



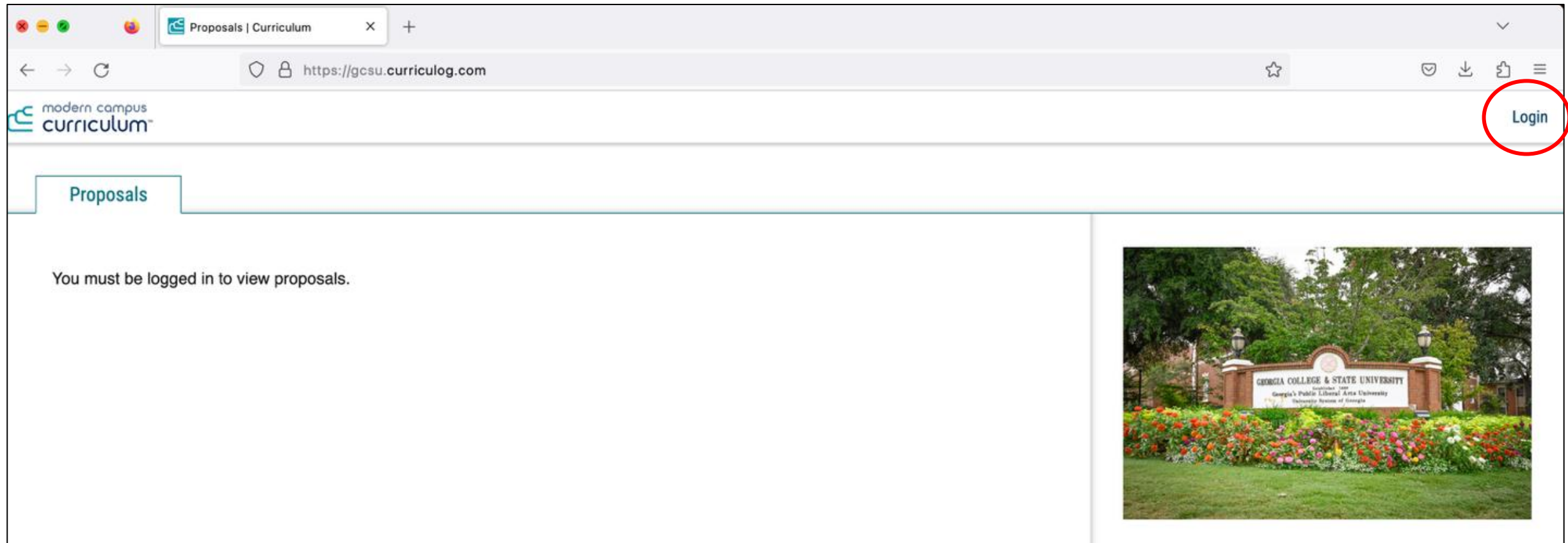
# **Modern Campus Curriculum: Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section**



GEORGIA COLLEGE & STATE UNIVERSITY

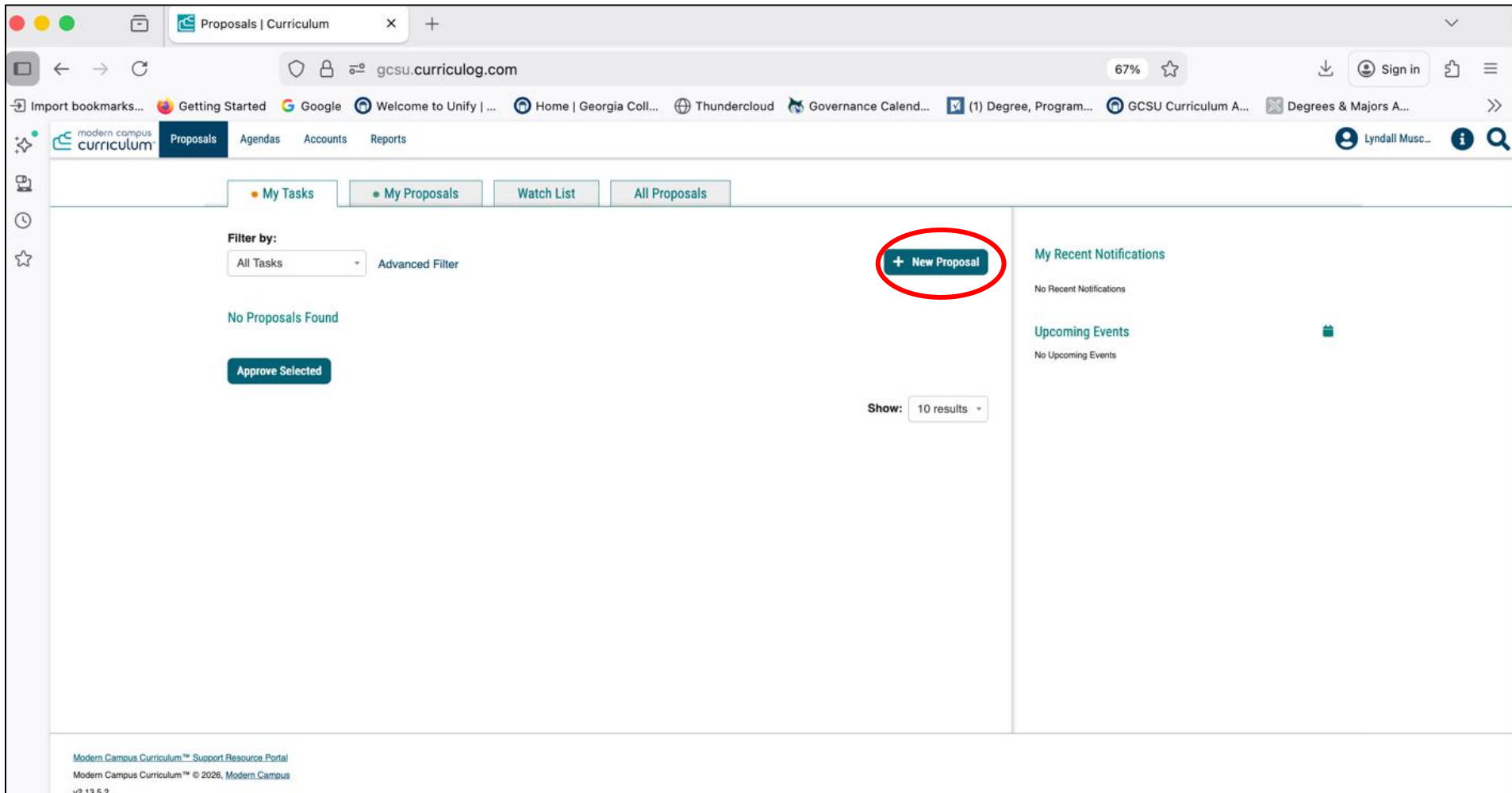
# Login for Modern Campus Curriculum

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



# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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



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

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

Select *GC1Y or GC2Y Course Section Modification Form*.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

