



CURRICULOG PROPOSAL AND APPROVAL PROCESS

Faculty Guide

Academic Programs

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Curriculog Overview

What is Curriculog?

Curriculog is the University of West Georgia's online Curriculum Management System that was implemented Fall 2018 for all curricular revisions. This fully web-based system allows for course and program origination, curriculum and program changes, as well as review and approval process by committee.

What are the key features?

Curriculog creates the ability to:

- Track the real-time progress of proposals. Decisions, comments, and committee votes are recorded at each level.
- Visibility: See what's being proposed by other departments. You can also "watch" proposals within the system to stay in the loop.
- No more changes to the catalog through handwritten documents or emails! Most curriculum changes can now be imported from Curriculog to the university's catalog.

Where can I get training and support for Curriculog?

Please email curriculog@westga.edu for all questions. Training will be provided on an as-needed basis.

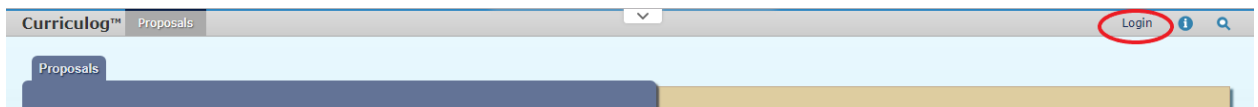
Getting to Know Curriculog

What is my role in Curriculog?

Faculty/Originator	Department Chair/Dean's Office	Committee Chair
Responsible for creating and launching the new proposal.	Responsible for reviewing, commenting on, and approving (or requesting more information) on the launched proposal	Responsible for reviewing, commenting on, and/or requesting more information on the launched proposal. Only committee chairs/designee will record the committee decision on the proposal.

How do I log in to Curriculog?

1. Go to <https://westga.curriculog.com/>.
2. Click “**Login**” at the top right of the screen and enter your UWG username and password. If you experience the **Error 500 - Internal Server Error**, please clear your browser's cookies and login again.



How do I access my PIN in Curriculog?

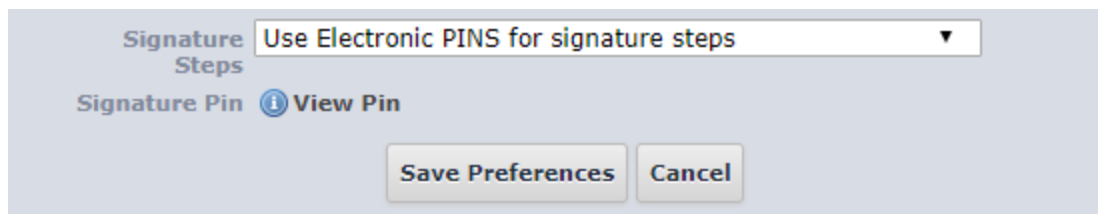
Your PIN is required to launch and approve proposals all proposals. Curriculog assigns each user a unique PIN.

1. Log into Curriculog westga.curriculog.com
2. From the dropdown menu under your name (top right), select “My Settings”

3. Click on your name and title in the “My Settings” tab



4. Scroll to the bottom of the “Account Summary” and click on “View Pin”



Please contact curriculog@westga.edu if you do not have a Pin assigned.

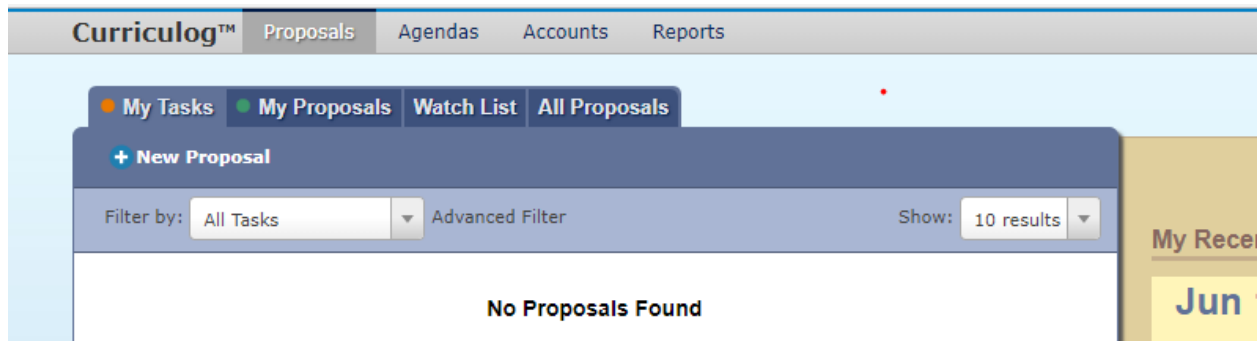
What proposals are available for submission in Curriculog?

1. Undergraduate New Course
2. Undergraduate Revise Course
3. Undergraduate Delete Course
4. Undergraduate New Program
5. Undergraduate Revise Program
6. Undergraduate Delete Program
7. Graduate New Course
8. Graduate Revise Course
9. Graduate Delete Course
10. Graduate New Program
11. Graduate Revise Program
12. Graduate Delete Program

