

# Submitting a New Proposal

1. Go to the **Proposals** tab and click **New Proposal**.



2. Select the form action you would like to perform. **Note:** Forms with the icon means you will have to search for the course or program you wish to modify before you can start the proposal.

Sort by:	
Process Title	
Deactivate Program Request 6 mandatory 6 total	<input type="checkbox"/> <input checked="" type="checkbox"/>
Deactivation Course Request 2026-2027 6 mandatory 6 total	<input type="checkbox"/> <input checked="" type="checkbox"/>
Request Course Revision 2026-2027 6 mandatory 6 total	<input type="checkbox"/> <input checked="" type="checkbox"/>
Request for New Course 2026-2027. 6 mandatory 6 total	<input type="checkbox"/> <input checked="" type="checkbox"/>
Request to Add/Change Curriculum 5 mandatory 5 total	<input type="checkbox"/> <input checked="" type="checkbox"/>

- If you would like to preview an approval process before starting it, you can select the preview form icon . This will open a new window, previewing only the form of the proposal. None of the fields will be functional within the preview.
- To begin a new proposal, click the new proposal icon .
- Forms with the icon, search for the course or program you wish to revise before you click on Build Proposal at the bottom of the page.

Request Course Revision 2026-2027 X

Search Curriculum Inventory

Prefix	Code
NURS	
Name	
Source	
Catalog/Bulletin 2025-2026	
<input type="checkbox"/> Exclude previously imported results	
<input type="button" value="Search"/>	

Show: 20 results ▼

NURS 1115 ALGEBRA (Inactive-Hidden) [No Description Data]	
NURS 2336 NURSING STUDENT SUCCESS (previously imported) The Nursing Student Success course is designed to assist the nursing student have a smooth and successful transition to nursing school. Although designed for beginning nursing students, it has relevance for any level of nursing student. The nursing student success course includes...	

Request Course Revision 2026-2027 X

## Import Data into your Proposal

Field Name	Data Preview
General Catalog Information: School	School of Nursing
General Catalog Information: Department or Program	[no data]
General Catalog Information: Course Type	Nursing, General
General Catalog Information: Course Prefix	NURS
General Catalog Information: Course Number	2336
General Catalog Information: Catalog / Bulletin Course Title	NURSING STUDENT SUCCESS
General Catalog Information: Catalog / Bulletin Course Description	The Nursing Student Success course is designed to assist the nursing student have a smooth and successful transition to nursing school. Although designed for beginning nursing students, it has relevance for any level of nursing student. The nursing student success course includes lectures, classroom activities, and assignments that both challenge and support development of academic success skills and stress management
General Catalog Information: Credits / Hours	[2 Credits]
General Catalog Information: Repeated	[no data]
Administrative Use Only (Registrar's Office): Acalog 34220	
Course ID	
Administrative Use Only (Registrar's Office): Status	Active-Visible
Administrative Use Only (Registrar's Office):	[no data]
Prerequisite(s):	
Administrative Use Only (Registrar's Office):	[no data]
Corequisite(s):	
Administrative Use Only (Registrar's Office):	[no data]
Prerequisite(s) / Corequisite(s):	
Administrative Use Only (Registrar's Office):	[no data]
Concurrent	

 Build Proposal

Return to Search

3. Complete fields in the proposal form and upload additional documents if necessary using  the **Files** icon.
4. Click **Save All Changes** if you are not ready to submit the proposal.
5. When ready, click **Validate and Launch** to move the proposal to the next step.  

6. Originators will approve the initial step (no Pin required) which initiates the following approval sequence, with each approval triggering the next: **Department Chair > Curriculum Committee Chair > Dean > VCAA**.
7. An email from Curriculog will be sent to the person responsible for approving at each step of the process. The email is sent from usually sent at 12:00am. Check your spam folder if you do not receive the email the next day. You will follow the prompts in the email and enter a PIN when you are ready to approve the form.
8. Once the proposal reaches the final VCAA step and is either approved or rejected, all parties involved will be notified. The Originator may then edit the proposal and resubmit it through the approval process.

### Email Sample:

Curriculog Daily Digest

 no-reply@curriculog.com  
To Gray, Rashantis D.

 Fri 3/7/2025 12:24 AM

**\*EXTERNAL EMAIL: EVALUATE\***

### Modern Campus Curriculum Activity Digest

*Proposals in which you are involved have changed. Modifications, comments and movement through the curriculum process triggers these notifications from Modern Campus Curriculum, so you can be informed about the curriculum process. You (or your system administrator) have opted to receive these messages once a day. For more information, click the links in the email to log into Modern Campus Curriculum and view the specific proposals. You can also find these messages in your User Dashboard under "My Notifications".*

#### \*NEW Prefix - 5600 - Orofacial Pain Practicum /Clinic

8:09 am: Matthew Beard has decided to approve your proposal, \*NEW Prefix - 5600 - Orofacial Pain Practicum /Clinic . [Click here](#) to view the proposal

8:09 am: The proposal, \*NEW Prefix - 5600 - Orofacial Pain Practicum /Clinic , with the step of School Curriculum Committee Chair has been approved and is moving on to the School Dean step. [Click here](#) to view the proposal.