All Processes Courses Programs Others

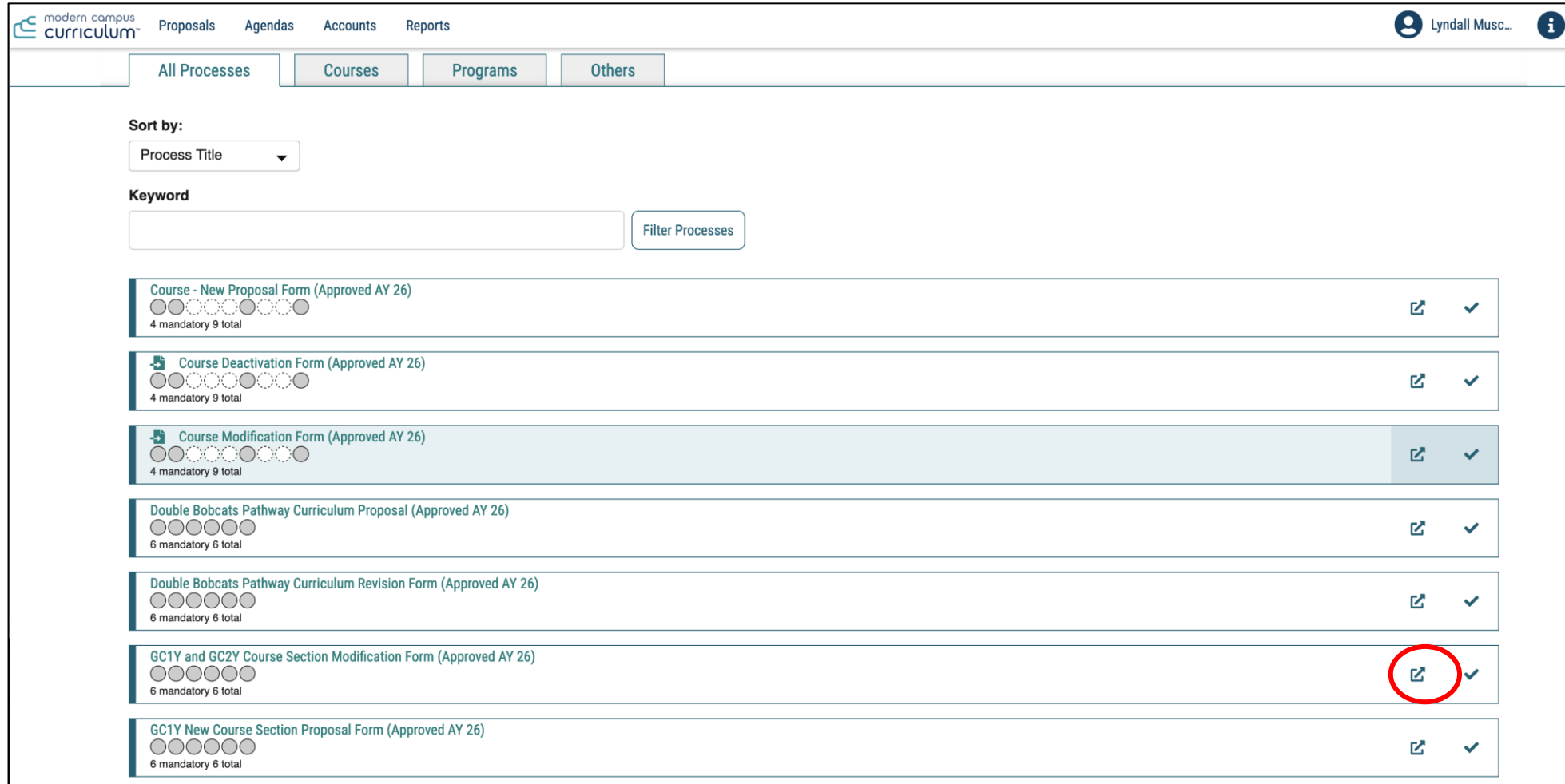
Sort by:  
Process Title

Keyword  
 Filter Processes

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

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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

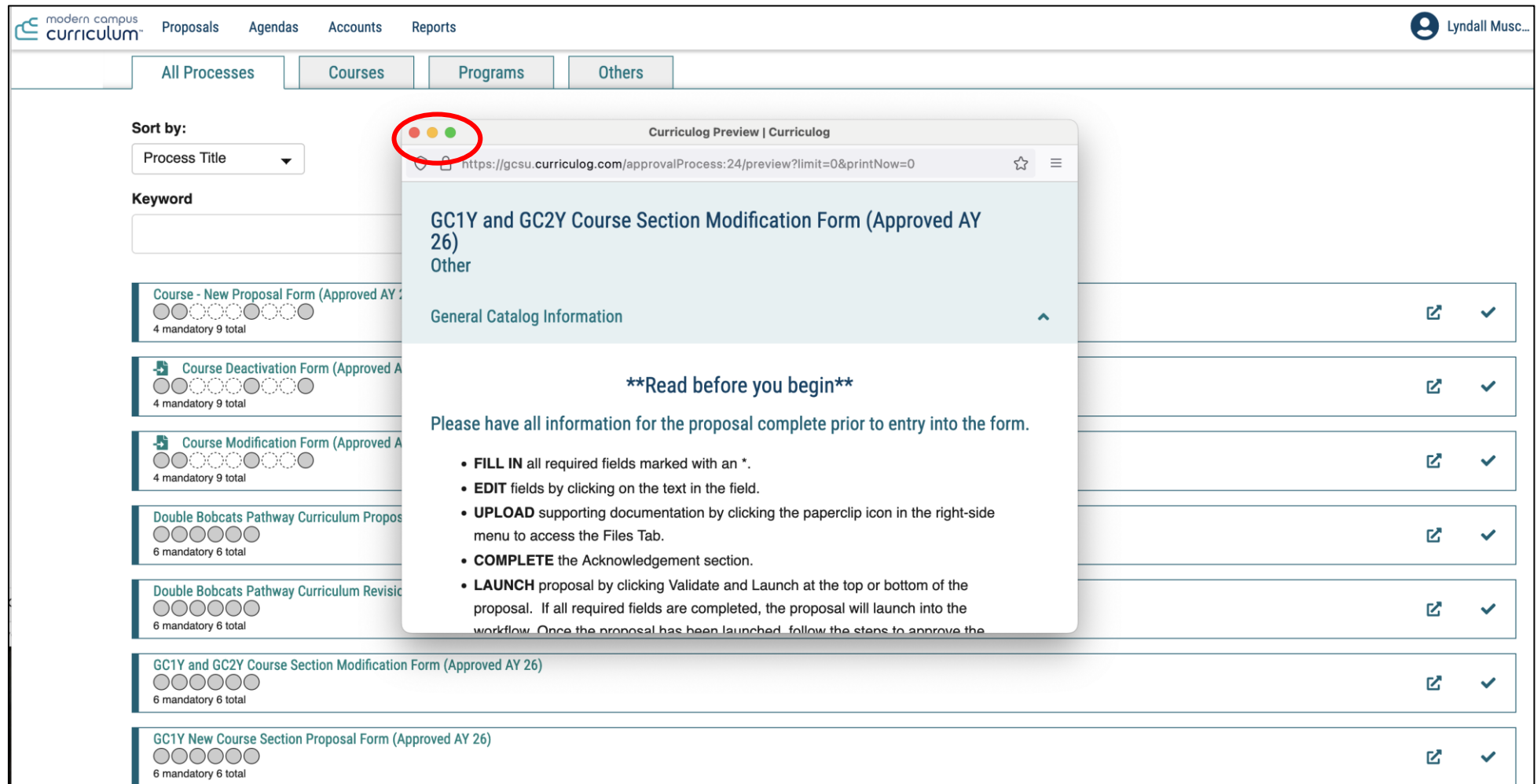


The screenshot displays the 'modern campus curriculum' interface. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below these, a sub-navigation bar includes 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. On the left, there are filters: 'Sort by:' with a dropdown menu set to 'Process Title', and a 'Keyword' search box with a 'Filter Processes' button. The main area lists several curriculum proposals, each with a title, progress indicator (circles), mandatory status, and two action icons (external link and checkmark). The 'GC1Y and GC2Y Course Section Modification Form (Approved AY 26)' entry is highlighted, and its external link icon is circled in red.

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

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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



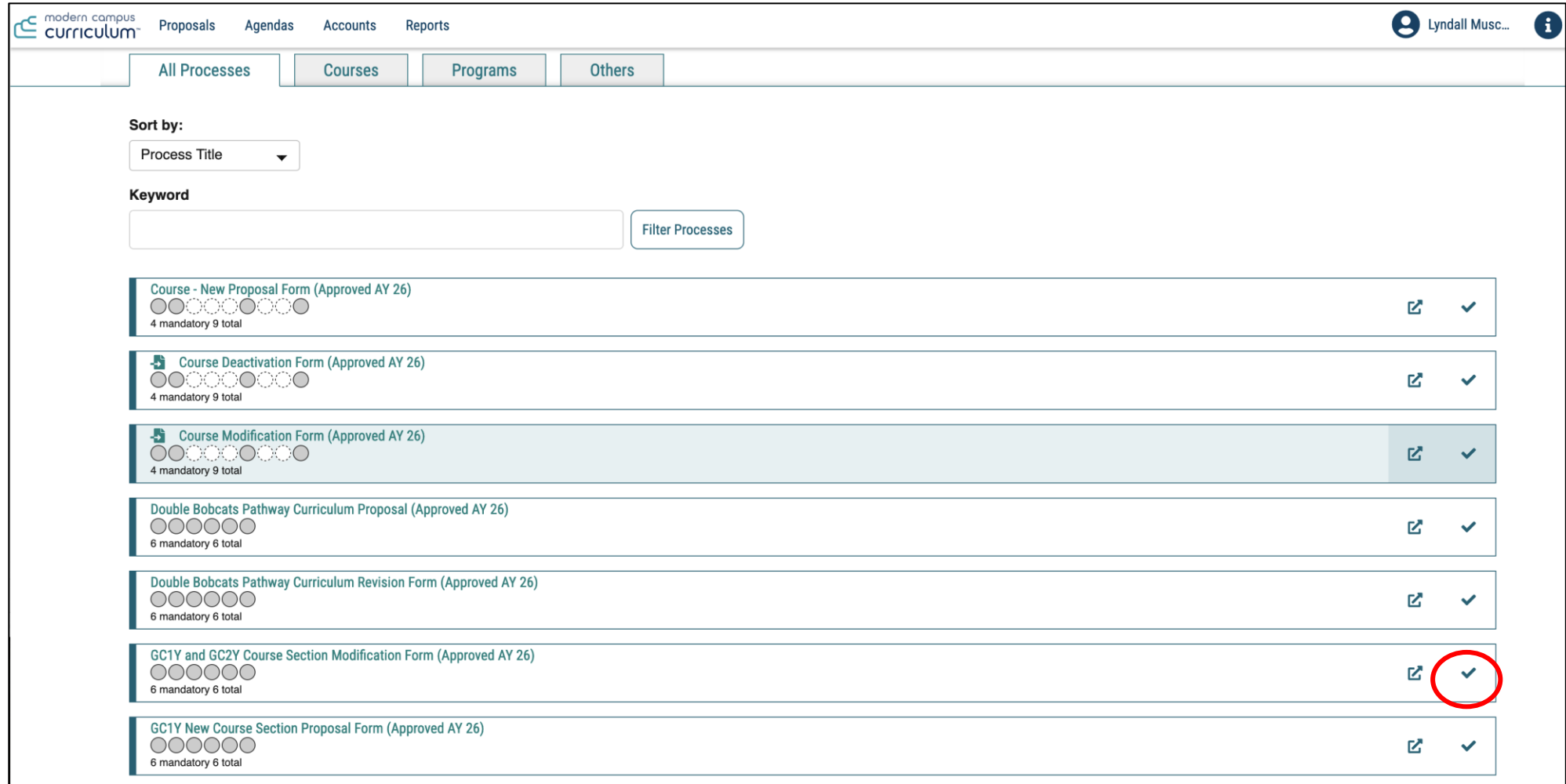
The screenshot displays the Curriculog Preview window, which is a pop-up interface for reviewing and submitting proposals. The window is titled "Curriculog Preview | Curriculog" and shows the URL "https://gcsu.curriculog.com/approvalProcess:24/preview?limit=0&printNow=0". The main content area displays the "GC1Y and GC2Y Course Section Modification Form (Approved AY 26)" with a sub-section titled "General Catalog Information". A prominent message reads: "\*\*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 \*.
- **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