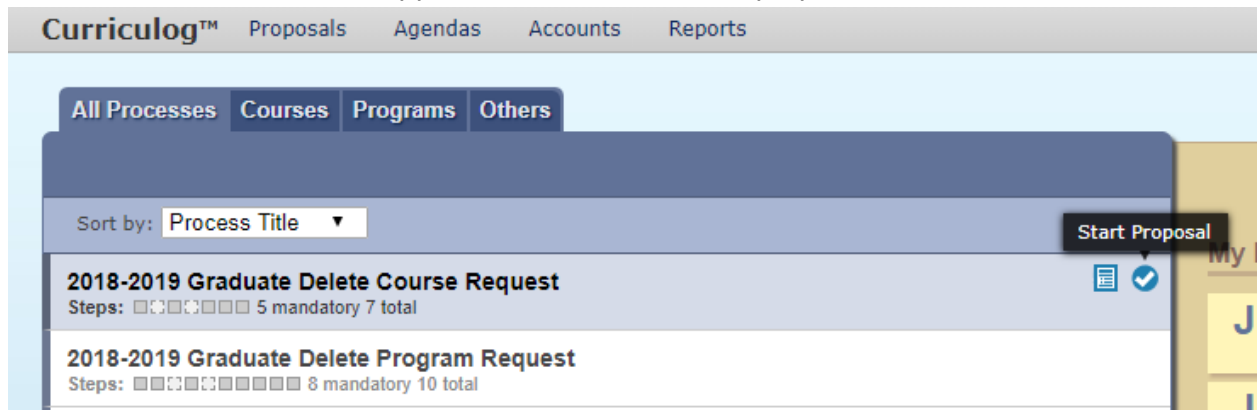
Using Curriculog

How to Start Proposals


1. Log into Curriculog westga.curriculog.com
2. Click “New Proposal”

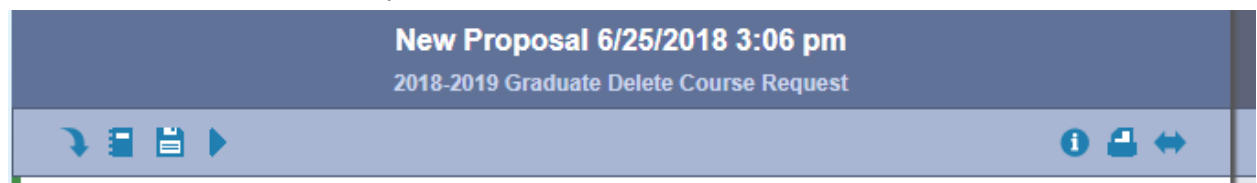


3. Hover the pointer over the appropriate curricular request proposal form and click on the check mark icon that appears in order to start the proposal.




How to Turn on Help Text

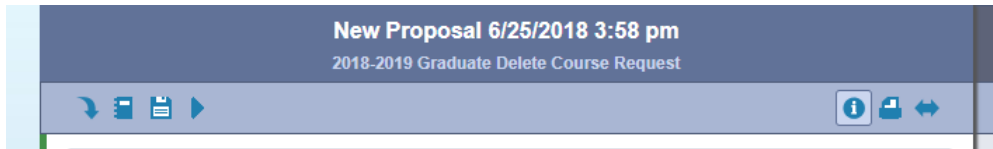
Once you are in the proposal you selected, turning on the help text should be the first thing you do. To do so, Click on the help text icon  next to the Print icon.



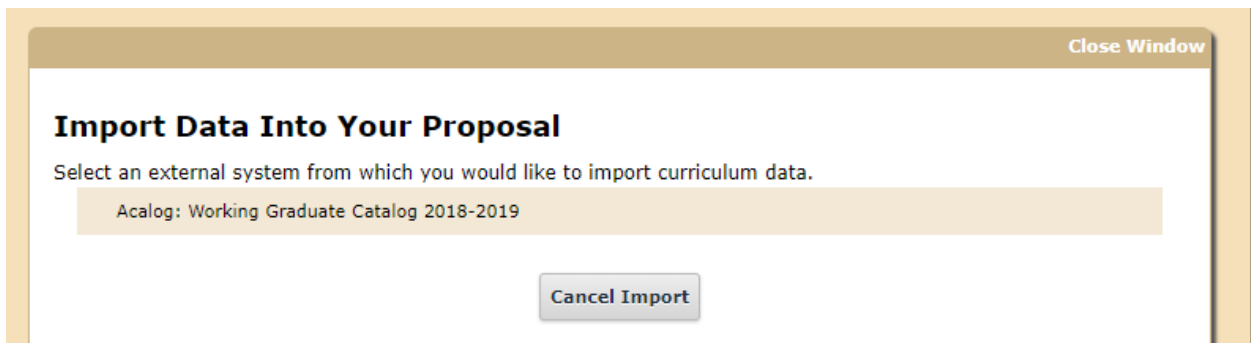
How to Import Data into a Proposal

To revise/edit or delete courses, you must first import the existing course information into the appropriate form.

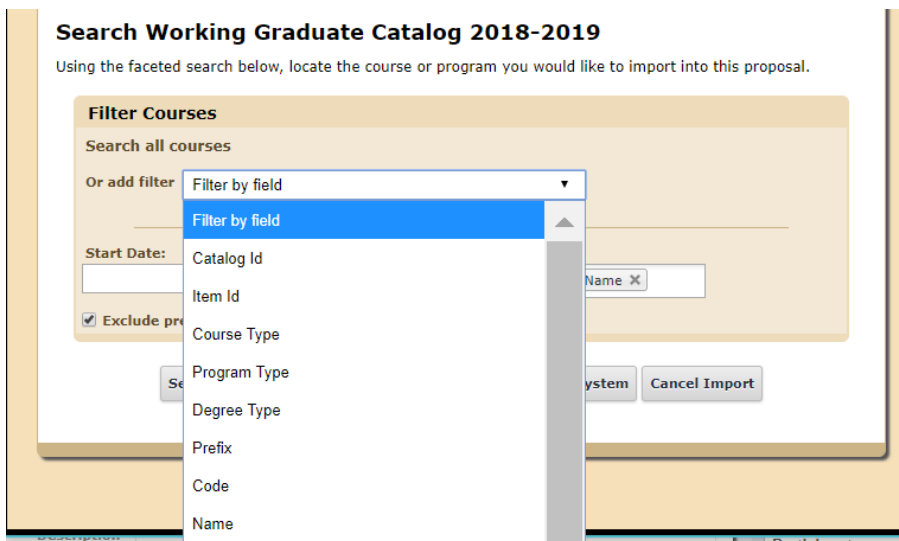
1. Start a new proposal using the appropriate selection for the change you would like to make.
2. **IMPORT** curriculum data from the Catalog by clicking the  icon in the top left corner.



