

## New Course Proposal Guide

### Definition:

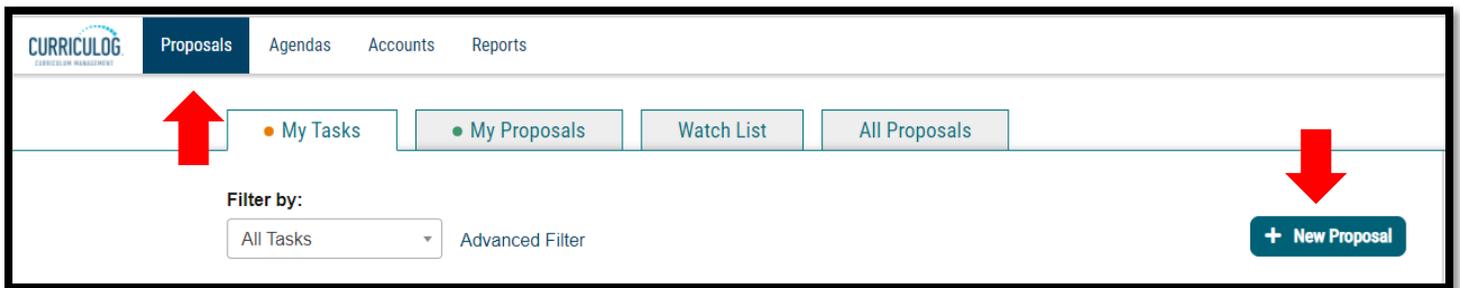
A new course proposal is used for any courses that are new to the curriculum offered at Florida Poly.

### Proposal Submission Requirements:

- The course syllabi must be attached to the proposal in all scenarios.
- Attaching documentation of the department review and approval process is preferred.
  - Ex. Meeting minutes or a brief overview in a comment at the department chair step.
- A separate proposal must be submitted for each impacted course and program.
  - For an example, if a course proposal impacts a program curriculum, a separate program proposal must be submitted to detail the changes.

### Steps to Submit a Proposal:

1. Log into [Curriculog](#).
2. Select *New Proposal* within the *Proposal* page.



3. Select the *New Course Proposal* Form for the appropriate catalog year and the check mark to begin.

Version: 10/28/2021

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All Processes

Courses

Programs

Others

Sort by:

