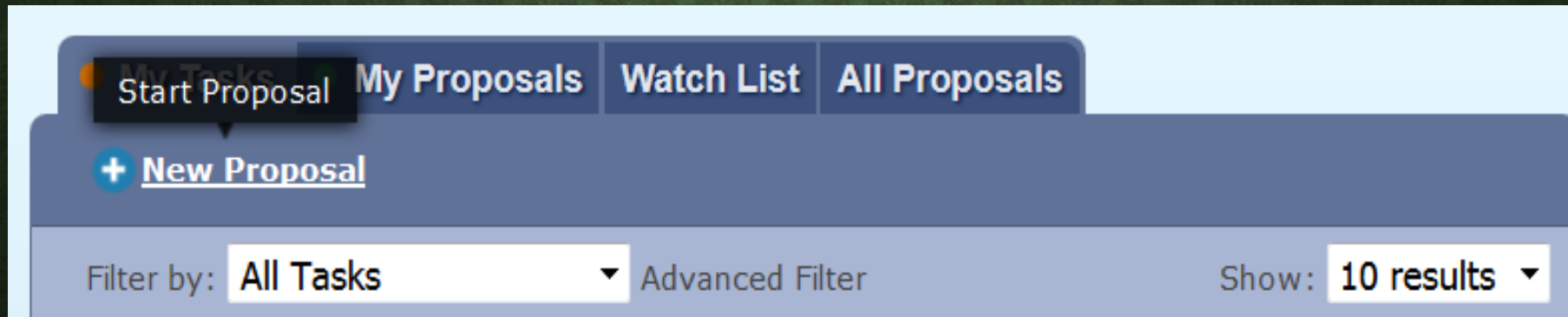


CURRICULOG

Start a Proposal

ORIGINATOR ACCESS

- If you have originator access, you should be able to see the “+New Proposal” button located just below the blue tabs on the left panel.
- Originator access is determined by the College/School Dean or Department Chair.



SELECT CURRICULUM ACTION FORM

- Depending on the action you are attempting to take, select the corresponding form from the list
- There are TWO pages worth of forms, use the “Next/Previous 10” button to find the form you need.

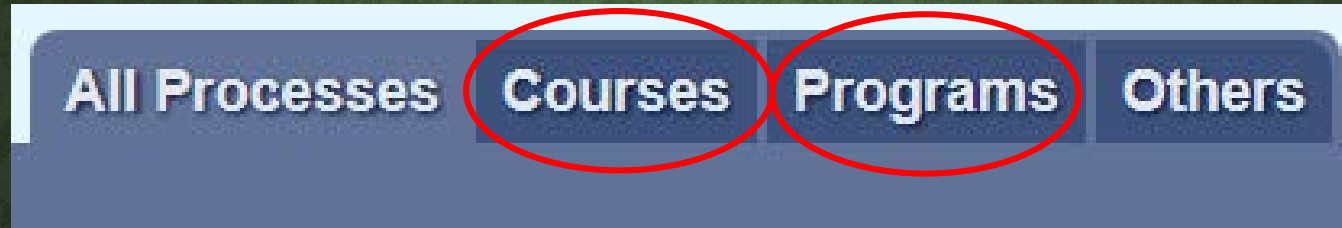
This screenshot shows the 'Courses' tab of the curriculum action form selection interface. At the top, there are navigation tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. Below the tabs is a 'Sort by:' dropdown menu set to 'Process Title'. The main area contains a list of 10 curriculum actions, each with a progress indicator (a row of 10 squares) and a description of mandatory steps. At the bottom, there are two buttons: 'Previous 10' and 'Next 10'.