3. Click on the appropriate working catalog.



4. Choose a filter that will allow you to locate your course/program faster. For courses, select the PREFIX filter. For programs, select the name filter.



5. Import the data into your proposal by select "Import This ITEM." Do not edit any of the checked fields.

Import Data Into Your Proposal


Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» Curriculum Proposal: Course Prefix	EDLE	<input checked="" type="checkbox"/>
» Curriculum Proposal: Course Number	6314	<input checked="" type="checkbox"/>
» Curriculum Proposal: Course Title	School Business Management	<input checked="" type="checkbox"/>
» Curriculum Proposal: Course Catalog Description	An examination of the planning and management functions in a school that encompasses such activities as budgeting, purchasing, storing, warehousing, records management, utilization and maintenance of ...	<input checked="" type="checkbox"/>
» Curriculum Proposal: College - School/ Department	Department of Leadership, Research, and School Improvement	<input checked="" type="checkbox"/>

6. Fields in the proposal form should now be populated with course information.

Curriculum Proposal

IMPORT curriculum data from the Catalog by clicking  icon in the top left corner. To search for courses select the "PREFIX" filter. To search for programs select the "NAME" filter.

DO NOT edit the imported information below.

Course Prefix* Course Number*

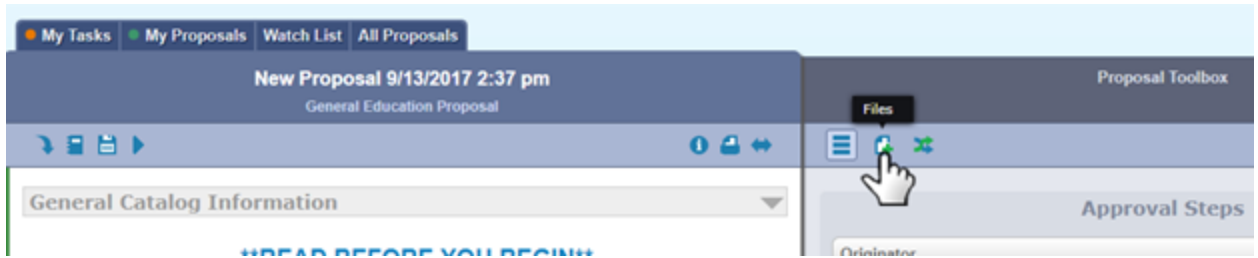
Course Title*

Course Catalog Description*

College - School/ Department*


How to Attach Files to Proposals

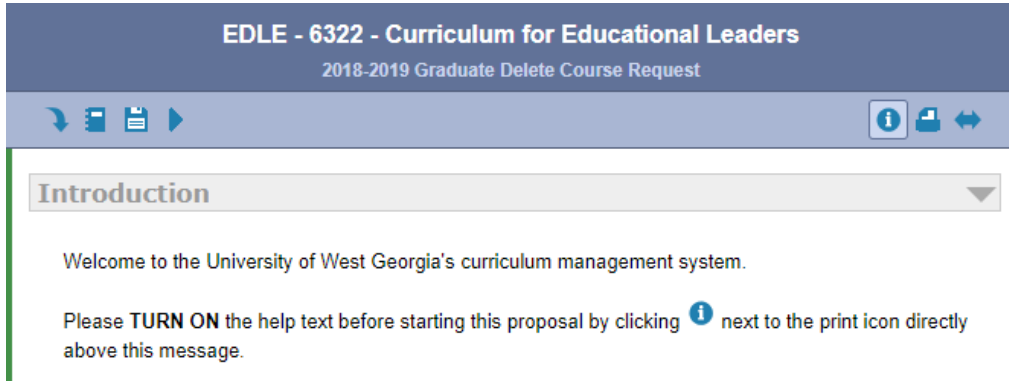
1. To upload a file, or view the files that have been added at previous steps, click on the "Files" icon from the proposal tool box. Individuals may only attach files to proposals while it is at their approval step, and they have edit power.
2. View of where to access the "Files" screen on an unlaunched proposal:



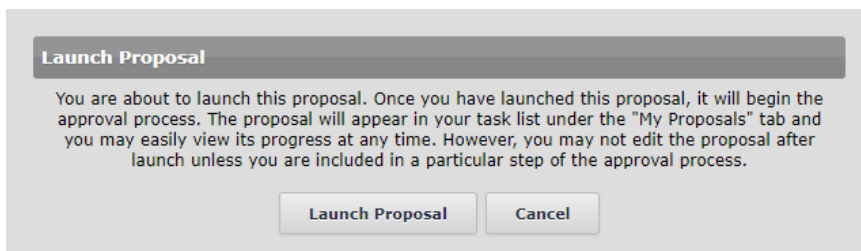
How to Launch and “Decision” Proposals


You must launch AND “decision” your proposal to make it enter the faculty governance workflow. This step must be done for all curriculum proposals — programs and courses (e.g., revise, add, delete).

