Curriculum Guidelines: Using the Curriculog™ Curriculum Workflow System

(Please note – hyperlinks are live. Click on any section of text in the table of contents to go to that section.)

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I. Curriculog™ Overview

Curriculog™ is a curriculum design workflow system and companion software to Acalog™, the online catalog software used by Clemson University. Both systems are offered by DIGARC, based in Lakeland, Florida. Acalog™ integrates with our Ellucian Banner® student information system so that curriculum changes made in Curriculog™ will pull Banner® data, and approved curriculum items will flow data back into Acalog™ – building our online catalog in fewer and more accurate steps.

A. General Navigation

1. LOGGING IN

Access Curriculog™ at https://clemson.curriculog.com. Click the Login button at the top right

![Login Dialog](image)

The login dialog will appear. Authenticate to Curriculog™ as you would any other Clemson University system.

![Dashboard](image)

Your dashboard will appear.

2. THE DASHBOARD
The default tab is My Tasks, which will show any proposals that await your review.
- The My Proposals tab will contain any proposals that you have initiated, showing you their progress in the workflow.
- The Watch List tab contains any proposals you have tagged to follow specifically.
- The All Proposals tab will contain all proposals currently in a workflow. The Search feature also allows access to completed proposals.

The ribbon across the top shows other areas of Curriculog™, including Agendas, Accounts, and Reports. In Agendas you will see meeting agendas created by Agenda Coordinators for the various curriculum committees. Under Accounts you will see all the users of Curriculog™ and be able to message them if desired. The Reports area allows users to create reports on proposals, curriculum impact, and historical change.

3. ACCOUNT SETTINGS

Users may access their account information under My Settings, accessed by clicking the user name after a successful login.

The user account summary contains personal information, user roles, and user rights. If your personal information is incorrect, contact a Curriculog™ administrator at curriculoghelp@clemson.edu.

- **DO NOT CHANGE** your password if that option appears.
- If you have a user role on a committee or as an approver it will be shown in your account summary.
- Your User Rights have been set by the system admins and most cannot be changed. The only one you might want to change is how you receive email notifications.

The Email Options default setting is for you to receive one email per day with any proposals that are associated with your user account. This will serve as a reminder to review, comment on, or approve proposals.
B. Proposals

A proposal is an electronic form that replaces our old paper forms. Any Clemson user may initiate a new proposal, which will be routed through the correct curriculum committees based on the identity of the course or program. Curriculum committee members will have access to proposals, and chairs will move proposals forward in the process via their approval. Each committee has a chair that can create meeting agendas by bundling proposals that have arrived at their level. Committees can also have a separate agenda administrator that can create agendas (usually reserved for college and university committees). Both the committee chair and the agenda administrator must approve proposals for them to move to the next level.

1. PROPOSAL TYPES

Proposals fall into two general categories: course proposals and program proposals. Course proposals are used to add, modify, or delete courses. Program proposals are used to add, modify, or delete programs including degrees, minors, and certificates. Additionally, each proposal type is divided into undergraduate proposals and graduate proposals. In order for a proposal to follow the correct routing, it must be created using the correct proposal type. Proposals associated with 4000/6000 level courses are routed through both the undergraduate and graduate university curriculum committees.

UNDERGRADUATE PROPOSAL TYPES

- Undergraduate Add Course – create a new course in the 1000-4999 range, associated with a department/college
- Undergraduate Modify Course – modify an existing course in the 1000-4999 range with a departmental course abbreviation
- Undergraduate Delete Course – delete an existing course in the 1000-4999 range with a departmental course abbreviation
- Undergraduate Interdisciplinary Add Course – create a new course in the 1000-4999 range, not associated with a department/college (e.g., CU, HON, STS, etc.).
- Undergraduate Interdisciplinary Modify Course – modify an existing course in the 1000-4999, not associated with a department/college (e.g., CU, HON, STS, etc.).
- Undergraduate Interdisciplinary Delete Course – delete an existing course in the 1000-4999, not associated with a department/college (e.g., CU, HON, STS, etc.).
- Undergraduate Add or Modify Major/Minor/Certificate – modify an existing program (also used to create new majors, see section III.A)
- Undergraduate Delete Major/Minor/Certificate – delete an existing program
- Undergraduate Interdisciplinary Add Minor/Certificate – create a new minor or certificate, not associated with a specific department/college (e.g., DPA, STS, SUST, etc.).
- Undergraduate Interdisciplinary Modify Minor/Certificate – modify or delete an existing interdisciplinary minor or certificate (e.g., DPA, STS, SUST, etc.).
- Undergraduate General Education Checklist – create or modify the Gen Ed plan for a major
- Undergraduate Modify General Education – modify Gen Ed requirements or request Gen Ed credit for a new or existing course
- Gen Ed Course Review – request Gen Ed credit for an undergraduate course
• Blanket Substitution Request – request a blanket substitution for courses in previous curriculum years following a curriculum change