The window also features a sidebar on the left with a "Sort by:" dropdown set to "Process Title" and a "Keyword" search field. The sidebar lists several proposal types, including "Course - New Proposal Form", "Course Deactivation Form", "Course Modification Form", "Double Bobcats Pathway Curriculum Proposal", "Double Bobcats Pathway Curriculum Revision", "GC1Y and GC2Y Course Section Modification Form", and "GC1Y New Course Section Proposal Form". Each entry includes a progress indicator (a row of circles) and a status (e.g., "4 mandatory 9 total"). The main window has a top navigation bar with tabs for "Proposals", "Agendas", "Accounts", and "Reports", and a user profile icon for "Lyndall Musc..." in the top right corner.

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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

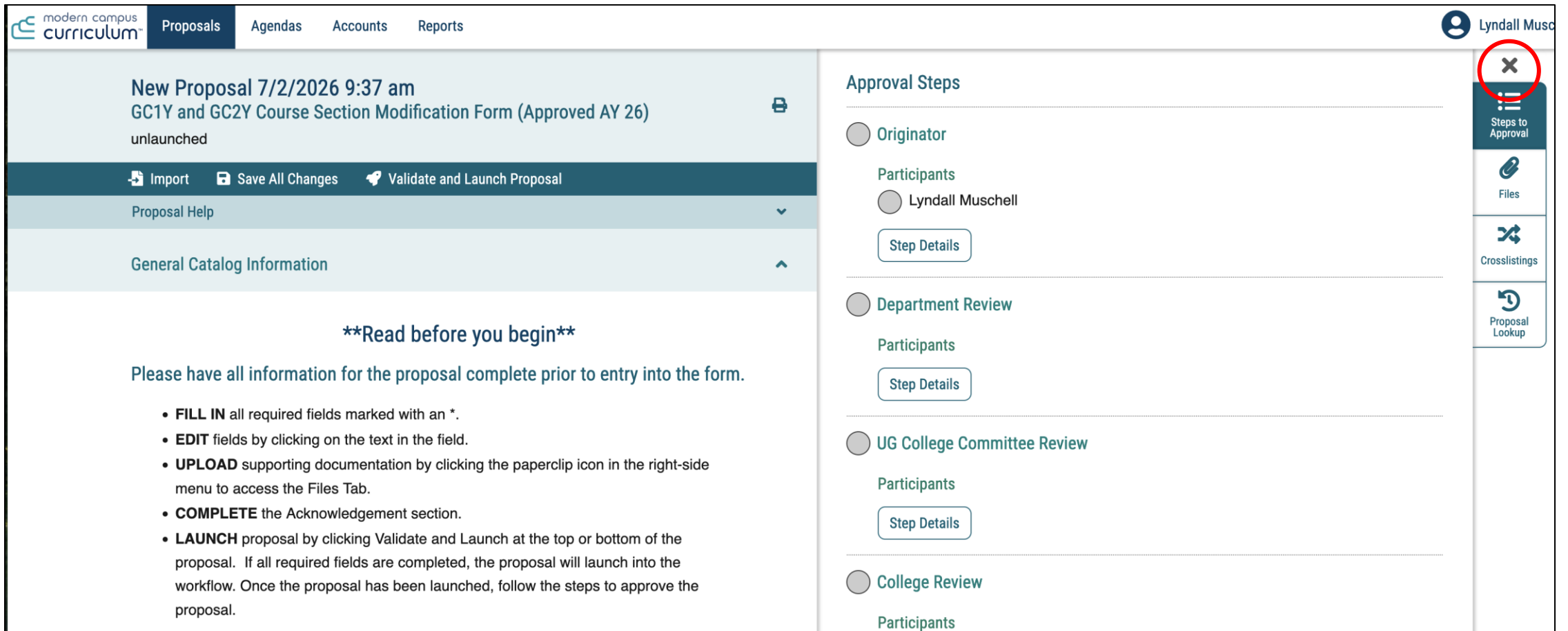


The screenshot shows the 'modern campus curriculum' interface. At the top, there are tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below these are sub-tabs for 'All Processes', 'Courses', 'Programs', and 'Others'. The 'All Processes' tab is selected. On the left, there is a 'Sort by:' dropdown menu set to 'Process Title' and a 'Keyword' search box with a 'Filter Processes' button. The main area displays a list of proposal forms, each with a title, a progress indicator (a row of 9 circles, some filled, some empty), and a status (e.g., '4 mandatory 9 total'). The 'Course Modification Form (Approved AY 26)' is highlighted in blue. To the right of each entry are two icons: an external link icon and a checkmark icon. The checkmark icon for the 'GC1Y and GC2Y Course Section Modification Form (Approved AY 26)' is circled in red.

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

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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



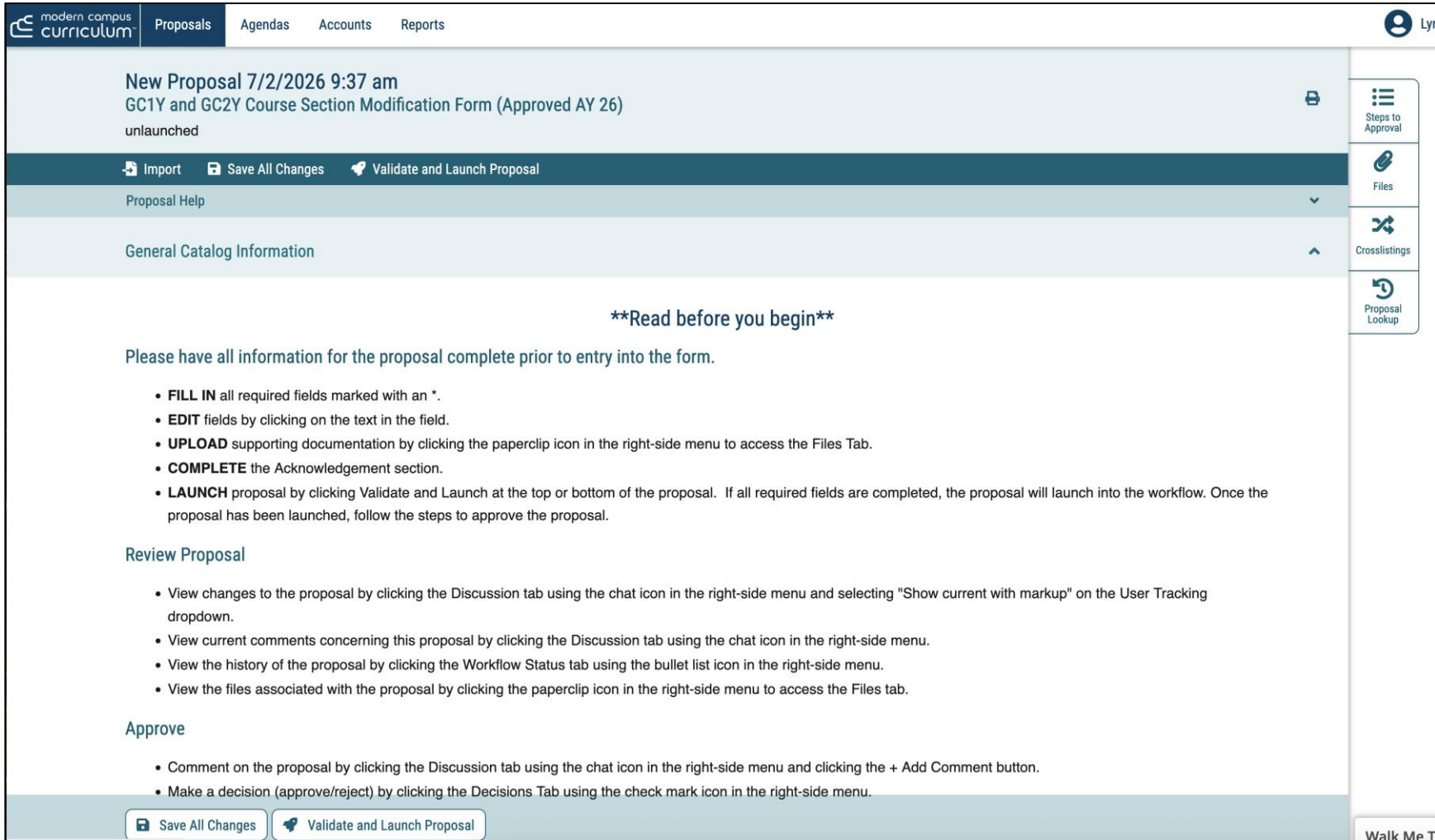
The screenshot shows the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Muschell' is logged in. The main content area displays a 'New Proposal 7/2/2026 9:37 am' for 'GC1Y and GC2Y Course Section Modification Form (Approved AY 26)', which is 'unlaunched'. Action buttons include 'Import', 'Save All Changes', and 'Validate and Launch Proposal'. A 'Proposal Help' link is also present. The 'General Catalog Information' section is expanded. 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 \*.
- **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.