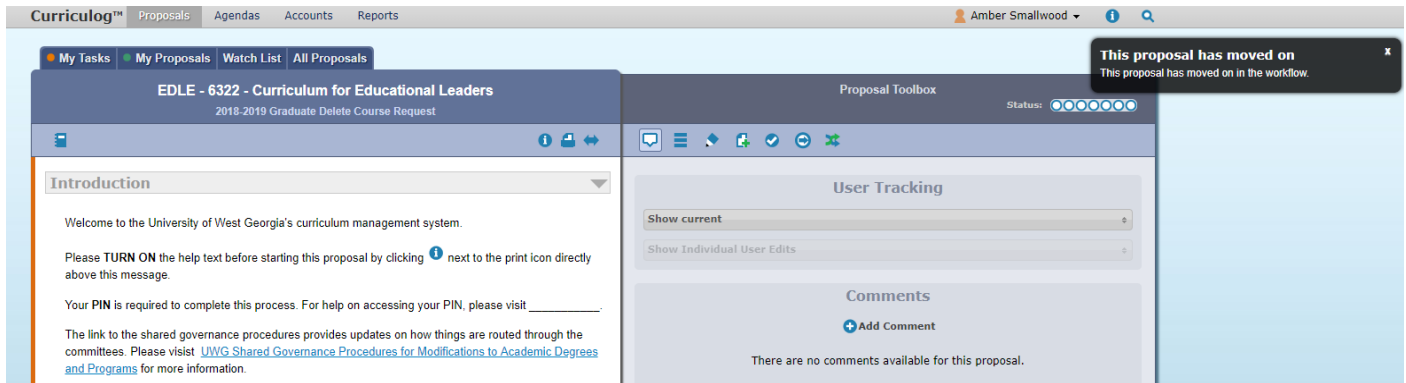
1. After completing all required and optional (if needed) fields, click  in the top left corner.



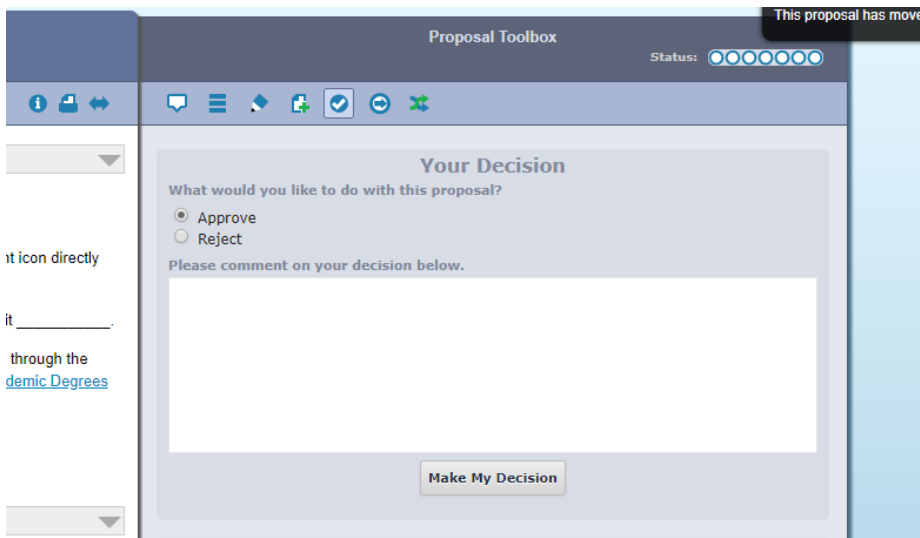
2. You will receive this window below. Select Launch Proposal.



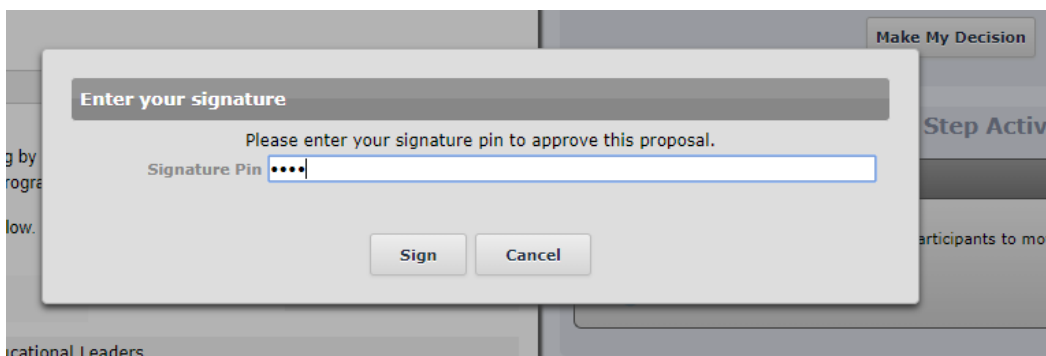
3. After launching the proposal, you must make a decision on your proposal. Select the  icon in the Proposal Toolbox to make your decision.