Action	Steps
Add New Major or Professional Field (Grad)	3 mandatory 8 total
Add New Major or Professional Field (UG)	5 mandatory 8 total
Add New or Delete Existing Concentration, Option, Minor, Certificate	2 mandatory 14 total
Add or Delete Degree	2 mandatory 14 total
Addition of Course to Core Curriculum	7 mandatory 10 total
Change in Existing CORE Course Structure	4 mandatory 5 total
Change in Existing Course (Core Curriculum)	7 mandatory 10 total
Change in Existing Course (NOT Core Curriculum)	2 mandatory 14 total
Change in Program	2 mandatory 14 total
CORE Information Item	3 mandatory 3 total

This screenshot shows the 'Courses' tab of the curriculum action form selection interface, displaying a second page of results. It features the same navigation tabs and 'Sort by:' dropdown menu. The list contains 8 curriculum actions. At the bottom, there are two buttons: 'Previous 10' and 'Next 10'.

Action	Steps
Course Deletion	2 mandatory 14 total
Deletion of Course from Core Curriculum	6 mandatory 9 total
Experimental Course	5 mandatory 8 total
Information Item	1 mandatory 3 total
Information Item for General Use	1 mandatory 6 total
New Course	2 mandatory 14 total
Sample Process	2 mandatory 14 total
Sample Process-GTRM	2 mandatory 14 total

SELECT CURRICULUM ACTION FORM



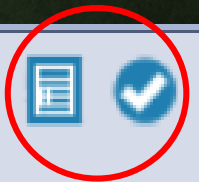
- By clicking on either of the COURSES or PROGRAMS tabs along the top, the forms will be sorted by course-only proposals and program-only proposals for easier reference.

SELECT CURRICULUM ACTION FORM

- NOTE: clicking on the row will only provide you with a fly-out panel offering some information about the process
- When you HOVER on the row, two icons become visible to the right
 - Preview Form (left)
 - Start Proposal (right)—will take you to the digital form to be completed

Add New Major or Professional Field (Grad)

Steps: 3 mandatory 8 total



FLY-OUT PANEL

- Will provide a brief description of the forms purpose
- Will list all the *potential* steps for approval

Process Summary Close X

Add New Major or Professional Field (Grad)

Description

Use this form to add a new MAJOR, with or without concentrations. DO NOT use this form to add a concentration, track, etc., under an existing major.

Process Steps

Originator	
Participants	Step Details
Originator	Work: <i>edit, comment</i> Decisions: <i>approve</i> Requests Available: <i>hold</i> Agenda: <i>no</i> Signature: <i>no</i> Deadline: <i>none</i>

PREVIEW FORM

- Will provide a pop-out window where you can review all the fields and information required
- **HELPFUL** if you are uncertain of whether this is the form you need to use or not

The screenshot shows a web browser window titled "Curriculog Preview - Mozilla Firefox" with the URL "https://unt.curriculog.com/approvalProcess361/preview?limit=0&printNow=0". The main heading of the form is "Add New Major or Professional Field (Grad) program". Below the heading is a "Program Information" section with a dropdown arrow. The "DIRECTIONS FOR COMPLETING THIS FORM:" are listed as follows:

- 1) Complete the required fields indicated by an asterisk.
- 2) LAUNCH the form by clicking the triangle button icon in the top left of this panel.
- 3) Once the form is launched ORIGINATORS have onemore opportunity to check the content for accuracy and completeness.
- 4) In order to properly advance the form, ORIGINATORS must make a decision. (Launching alone WILL NOT send the proposal to the next individual in the approval sequence) Click on the blue circle with a check-mark icon on the top right panel where you will be able to approve and advance your proposal.

The form fields are:

- Academic Unit offering program* (text input)
- Contact Name* (text input)
- Contact Phone* (text input)
- Catalog Year Effective* (text input)
- Requested Exception Year (text input)
- Rationale for Requested Catalog Year Exception (text input)

At the bottom, a note states: "Please select the level of the curriculum item. The ONLY instance in which the Doctoral option would be selected is if your department has a separate committee that reviews/approves Doctoral level".

START PROPOSAL

- Assuming you have identified the appropriate form for the Curriculum change you wish to pursue, click the “Start Proposal” icon
- The blue circle with a white check mark

Add New Major or Professional Field (Grad)

Steps: 3 mandatory 8 total