 The right-hand sidebar shows the 'Approval Steps' section with four steps: 'Originator', 'Department Review', 'UG College Committee Review', and 'College Review'. Each step has a 'Participants' list and a 'Step Details' button. The 'Originator' step shows 'Lyndall Muschell' as the participant. The top right corner of the sidebar features a vertical menu with icons for 'Steps to Approval' (highlighted with a red circle and an 'X'), 'Files', 'Crosslistings', and 'Proposal Lookup'.

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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



The screenshot shows the 'modern campus curriculum' interface for submitting a proposal. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyn' is logged in. The main content area displays a 'New Proposal' titled 'GC1Y and GC2Y Course Section Modification Form (Approved AY 26)' with a timestamp of '7/2/2026 9:37 am' and a status of 'unlaunched'. Below this, there are buttons for 'Import', 'Save All Changes', and 'Validate and Launch Proposal'. A sidebar on the right contains icons for 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. The main content area also includes a 'Proposal Help' section and a 'General Catalog Information' section. The main content area contains the following text:

**\*\*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.

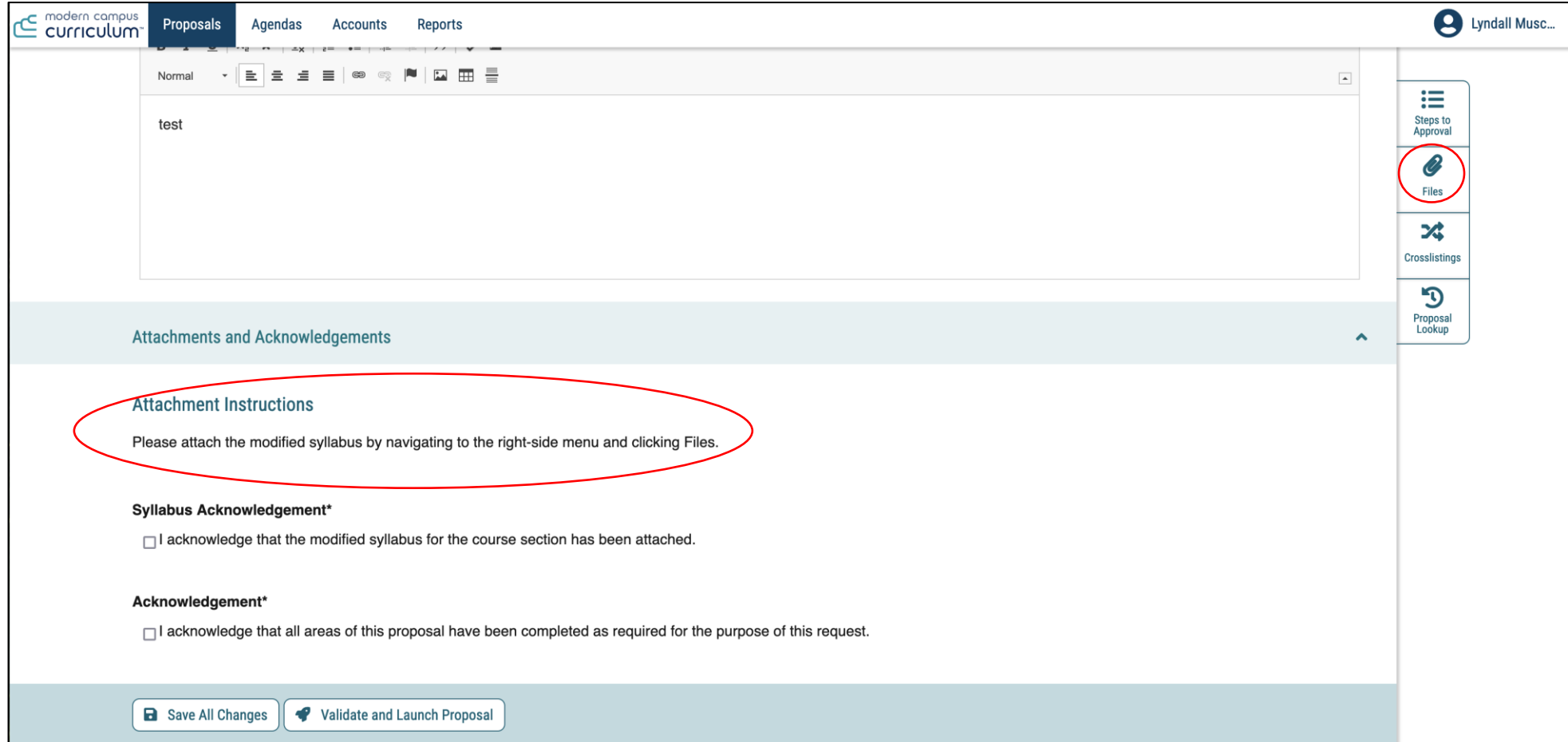
**Approve**

- 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.

At the bottom of the form, there are buttons for 'Save All Changes' and 'Validate and Launch Proposal'. A 'Walk Me T' button is visible in the bottom right corner.

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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



The screenshot shows the 'Proposals' tab in the Modern Campus Curriculum system. The user is Lyndall Musc... The main text area contains the word 'test'. On the right-hand side menu, the 'Files' icon (a paperclip) is circled in red. Below the main text area, the 'Attachments and Acknowledgements' section is visible. The 'Attachment Instructions' sub-section is circled in red and contains the text: 'Please attach the modified syllabus by navigating to the right-side menu and clicking Files.' Below this, there are two acknowledgment sections, each with an unchecked checkbox: 'Syllabus Acknowledgement\*' and 'Acknowledgement\*'. At the bottom, there are two buttons: 'Save All Changes' and 'Validate and Launch Proposal'.

modern campus curriculum

Proposals Agendas Accounts Reports

Normal

test

Steps to Approval

Files

Crosslistings

Proposal Lookup

Attachments and Acknowledgements

**Attachment Instructions**

Please attach the modified syllabus by navigating to the right-side menu and clicking Files.