4. Select “Approve” and “Make My Decision.” Note: The comment box is optional.



5. Enter your PIN and select “Sign.” See job aid How Do Find my PIN?

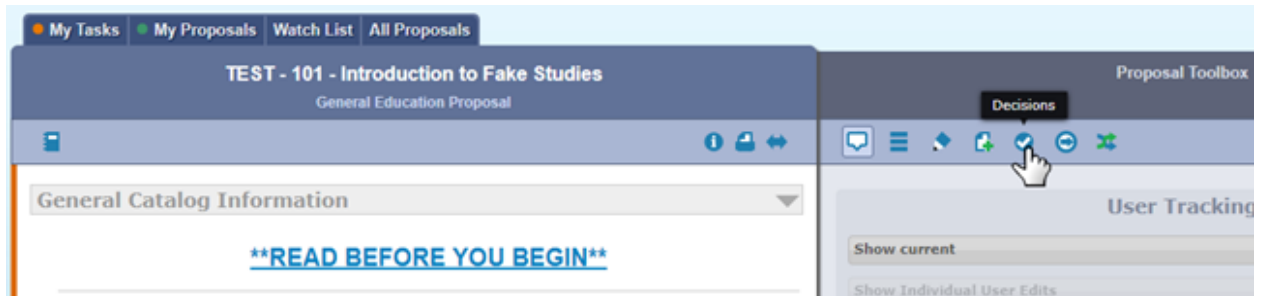


How to Make a Decision on My Proposal if I Forgot When I Launched

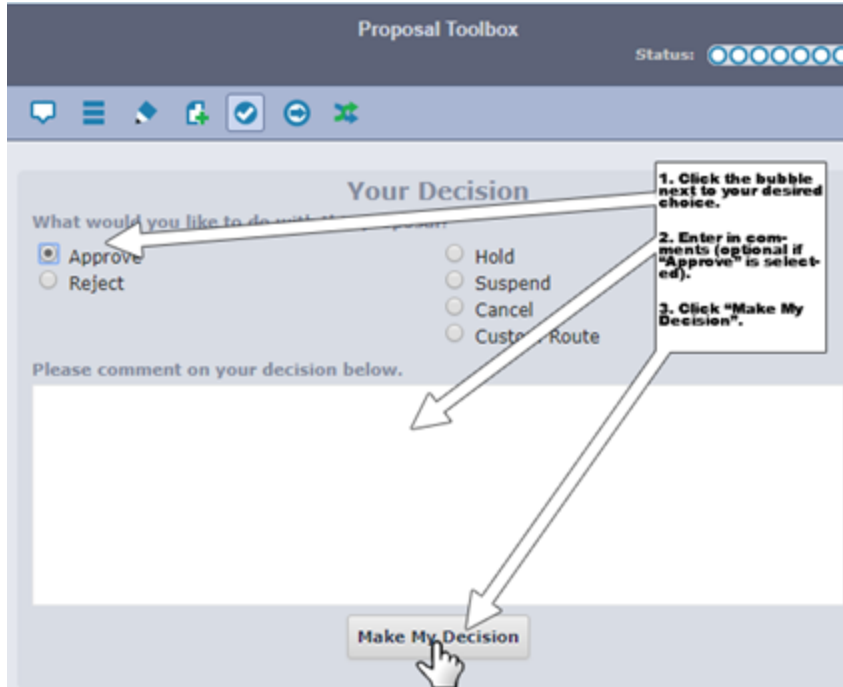
1. From the “My Tasks” list, hover over the proposal you want to make a decision on, and click the “Edit Proposal” icon.



2. After making all edits and a final review, select the “Decisions” icon from the “Proposal Toolbox.”



3. Click the bubble that correspond to your decision choice (only “Approve” will advance it to the next step). Enter in any comments (this is optional if “Approve” is selected, required for all other choices). Then click “Make My Decision.” If “Approve” was selected, a pop up window will appear. Enter your PIN where requested. If you do not know your PIN, click [HERE](#) to jump to that reference sheet.



How to Edit a Proposal

Users can only edit proposals if they are involved with the current step of the proposal. If the proposal has moved on, then you cannot edit. At this time, only originators have the ability to edit.

1. Log into Curriculog.
2. Navigate to your proposal.
3. If the proposal is unlaunched, then select Edit Proposal.

Curriculog™ Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

+ New Proposal

Filter by: All My Proposals Advanced Filter Show: 10 results


ANTH - 5950 - Directed Research
 Steps: [Progress indicators]
 Last Activity: Dec 10, 2018 5:38 PM by Judy Butler

ENGL - 3415 - Multimodal Comp in the Wrkplac
 Steps: [Progress indicators]
 Last Activity: Dec 10, 2018 5:18 PM by Judy Butler

ENGL - 4415 - Ethics and Practice of Workplace Writing
 Steps: [Progress indicators]
 Last Activity: Dec 10, 2018 5:19 PM by Judy Butler

New Proposal 1/25/2019 11:15 am
 Status: Unlaunched
 Last Activity: Jan 25, 2019 11:15 AM by Whitney Brand

Page: 1



4. If you have already launched the proposal, please select the View Proposal icon.
5. Make any edits needed. Click Save All Changes.
6. If you are ready for the proposal to move on, then you must relaunch and make a decision in the proposal just as you have done in the steps above.

Guidelines for Curriculum Proposals

All curricular modifications mentioned on the [Shared Governance Document](#) must be routed through Curriculog in order to maintain consistency in documentation. While some types of modifications may be routed directly to the Provost's Office through Curriculog (see the Shared Governance Document for details), in order for many course and program changes to be considered fully approved, they must first be approved by the **department, College, Faculty Senate Undergraduate or Graduate Programs Committee, and the Faculty Senate**. Then the following month the Senate minutes must be approved, and all actions must ultimately be approved by the President. It is important that submitters keep this timeline in mind and begin planning early.

Certain sorts of submissions follow an even longer process. These include:

*If the course proposed is a Core course, it must subsequently go to the [USG/BOR Council on General Education](#), which can add several months to the timeline.

* If a submission represents a [substantive change for the BOR](#), it goes to the BOR for approval (this can also add several months).

* Similarly, if a submission represents a [substantive change for SACSCOC](#), it goes to SACSCOC for approval (again, add several months).

Curriculog serves as UWG's official record for course and program changes. This is why modifications that do not require Senate action or information must still be entered into Curriculog. **The Registrar acts only on those items that come through Curriculog.**

Please read the instructions below carefully before submitting curricular changes in Curriculog. If you have questions that this document does not answer, please contact the Provost's Office for assistance.