Process Title

1. Revision Course Proposal 2022-23

Progress indicator: 5 mandatory 24 total

✎ ✓

2. Revision Program Proposal 2022-23

Progress indicator: 4 mandatory 16 total

✎ ✓

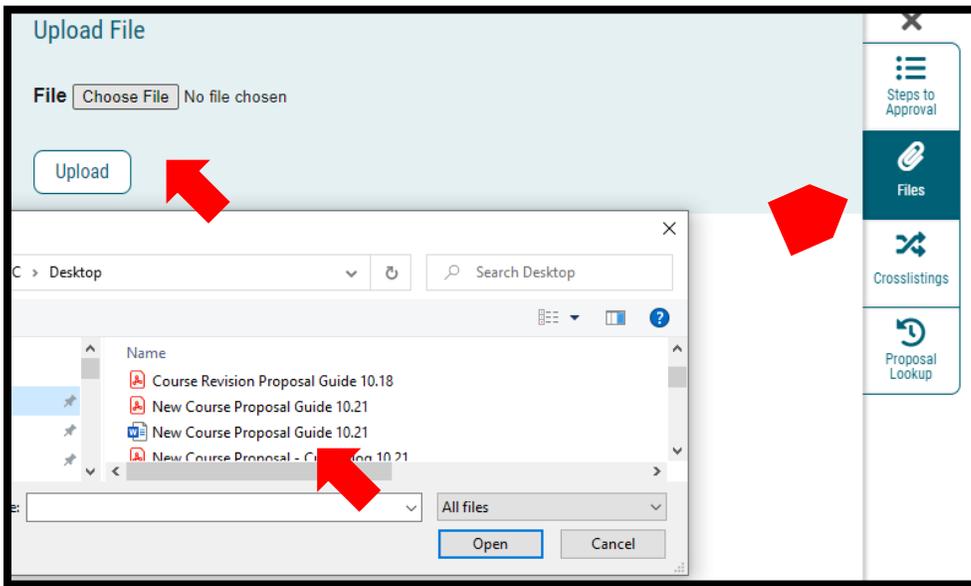
3. New Course Proposal 2022-23

Progress indicator: 4 mandatory 23 total

✎ ✓



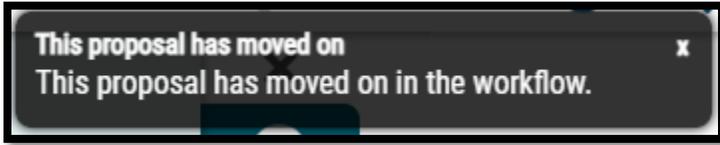
- 4. Fill in all blank required fields marked with an asterisk and attached the appropriate documents.
  - a. The *Summary and Justification* section should include a brief overview of the purpose of the new course and how which program(s)/concentration(s) will use the course. If the proposal impacts another separate proposal that should be noted in this space.
- 5. To attach the required files (ex. course syllabus), select the *Files* tab on the right side of the form. Select *Choose File*, select the file, then select *Upload*.



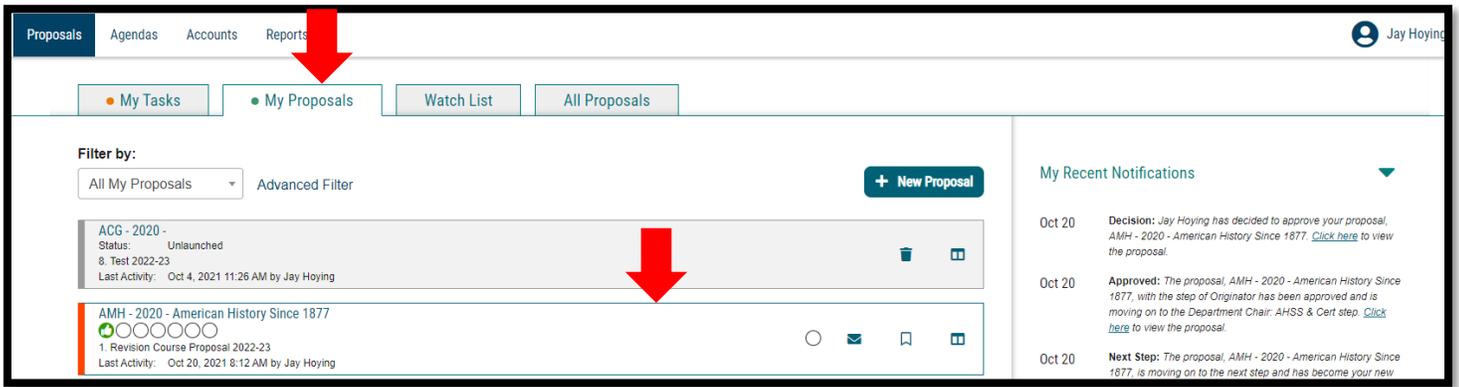
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- 6. Once the new proposal is filled out completely and the required documents are attached, launch the proposal by clicking *Validate and Launch Proposal*.
  - a. If items are missing or in error, you will receive a message detailing the issues to correct. If there are no errors, select *Launch*.



- 7. The proposal is now fully submitted and will go through the designated workflow. The progress of the proposal can be tracked by selecting the *Workflow Status* tab on the right of the proposal. The proposal can always be found under the *My Proposals* tab in Curriculog.



The screenshot displays a workflow management interface. At the top left, the text "Workflow Status" is highlighted with a red arrow. The main content area lists four workflow steps:

- Originator**: Status "Approved" (highlighted with a red arrow). Participants: Jay Hoying (10/20/2021 8:12 AM). Includes a "Step Details" button.
- Department Chair: AHSS & Cert**: Status "Working". Participants: Tom Dvorske, Jay Hoying. Includes a "Step Details" button.
- Registrar Review**: Status "Incomplete". Participants: Jay Hoying, Andrew Konapelsky, Sarah Marki. Includes a "Step Details" button.
- Undergraduate CC**: Status "Incomplete". Participant: Andrew Konapelsky \*.

A vertical sidebar on the right contains several icons: Discussion, Workflow Status (highlighted with a red arrow), Signatures, Files, Decisions, Custom Route, Crosslistings, and Proposal Lookup.

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