**Syllabus Acknowledgement\***

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

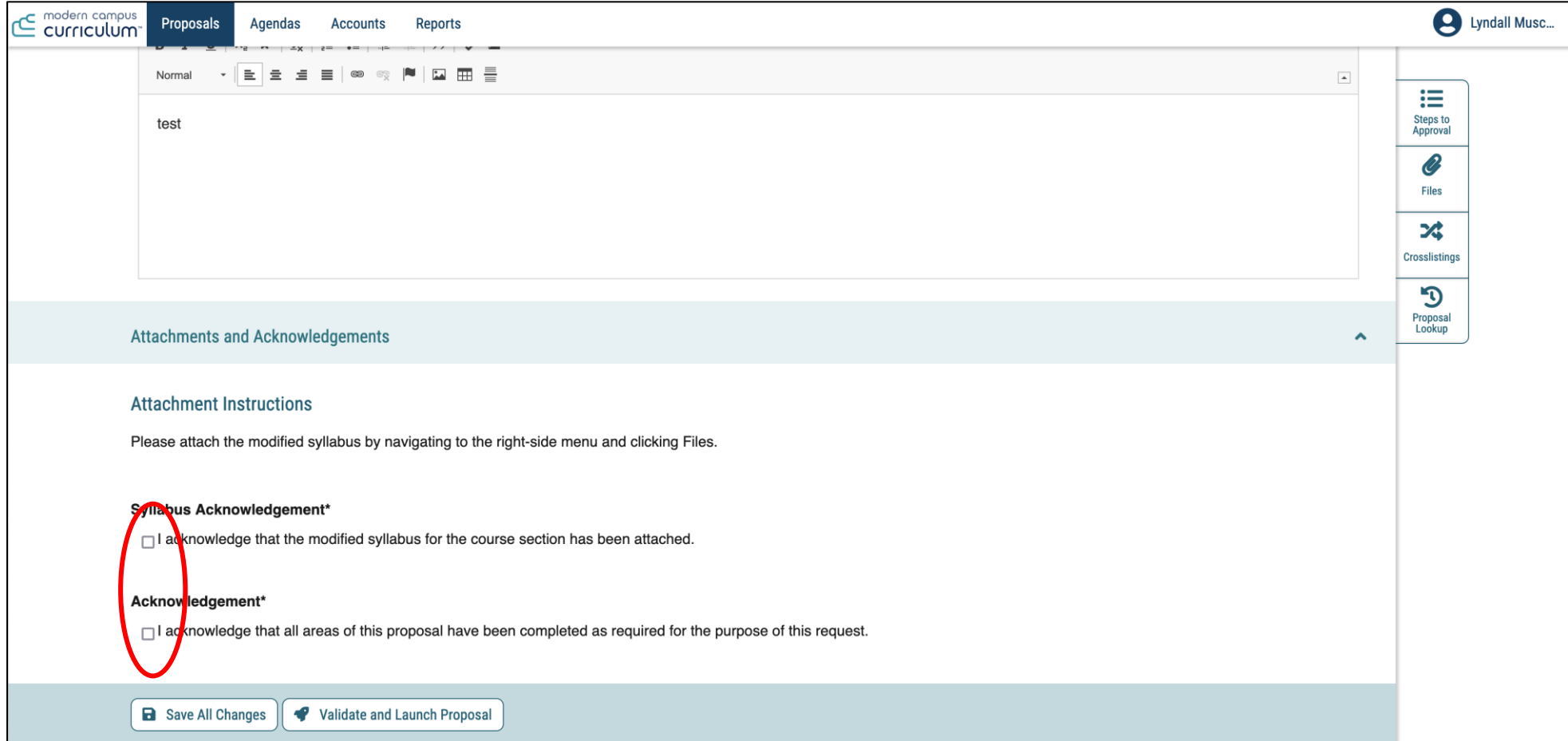
**Acknowledgement\***

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

Save All Changes Validate and Launch Proposal

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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



The screenshot shows the 'Proposals' form in the Modern Campus Curriculum system. The form is titled 'Proposals' and includes tabs for 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Lyndall Musc...'. The form contains a text area for the proposal description, currently containing the word 'test'. Below the text area is a section titled 'Attachments and Acknowledgements'. Under this section, there are two checkboxes: 'Syllabus Acknowledgement\*' and 'Acknowledgement\*'. Both checkboxes are currently unchecked. A red circle highlights the 'Acknowledgement\*' checkbox. At the bottom of the form, there are two buttons: 'Save All Changes' and 'Validate and Launch Proposal'.

modern campus curriculum

Proposals Agendas Accounts Reports

Normal

test

Attachments and Acknowledgements

Attachment Instructions

Please attach the modified syllabus by navigating to the right-side menu and clicking Files.

**Syllabus Acknowledgement\***

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

**Acknowledgement\***

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

Save All Changes Validate and Launch Proposal

Steps to Approval

Files

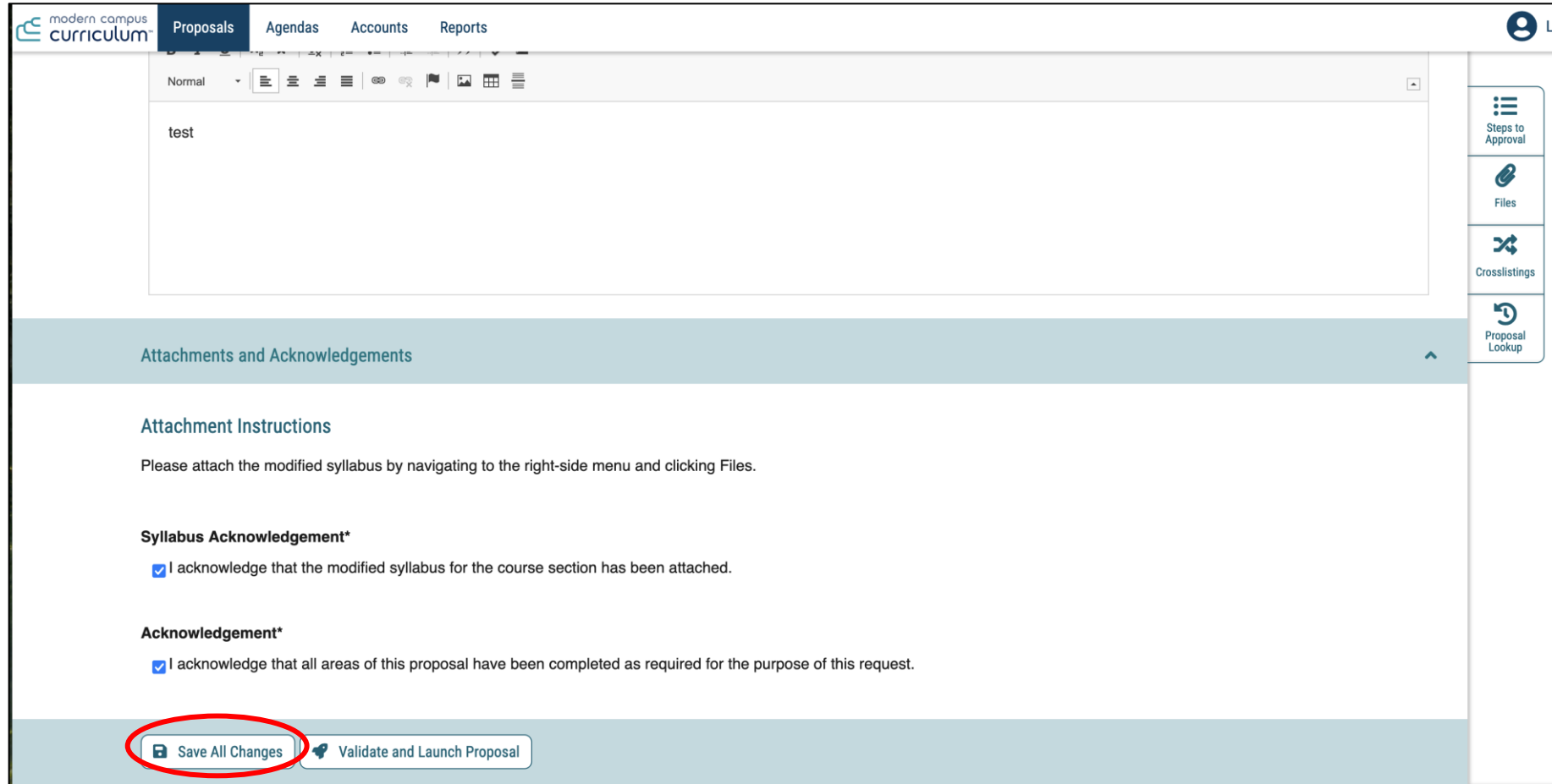
Crosslistings

Proposal Lookup

Lyndall Musc...

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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



The screenshot shows the 'Proposals' tab in the Modern Campus Curriculum system. The main text area contains the word 'test'. Below this is a section titled 'Attachments and Acknowledgements'. Under 'Attachment Instructions', it says 'Please attach the modified syllabus by navigating to the right-side menu and clicking Files.' Under 'Syllabus Acknowledgement\*', there is a checked checkbox for 'I acknowledge that the modified syllabus for the course section has been attached.' Under 'Acknowledgement\*', there is a checked checkbox for 'I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.' At the bottom, there are two buttons: 'Save All Changes' (highlighted with a red circle) and 'Validate and Launch Proposal'.

modern campus curriculum

Proposals Agendas Accounts Reports

Normal

test

Attachments and Acknowledgements

Attachment Instructions

Please attach the modified syllabus by navigating to the right-side menu and clicking Files.

Syllabus Acknowledgement\*

☒ I acknowledge that the modified syllabus for the course section has been attached.