COURSES

Course Addition

1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate New Course Proposal).
2. Turn on the Help Text.
3. Fill in all required fields marked with an *. You will not be able to launch the proposal without completing required fields.
4. Course Details:
 - a. Choose a course number that has never been used before. You may want to reach out to the Registrar's Office beforehand to check and make sure you are using an acceptable number.
 - b. Enter word-for-word the desired Course Catalog Description.
 - c. Under "Effective Semester and Year," the new course cannot be effective immediately. It generally takes one semester to move the new course through the faculty governance process. Additionally, any course that is designed for the

Core must go to the General Education Council at the USG. That adds several months to the timeline.

- d. Prerequisites: Only enter **course prefixes and numbers**. Do not use text. If you wish to require the permission of the instructor for enrollment, add the statement “Permission of Instructor is required” to the END of the course catalog description.
 - e. If you wish to use multiple prerequisites (“and”) or choices among prerequisites (“or”), contact the [Registrar](#) for the correct language to ensure that the request is processed accurately.
 - f. Corequisites. Proceed with caution here, because when corequisites are required, if a student withdraws from one (e.g., lecture or lab), Banner requires withdrawal from both. This then counts as 2 Ws, which have to be remedied manually with a request to the Registrar. Also, allowing a student to withdraw from one (such as a lab) while continuing with the other can create registration problems the following term if a student tries to re-register for the portion that he/she dropped.
 - g. Rationale. The rationale should not be a repeat of the Course Catalog Description. Rather, it should be a brief explanation for why the new course is being proposed.
 - h. Comments. This is where you explain if the new course is to be cross-listed with another course. If this is not made clear, then the cross-listing will not be done in Banner.
5. **ATTACHMENTS:**
- a. **Syllabus.** Ensure it’s the correct syllabus (e.g., **correct course prefix and number**, course title, learning objectives/outcomes and includes link to the Common Language for Course Syllabi: <http://www.westga.edu/UWGSyllabusPolicies/>
6. Launch and make a decision on your proposal.

DELETE AN EXISTING COURSE

1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate Delete Course Proposal).
2. Turn on the Help Text.
3. Import the Course Details: Prefix, Number, Course Title, and Course Catalog Description. Filter by prefix for faster results. Don’t forget to uncheck the box for “Exclude previously imported items.”
4. Is this course a Core course?
 - a. If yes, then under “Is the addition/change related to core, honors, or XIDS courses?*” choose: Yes
 - b. If no, then under “Is the addition/change related to core, honors, or XIDS courses?*” choose: No (This means that the deletion request proceeds immediately to the Provost’s office, bypassing the Senate.)
5. Rationale: This should be a brief explanation for why the existing course is being deleted.
6. **ATTACHMENTS:**

7. Launch and make a decision on your proposal.

MODIFYING A COURSE NUMBER

You can't do this in Curriculog! You will have to add a new course with the new number (see process above), and after it is fully approved through the shared governance process, delete the old course.

MODIFYING OR ADDING A COURSE PREREQUISITE

1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate Revise Course Proposal).
2. Turn on the Help Text.
3. Check "Prerequisites" under Proposed Modifications.
4. Import the course from the catalog.
5. Revise the prerequisites in the appropriate section as indicated on the form.
6. Shared Governance Process:
 - a. Does the prerequisite affect other colleges?
If yes, then under "Is Senate Review Required?" choose: Yes
If no, then under "Is Senate Review Required?" choose: No [This means that the deletion request proceeds immediately to the Provost's office, bypassing the Senate.]
7. Prerequisites. Only enter course prefixes and numbers. Enter the correct (new) prerequisites, not the existing prerequisites. If prerequisites are being deleted, the field may be left blank. Also, do not use text. If you wish to require the permission of the instructor for enrollment, add the statement "Permission of Instructor is required" to the END of the course catalog description.
8. Rationale: This should be a brief explanation for why the prerequisites are being added, modified, or deleted.
9. **ATTACHMENTS:**
10. Launch and make a decision on your proposal.

CHANGING COURSE NAME, LEARNING OUTCOMES OR COURSE CATALOG DESCRIPTION

1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate Revise Course Proposal).
2. Turn on the Help Text.
3. Check the appropriate box under Proposed Modifications.
4. Import the course from the catalog.
5. Modify in the appropriate field as indicated on the form.
6. **ATTACHMENTS:**
7. Launch and make a decision on your proposal.

These modifications do not require Senate review. Submit the request through the Curriculog and choose Senate Review Not Required under "Shared Governance Process." The item is routed directly to the Provost's office for approval.

PROGRAMS

Definitions and Processes: Before you begin, please review the appropriate definitions and processes below.

1. Add new track/concentration.
 - a. New tracks/concentrations within a degree program are approved by the institution. Requests should be submitted through Curriculog.
2. Modify existing programs.
 - a. Many types of program modifications require no approval beyond that of the institution. Some modifications, however, are considered to be substantive changes by the BOR and thus require BOR approval. Some modifications are considered substantive changes by SACSCOC and require SACSCOC approval. Please carefully review instructions below on modifying programs before proceeding and contact the Provost's Office if you have questions.
3. Deactivate existing program.
 - a. For the BOR, deactivation means that the program no longer accepts new students, but will teach out those who are already enrolled. The deactivation status is intended to last for approximately two years, after which the department should be prepared to terminate the program.
 - b. SACSCOC treats a deactivation as a "program closure" and thus requires a "teach-out" plan from the department. In other words, SACSCOC thinks of the deactivation as a termination.
4. Terminate existing program.
 - a. This step is required only by the BOR.
 - b. Termination requires BOR approval.
 - c. The department must verify that no students remain enrolled in the program and that the program's closure will not adversely affect tenured faculty.

