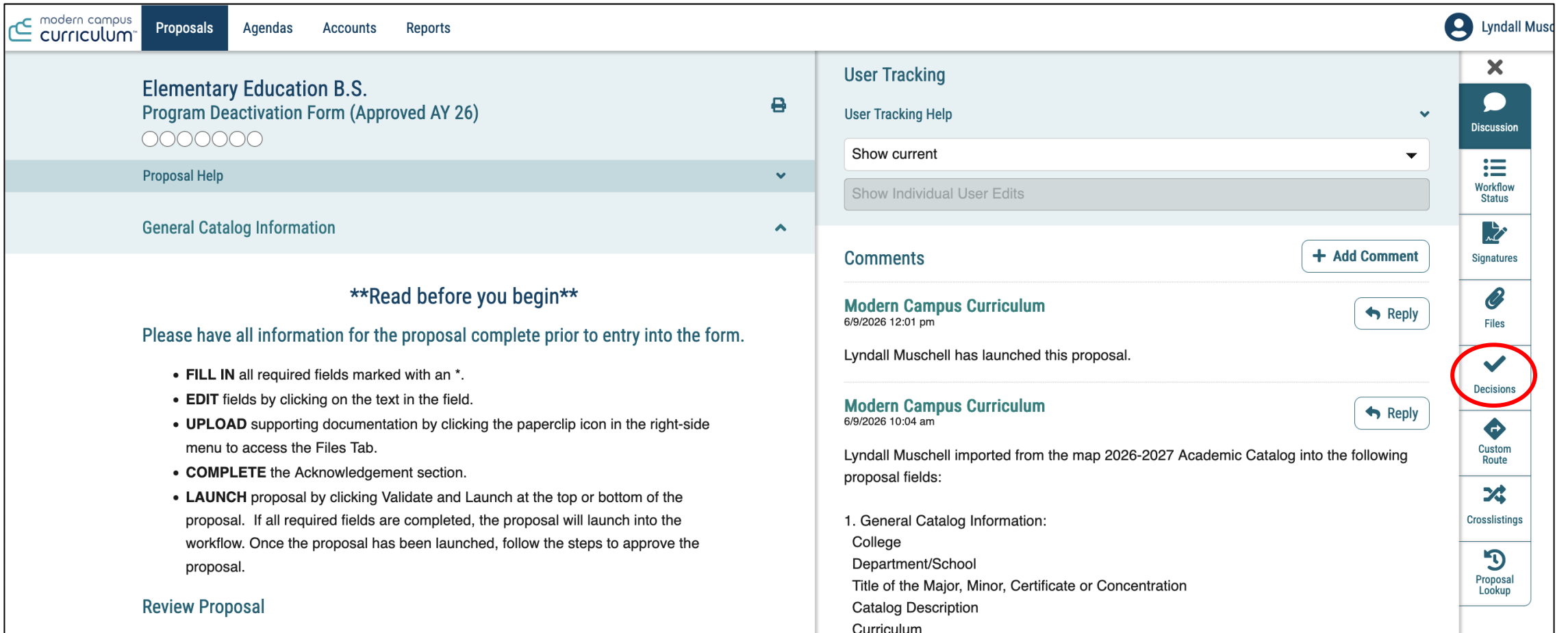
- Jun 9 **Launched:** The proposal, Elementary Education B.S., has been launched by Lyndall Muschell and is on the Originator step. [Click here](#) to view the proposal.
- Jun 9 **Next Step:** The proposal, Elementary Education B.S., is moving on to the next step and has become your new task. [Click here](#) to view the proposal in Modern Campus Curriculum and complete your task.
- Jun 9 **Next Step:** The proposal, Elementary Education B.S., 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 **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.

Upcoming Events

No Upcoming Events

Moving a Proposal to Deactivate an Existing 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 "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Lyndall Musc".

The main content area is titled "Elementary Education B.S. Program Deactivation Form (Approved AY 26)". It includes a "Proposal Help" dropdown and a "General Catalog Information" section. A note reads: "**Read before you begin** Please have all information for the proposal complete prior to entry into the form."

A list of instructions is provided:

- **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.