Acknowledgement\*

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

Save All Changes Validate and Launch Proposal

Steps to Approval

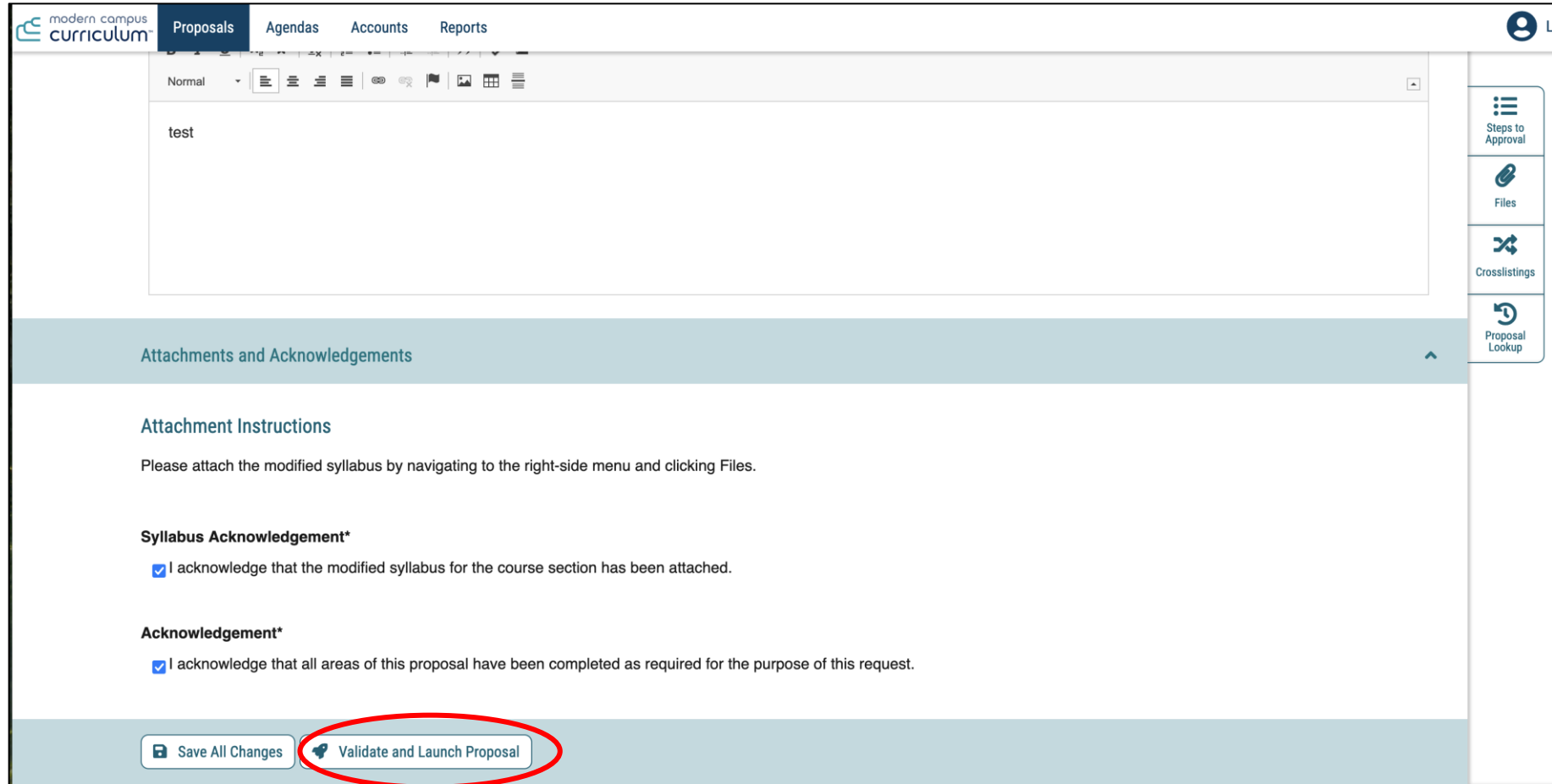
Files

Crosslistings

Proposal Lookup

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

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



The screenshot shows the 'Proposals' tab in the Modern Campus Curriculum system. The main text area contains the word 'test'. Below this is a section titled 'Attachments and Acknowledgements'. Under 'Attachment Instructions', it says 'Please attach the modified syllabus by navigating to the right-side menu and clicking Files.' Under 'Syllabus Acknowledgement\*', there is a checked checkbox for 'I acknowledge that the modified syllabus for the course section has been attached.' Under 'Acknowledgement\*', there is a checked checkbox for 'I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.' At the bottom, there are two buttons: 'Save All Changes' and 'Validate and Launch Proposal'. The 'Validate and Launch Proposal' button is circled in red.

modern campus curriculum

Proposals Agendas Accounts Reports

Normal

test

Attachments and Acknowledgements

**Attachment Instructions**

Please attach the modified syllabus by navigating to the right-side menu and clicking Files.

**Syllabus Acknowledgement\***

☒ I acknowledge that the modified syllabus for the course section has been attached.