PROGRAM SUBMISSIONS IN CURRICULOG

ADDING NEW TRACK/CONCENTRATION (to program with existing tracks/concentrations)

1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate Revise Program Proposal).
2. Turn on the Help Text.
3. Select Track/Concentration under the Modifications list.
4. Import current program information from the catalog. Filter by name for faster results. Don't forget to uncheck the box for "Exclude previously imported items."
5. Program Selection:
 - a. School/Department- Choose department
 - b. Track/Concentration's Program - Choose program under which new track/concentration will exist
 - c. Track/Concentration Name- Type in name correctly
 - d. Track Location – Choose on campus (Carrollton), off campus (e.g., Newnan, Douglasville), or Online

- e. Effective Semester/Year – Requested additions cannot take effect immediately. It is safest not to expect approvals to be fully in order for at least two semesters.
- f. Degree Level = choose UG or Grad
- 6. Modification Details: Briefly explain what you are doing (e.g., “We are adding a new track in Chinese”)
- 7. Rationale: Briefly explain why you are doing what you are doing (e.g., There is a high demand by students for Chinese language instruction)
- 8. SACSCOC Substantive Change: Review the Policy Summary and Decision Matrix. Contact Dr. Cathi Jenks if you have questions about the decision matrix.
 - a. Check all boxes that apply to your program change.
- 9. Comments: - Add pertinent information here if it doesn't fit anywhere else.
- 10. **ATTACHMENTS:**
 - a. Correct and accurate program sheet
- 11. Launch and make a decision on your proposal.

MODIFYING EXISTING PROGRAMS

- 1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate Modify Program Proposal).
- 2. Turn on the Help Text.
- 3. Check the box for the modification that applies.
- 4. Import the program from the catalog.
- 5. Program Selection:
 - a. Program Name - automatically populates
 - b. Program ID - automatically populates
 - c. Program Type - automatically populates
 - d. College - automatically populates
 - e. Program Description - automatically populates
 - f. Effective Semester/Year – Requested additions cannot take effect immediately. It is safest not to expect approvals to be fully in order for at least two semesters.
 - g. Modification Details: Briefly explain what you are doing (e.g., “We are modifying the requirement to complete the program. Etc.)
 - h. Rationale: Briefly explain why you are doing what you are doing (e.g., “These changes will remove unnecessary bottlenecks. Etc.)
 - i. SACSCOC Substantive Change: Review the Policy Summary and Decision Matrix. Contact Dr. Cathi Jenks if you have questions about the decision matrix.
 - i. Check all boxes that apply to your program change.
 - j. Comments: Add pertinent information here if it doesn't fit anywhere else.
 - k. Shared Governance Process:
- b. Review the [UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs for more information](#)
 - a. **If yes**, then under “Is Senate Review Required?” choose: Yes
 - b. **If no**, then under “Is Senate Review Required?” choose: No [This means that the deletion request proceeds immediately to the Provost's office, bypassing the Senate.]
- 6. **ATTACHMENTS:**
 - a. Correct and accurate program sheet
- 7. Launch and make a decision on your proposal.

DEACTIVATING EXISTING PROGRAMS

1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate Delete Program Proposal).
2. Turn on the Help Text.
3. Import the program from the catalog.
4. Modifications: This proposal defaults to Senate Information Item. This cannot be changed.
5. Program Selection:
 - a. Program Name - automatically populates
 - b. Program ID - automatically populates
 - c. Program Type - automatically populates
 - d. College - automatically populates
 - e. Program Description - automatically populates
 - f. Effective Semester/Year – – Requested additions cannot take effect immediately. It is safest not to expect approvals to be fully in order for at least two semesters.
 - g. Modification Details: - It's not necessary to say anything. The "Deactivation" choice is clear.
 - h. Rationale: Briefly explain why you are deactivating the program (e.g., "There have been several years of low enrollment. Etc.")
 - i. SACSCOC Substantive Change: Check the box "Program deactivation." This triggers a message to the SACSCOC liaison. You must give the liaison a "Teach out" plan that is subsequently submitted to SACSCOC. SACSCOC views "Deactivation" as a program closure, because no new students can be admitted to a deactivated program. However, all currently enrolled students will continue to be taught out. The SACSCOC liaison can provide a sample teach-out plan if desired.
 - j. Comments: - Add pertinent information here if it doesn't fit anywhere else.
6. **ATTACHMENTS:**
 - a. Teach-Out Plan for SACSCOC
7. Launch and make a decision on your proposal.

TERMINATING EXISTING PROGRAMS (entire major, not just a track/concentration)

1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate Delete Program Proposal).
2. Turn on the Help Text.
3. Import the program from the catalog.
4. Modifications: This proposal defaults to Senate Information Item. This cannot be changed.
5. Program Selection:
 - a. Program Name - automatically populates
 - b. Program ID - automatically populates
 - c. Program Type - automatically populates
 - d. College - automatically populates
 - e. Program Description - automatically populates
 - f. Effective Semester/Year – – Requested additions cannot take effect immediately. It is safest not to expect approvals to be fully in order for at least two semesters.

- g. Modification Details: - It's not necessary to say anything. The "Termination" choice is clear.
 - h. Rationale: Briefly explain why you are terminating the program (e.g., "There are no students remaining in the program. It has been deactivated for three years.")
 - i. SACSCOC Substantive Change: Check the box "None of these apply."
 - j. Comments: Add pertinent information here if it doesn't fit anywhere else.
6. **ATTACHMENTS:**
- a. Teach-Out Plan for SACSCOC
 - b. Curriculum Assessment Map (if impacted)
 - c. Assessment Plan (if impacted)
7. Launch and make a decision on your proposal.