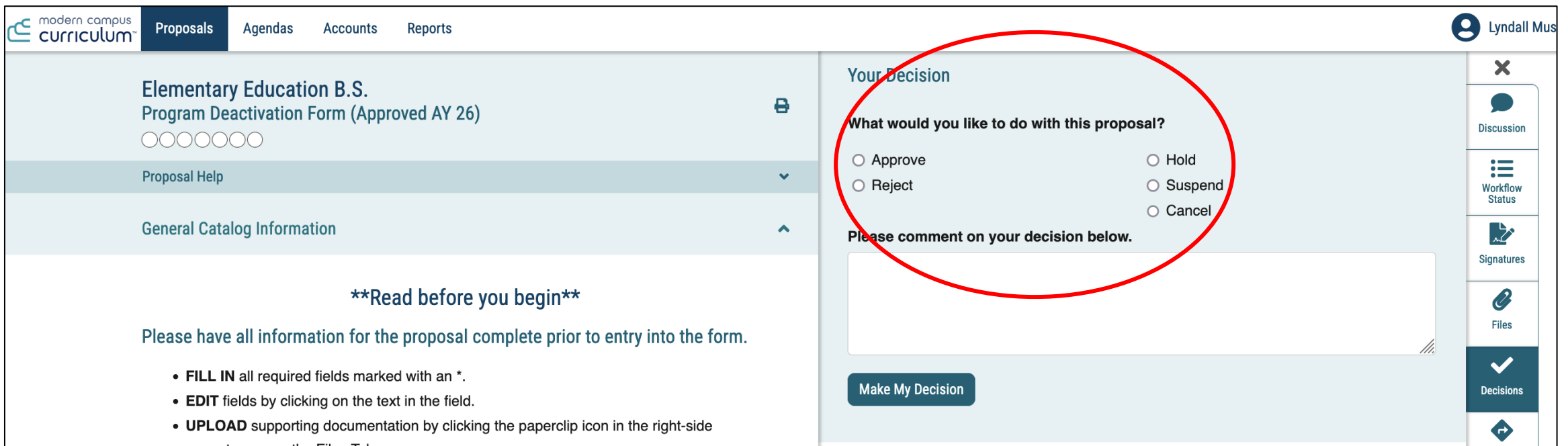
A "Review Proposal" link is at the bottom left.

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 two comments from "Modern Campus Curriculum" dated 6/9/2026.

The right-hand side also includes a vertical menu bar with icons for Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red circle), Custom Route, Crosslistings, and Proposal Lookup.

Moving a Proposal to Deactivate an Existing 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 Mus

Elementary Education B.S.
Program Deactivation Form (Approved AY 26)

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Proposal Help

General Catalog Information

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

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

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

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

Discussion

Workflow Status

Signatures

Files

Decisions

Moving a Proposal to Deactivate an Existing 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.

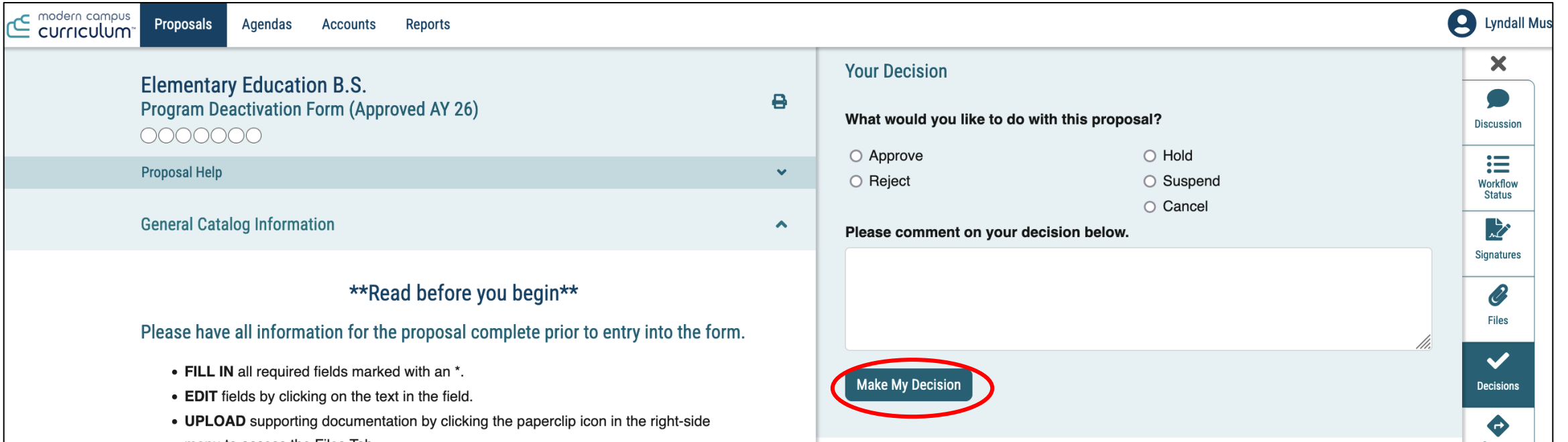
Suspend – If this decision option is selected, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed by an administrator.

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 to Deactivate an Existing 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.



modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Mus

Elementary Education B.S.
Program Deactivation Form (Approved AY 26)

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Proposal Help

General Catalog Information

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

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

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

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

Discussion

Workflow Status

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Decisions

Moving a Proposal to Deactivate an Existing 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.