**Acknowledgement\***

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

Save All Changes Validate and Launch Proposal

Steps to Approval

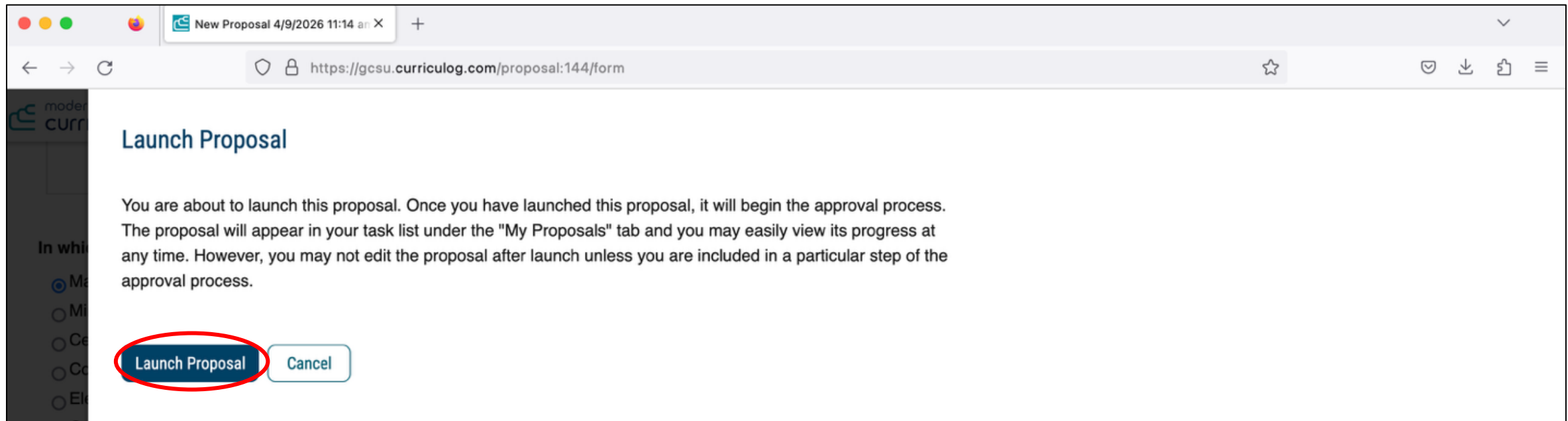
Files

Crosslistings

Proposal Lookup

# Submitting a Proposal to Modify an Existing GC1Y or GC2Y Course Section

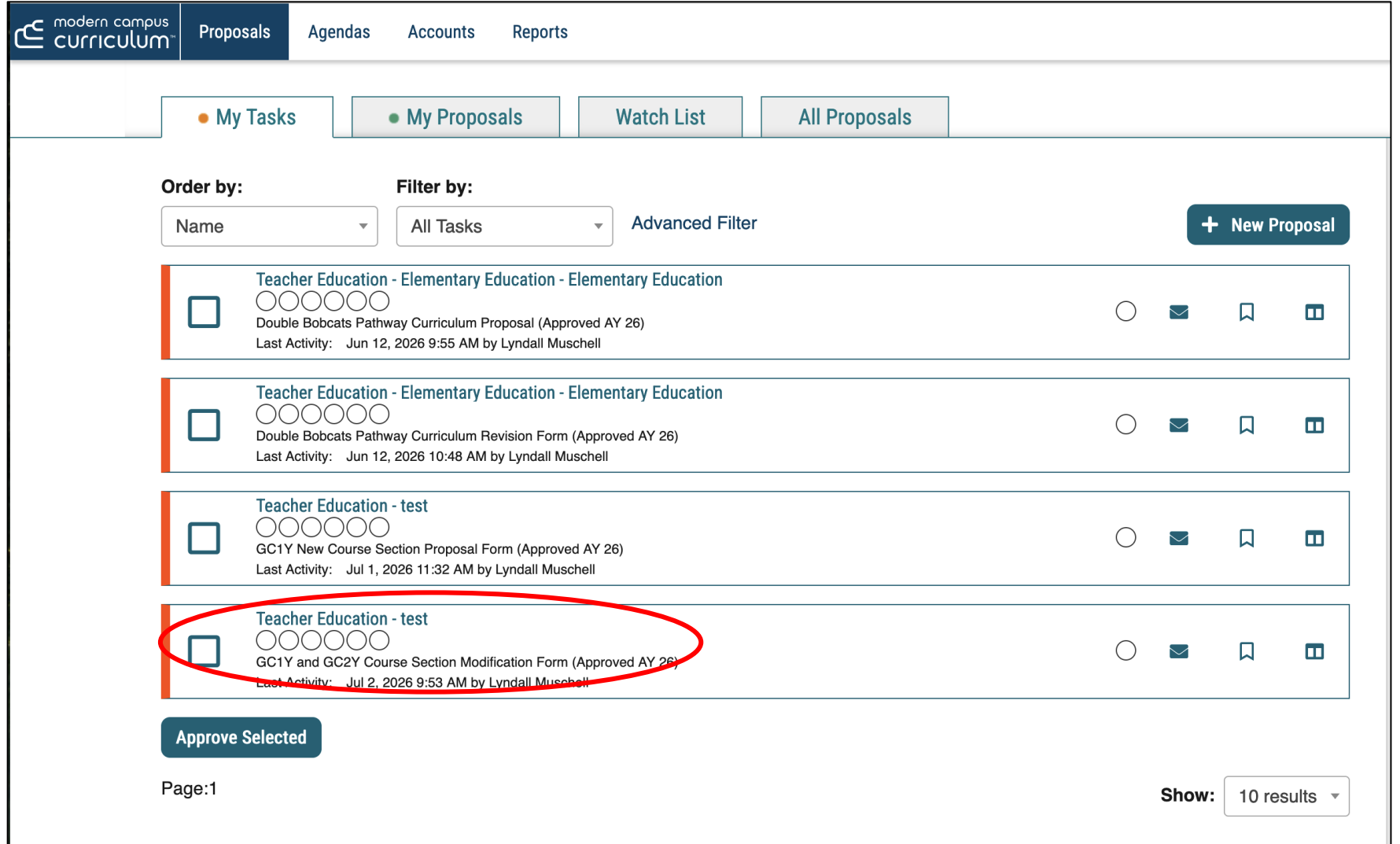
The final step in submitting the proposal is to begin the approval process by clicking “Launch Proposal.” The proposal will appear in “Your Tasks” tab on the homepage.



The screenshot shows a web browser window with the address bar displaying `https://gcsu.curriculog.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 oval.

# Moving the Proposal to Modify an Existing GC1Y or GC2Y Course Section through the Workflow

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



modern campus curriculum™

Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

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

|                          |                                                                                                                                                                                                                   |                       |  |  |  |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--|--|--|
| <input type="checkbox"/> | <b>Teacher Education - Elementary Education - Elementary Education</b><br>○○○○○○○<br>Double Bobcats Pathway Curriculum Proposal (Approved AY 26)<br>Last Activity: Jun 12, 2026 9:55 AM by Lyndall Muschell       | <input type="radio"/> |  |  |  |
| <input type="checkbox"/> | <b>Teacher Education - Elementary Education - Elementary Education</b><br>○○○○○○○<br>Double Bobcats Pathway Curriculum Revision Form (Approved AY 26)<br>Last Activity: Jun 12, 2026 10:48 AM by Lyndall Muschell | <input type="radio"/> |  |  |  |
| <input type="checkbox"/> | <b>Teacher Education - test</b><br>○○○○○○○<br>GC1Y New Course Section Proposal Form (Approved AY 26)<br>Last Activity: Jul 1, 2026 11:32 AM by Lyndall Muschell                                                   | <input type="radio"/> |  |  |  |
| <input type="checkbox"/> | <b>Teacher Education - test</b><br>○○○○○○○<br>GC1Y and GC2Y Course Section Modification Form (Approved AY 26)<br>Last Activity: Jul 2, 2026 9:53 AM by Lyndall Muschell                                           | <input type="radio"/> |  |  |  |

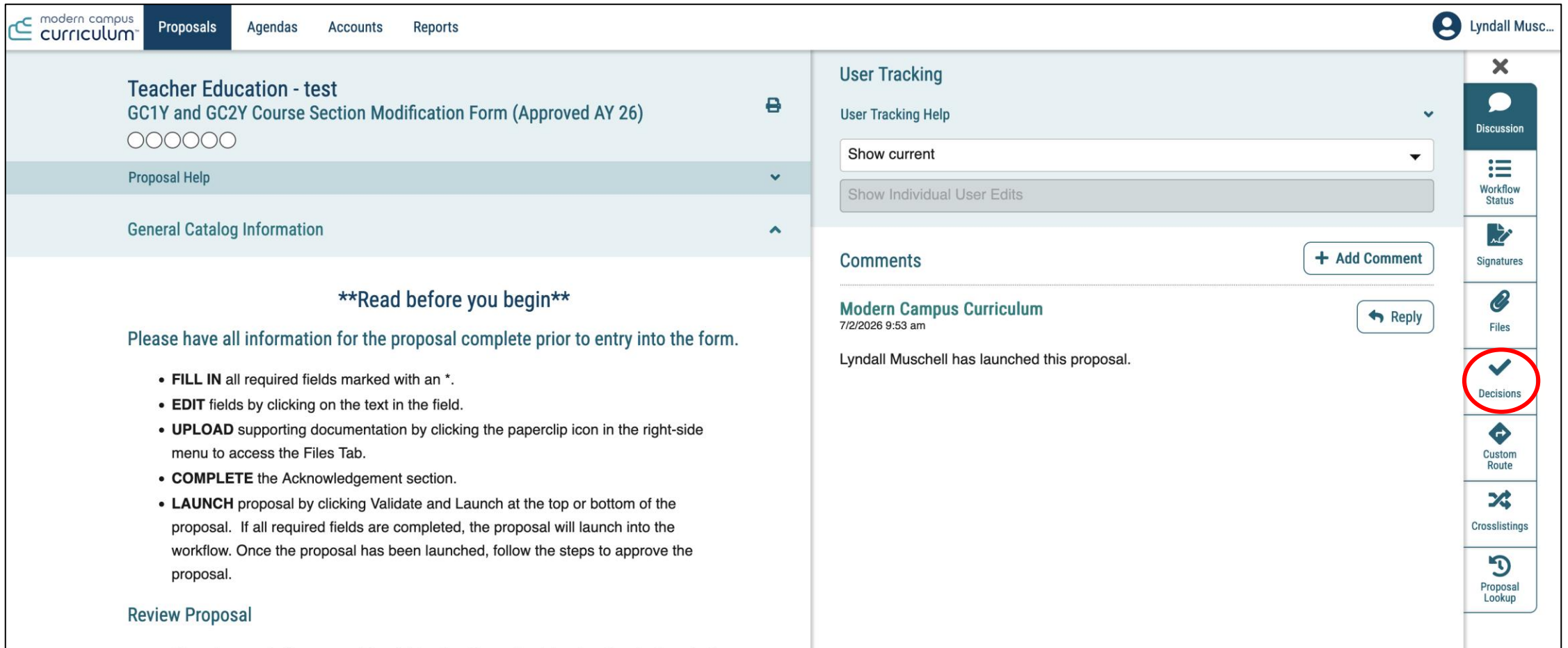
Approve Selected

Page:1

Show: 10 results

# Moving the Proposal to Modify an Existing GC1Y or GC2Y Course Section through the Workflow

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



The screenshot displays the Modern Campus Curriculum interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Lyndall Musc...' is logged in. The main content area shows a proposal titled 'Teacher Education - test' with a status of 'GC1Y and GC2Y Course Section Modification Form (Approved AY 26)'. Below the title are six empty circles. A 'Proposal Help' link and 'General Catalog Information' link are also visible. A section titled '\*\*Read before you begin\*\*' contains instructions for filling in, editing, uploading, completing, and launching the proposal. A 'Review Proposal' link is at the bottom. On the right, a 'User Tracking' section shows 'Show current' and 'Show Individual User Edits' options. Below it, a 'Comments' section shows a comment from 'Modern Campus Curriculum' dated 7/2/2026 9:53 am, stating 'Lyndall Muschell has launched this proposal.' A vertical menu on the far right contains icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions' (highlighted with a red circle and a checkmark), 'Custom Route', 'Crosslistings', and 'Proposal Lookup'.

modern campus curriculum

Proposals Agendas Accounts Reports

Lyndall Musc...

Teacher Education - test  
GC1Y and GC2Y Course Section Modification 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.
- **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

User Tracking

User Tracking Help

Show current

Show Individual User Edits

Comments

+ Add Comment

Modern Campus Curriculum  
7/2/2026 9:53 am

Lyndall Muschell has launched this proposal.