ADDING NEW DEGREE PROGRAMS

Talk to the Provost's office before you begin, because there are many factors to consider. A department that wants to add a new program must first submit a BOR Prospectus (7 pages, answers specific BOR questions) to the Provost's office. The Provost's office submits the prospectus to the USG Academic Affairs staff. The prospectus is reviewed by the USG staff and if favorably received, an invitation is sent to the department to submit a full proposal. The BOR approves the full proposal (or not). SACSCOC may or may not require a full proposal after the BOR action is complete. If full SACSCOC review is necessary, add about 6 months to your timeline after the BOR approval.

- 1. Log into Curriculog and choose the appropriate proposal (Graduate or Undergraduate New Program Proposal).
- 2. Turn on the Help Text.
- 3. Fill in all required fields marked with an *. You will not be able to launch the proposal without completing required fields.
- 4. Program Details:
 - a.
- 5. **ATTACHMENTS:**
 - a. Curriculum Map Assessment
 - b. Assessment Plan
 - c. Program Sheet
 - d. USGBOR One Step Proposal
- 6. Launch and make a decision on your proposal.

FOR ALL OTHER TYPES OF MODIFICATIONS: Please consult the [Shared Governance Procedures](#) to determine whether your submission should be routed as a Senate action item, Senate information item, or directly to the Provost. Select the appropriate box in Curriculog. If you are unsure how to enter your request into Curriculog, please contact the Provost's Office for assistance before proceeding.











REMINDERS FOR APPROVERS












Curriculog serves as UWG's official record for course and program changes. For this reason, it is **very important** that all information submitted be accurate. Before approving submissions, please review them carefully and **have any errors corrected before the item proceeds to the next level** in order to help the process run more smoothly.











Some **examples of common errors** that approvers should check for:

1. Syllabi with incorrect course numbers (often occurs when a course was previously taught as a special topics course) or missing [Common Language for Course Syllabi](#), or learning outcomes/objectives.
2. Incorrect selection of shared governance process route. (When in doubt, consult the [UWG Shared Governance Procedures](#).)
3. Program sheets with incorrect information (credits that don't add up correctly, etc.)
4. Modifications of course numbers: should be done as a course addition and then deletion.

Terminology/Icon Guide

ICON	WHY IS IT USED?	WHERE IS IT LOCATED?
	View Summary - this will bring up a summary of the proposal and the workflow.	Proposal listing. Viewable when you hover over a proposal.
	View Proposal - this will open up the proposal but editing is not possible.	Proposal listing. Viewable when you hover over a proposal.
	Edit Proposal - this will open up your proposal for editing.	Proposal listing. Viewable when you hover over a proposal.
	Delete - this will delete an unlaunched proposal.	Proposal listing. Viewable when you hover over a proposal.
	Email - this will let you send a message about the proposal (with link) to specified users.	Proposal listing. Viewable when you hover over a proposal.
	Watch Proposal - this will add the proposal to your Watch List.	Proposal listing. Viewable when you hover over a proposal.
	Workflow Status - a mark inside the circle indicates that level has made a decision (green check mark is approved, red "X" is rejected).	Proposal listing and when the proposal is opened, it is on the upper right side.
	New Proposal - this will open a list of proposal form options (aka approval processes).	"  New Proposal" - above proposal listing.
	Preview Proposal Form - before starting a proposal, you can use this to look at the form.	In the list of proposal form options. Viewable when

		hovering over each proposal form.
	Start Proposal - this will start a proposal.	In the list of proposal form options. Viewable when hovering over each proposal form.
	Show Help Text - turns on additional tips and information above the form fields.	Top middle of proposal form.
	Add Item - lets you select from a menu.	"  Add Item" - on several fields throughout proposal form.
	Expand - displays all the choices within a hierarchy item	Custom route participant menu.
	Print Proposal - this will print out the proposal.	Top middle of proposal form.
	Toggle - this will toggle between a split screen form and a full width form.	Top middle of proposal form.
	Import - this will import course/program information from the current catalog into the proposal.	Upper left side of proposal form.
	Impact Report - this will run an impact report that you can copy and paste into the impact report field question.	Upper left side of proposal form.
	Launch - this will launch the workflow and start track changes. You (the originator) are the first step in the workflow and need to 'approve' the proposal before it can advance.	Upper left side of proposal form.
	Discussion - area where you can see the comments on a proposal and display user tracking ("Show current with markup").	First icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.

	Workflow - area that lists the approval steps in the workflow and provides a history of the approval process.	Second icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.
	Signatures	Third icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.
	File Attachments - this area is where you can view and upload file attachments (syllabus, academic plan of study, etc.).	Middle icon on upper right side of proposal. If form is toggled to full-width you will not see this icon.
	Decisions - this area is where you lodge your decision (approve, reject, or custom route).	Fifth icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.
	Custom Route - this area displays pending custom routes (go to Decisions area to custom route a proposal)	Sixth icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.
	Crosslisted Proposals - this area lets you add or view cross-listed proposals (not cross-listings, but crosslisted proposals)	Far right icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.
	Parent & Crosslisted Proposals - these icons let you toggle back and forth between the parent proposal and the cross-listed proposal(s).	Crosslisted Proposals area.
	New Agenda - lets you create a new agenda.	"  New Agenda" is above agenda listing in "Agendas" tab.
	Publish & Unpublish Agenda - lets you publish and unpublish an agenda.	Upper left side of agenda.