Reply

Discussion

Workflow Status

Signatures

Files

Decisions

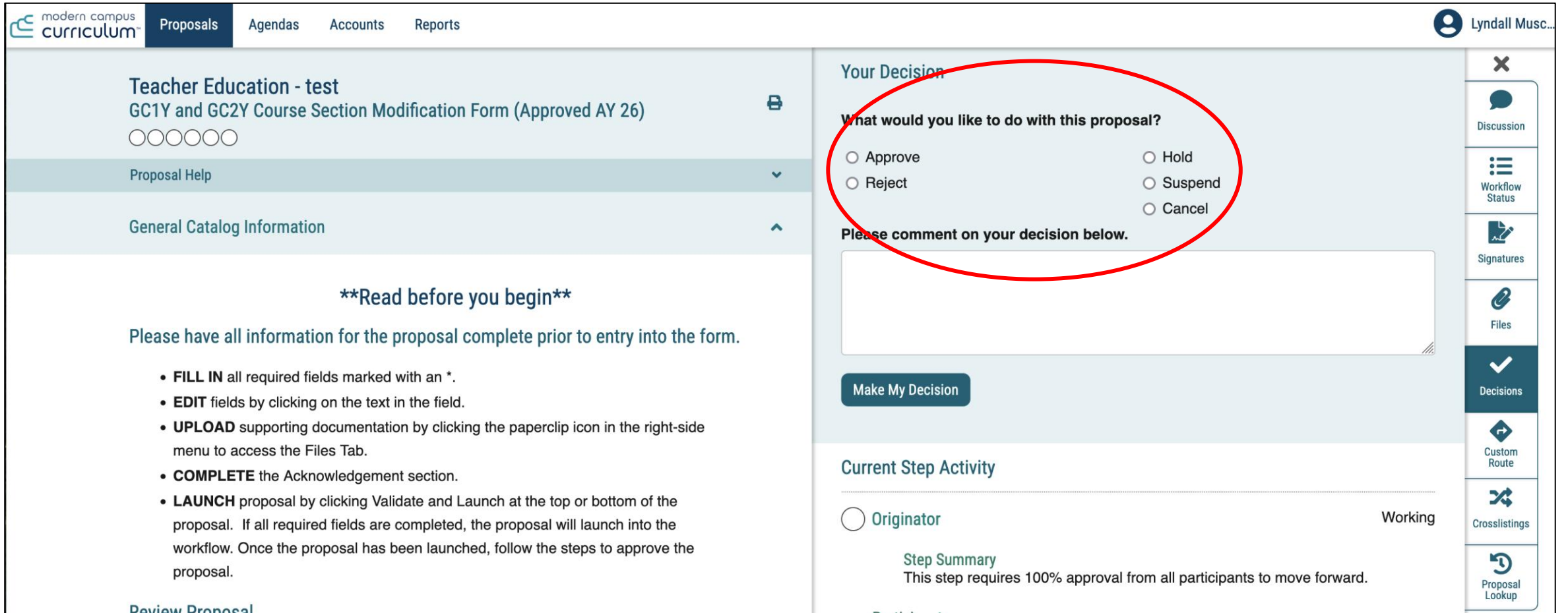
Custom Route

Crosslistings

Proposal Lookup

# Moving the Proposal to Modify an Existing GC1Y or GC2Y Course Section through the Workflow

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



modern campus curriculum™

Proposals Agendas Accounts Reports

Lyndall Musc...

Teacher Education - test  
GC1Y and GC2Y Course Section Modification 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.
- **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](#)

**Your Decision**

What would you like to do with this proposal?

☐ Approve ☐ Hold

☐ Reject ☐ Suspend

☐ Cancel

Please comment on your decision below.

Make My Decision

**Current Step Activity**

☐ Originator Working

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

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup

## Moving the Proposal to Modify an Existing GC1Y or GC2Y Course Section through the Workflow

### **Decision options include the following:**

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

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

**Hold** – This indicates that your decision is to hold the proposal for review or continued revisions. You will be able to continue work on the proposal; however, it will not advance in the workflow until the hold is removed by an Administrator.

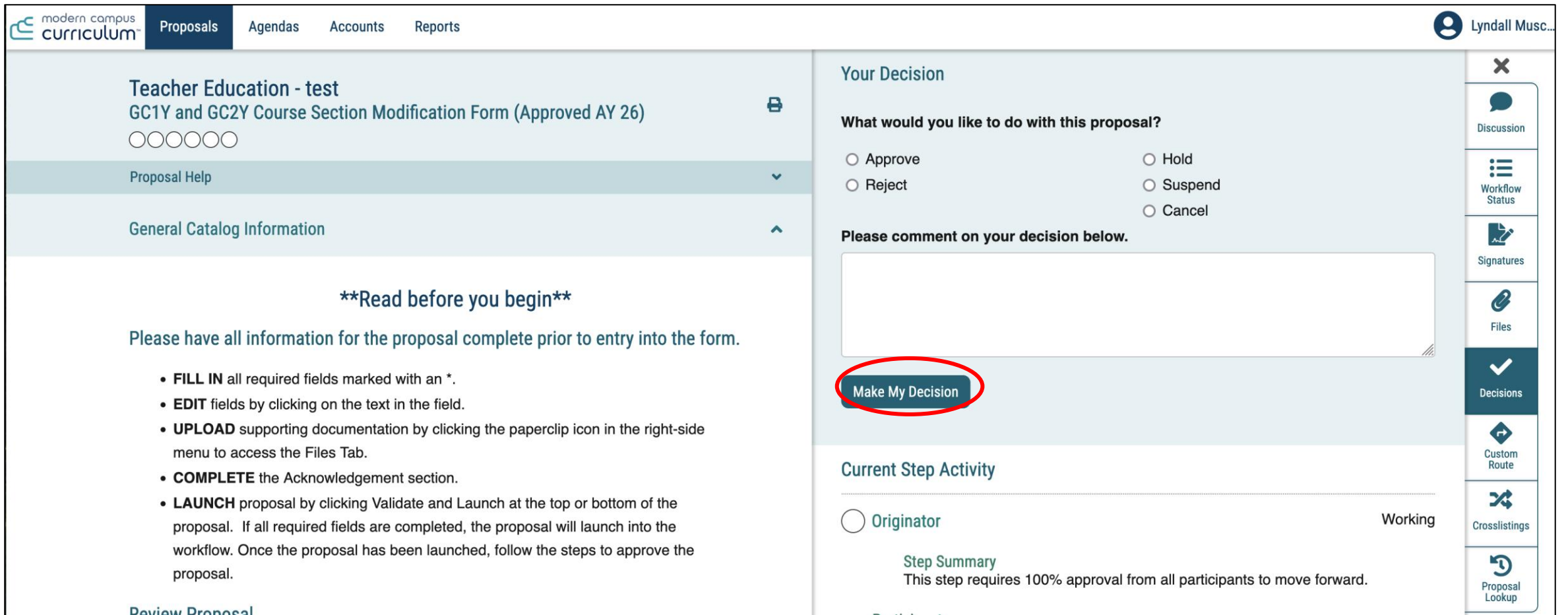
**Suspend** – If this decision option is selected, no work may be done on the proposal, and it will not advance in the workflow until the suspension is removed by an administrator.

**Cancel** – If this decision option is selected, the proposal will be sent back to the Originator in an unlaunched state; the Originator may then cancel and delete the proposal.

# Moving the Proposal to Modify an Existing GC1Y or GC2Y Course Section through the Workflow

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

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



The screenshot shows the 'Proposals' tab in the Modern Campus Curriculum system. The main content area displays a proposal titled 'Teacher Education - test GC1Y and GC2Y Course Section Modification Form (Approved AY 26)' with a progress indicator of six empty circles. Below this, there are sections for 'Proposal Help' and 'General Catalog Information'. A prominent instruction reads: '\*\*Read before you begin\*\* Please have all information for the proposal complete prior to entry into the form.' This is followed by a list of five steps: FILL IN, EDIT, UPLOAD, COMPLETE, and LAUNCH. The right-hand panel, titled 'Your Decision', asks 'What would you like to do with this proposal?' and offers five radio button options: Approve, Reject, Hold, Suspend, and Cancel. Below these options is a text box for comments and a 'Make My Decision' button, which is circled in red. At the bottom of the right panel, the 'Current Step Activity' shows the 'Originator' as 'Working' with a 'Step Summary' stating that 100% approval is required. A vertical sidebar on the far right contains icons for Discussion, Workflow Status, Signatures, Files, Decisions (highlighted), Custom Route, Crosslistings, and Proposal Lookup.

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

Teacher Education - test  
GC1Y and GC2Y Course Section Modification 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.
- **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](#)

**Your Decision**

What would you like to do with this proposal?

☐ Approve ☐ Hold

☐ Reject ☐ Suspend

☐ Cancel

Please comment on your decision below.

**Make My Decision**

**Current Step Activity**

☐ Originator Working

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

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

Crosslistings

Proposal Lookup

## Moving the Proposal to Modify an Existing GC1Y or GC2Y Course Section through the Workflow

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

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