GRADUATE PROPOSAL TYPES
• Graduate Add Course – create a new course in the 6000-9999 range, associated with a department/college
• Graduate Modify Course – modify an existing course in the 6000-9999 range with a departmental course abbreviation
• Graduate Delete Course – delete an existing course in the 6000-9999 range with a departmental course abbreviation
• Graduate Interdisciplinary Add Course – create a new course in the 6000-9999 range, not associated with a department/college (e.g., ETOX, GRAD, MBA, etc.).
• Graduate Interdisciplinary Modify Course – modify an existing course in the 6000-9999, not associated with a department/college (e.g., ETOX, GRAD, MBA, etc.).
• Graduate Interdisciplinary Delete Course – delete an existing course in the 6000-9999, not associated with a department/college (e.g., ETOX, GRAD, MBA, etc.).
• Graduate Add Major/Minor/Certificate – create a new program
• Graduate Modify Major/Minor/Certificate – modify an existing program
• Graduate Delete Major/Minor/Certificate – delete an existing program

2. STARTING A NEW PROPOSAL

Make sure you have selected the Proposals tab in your dashboard. To start a new proposal, select the +New Proposal option. All available proposal types will be displayed.

You can review the proposal template by clicking the Preview Form icon. A new window will launch.

You can initiate a new proposal by clicking the Start Proposal checkmark icon.
Remember to save your changes often using the floating Save button.

![Save All Changes](image)

**WARNING:** There is no ‘undo’ in Curriculog™. If you hover over a field or text block and activate the delete option (an X) and click the X, the item will be deleted from your proposal with no way of retrieving it. If you do this we recommend you go back to your proposal list and delete the proposal, and start again. Some deletions will ask if you’re sure, but not all. Be careful.

### C. Routing

Curriculum review proceeds from a proposal originator through several levels, where a designated approver moves the proposal to the next level. This typically happens in the order:

- Originator
- Department Curriculum Committee
- Department Chair
- College Curriculum Committee
- College Dean
- University Curriculum Committee
- Provost

One important feature of Curriculog™ is real time editing. At any level the approver can modify proposals, fixing errors or enhancing the application. This should reduce the number of proposals tabled and sent back to the originator for an update. Approvers and committee members can update proposals live in curriculum committee meetings to help ensure success at the next level.

If a proposal is rejected it is sent back to the previous step.

### 1. USERS AND ROLES

All Clemson faculty and staff may create proposals at the Originator level. In addition, certain people can fill the following roles. These roles are maintained by the Curriculog™ admins, and each semester the roles will be reviewed and updated. Each committee must have a designated chair, and may have a designated agenda administrator (if the chair does not wish to set and manage the meeting agendas). In cases where there is both a chair and an agenda administrator, both are required to approve/deny proposals.

- **Originator** – any Clemson faculty or staff member; access through single sign-on authentication
- **Department Curriculum Committee Member** – may view and comment on proposals
- **Department Curriculum Committee Chair** – approves proposals on behalf of the committee
- **Department Agenda Administrator** – optional; sets the agenda; must approve proposals
- **Department Chair** – gives final approval to move proposals to the college level
- **College Curriculum Committee Member** – may view and comment on proposals
- **College Curriculum Committee Chair** – approves proposals on behalf of the committee
- **College Agenda Administrator** – optional; sets the agenda; must approve proposals
- **College Dean (designee)** – gives final approval to move proposals to university level
- **University Curriculum Committee Member** – may view and comment on proposals
• University Curriculum Committee Chair – approves proposals on behalf of the committee
• University Agenda Administrator – sets the agenda for the university meeting; must approve proposals
• Provost (designee) – gives final approval of proposals to send to the catalog editor

2. INTERDISCIPLINARY PROPOSAL ROUTING

Proposals that do not originate from a department have a slightly different routing pathway,

In order to correctly route these proposals choose the Interdisciplinary version of the course or minor form from the list of proposal types.

Undergraduate course abbreviations that follow this routing include:

AMFG, CCPD, CU, COOP, ENTR, ETOX, HON, INNO, INT, IS, SAP, STS, SUST, TSAP, WS

Undergraduate minors that follow this routing include:

Cybersecurity, Digital Production Arts, Environmental Science and Policy, Great Works, Science and Technology in Society, Sustainability.

Graduate course abbreviations that follow this routing include:

ENTR, ETOX, GRAD, INNO, MBA, MTSA, REIS, WS

Best practices for interdisciplinary courses/minors include:

• Maintain membership on curriculum committee set up through Faculty Senate Committee on Committees
• Notify college curriculum committees of active proposals so their membership can view and comment

3. COMMENTING AND EDITING

Committee members and approvers can comment on and edit proposals while they are under review. To access a proposal, use the Edit icon to the right of the proposal name.

Edits and comments are tracked and logged by user. Don’t forget to save!

To comment on a proposal, click on the Discussion icon in the Proposal Toolbox (right window).
Select Add Comment and put the comment in the dialog box.

WARNING: Comments cannot be deleted. Comments can always be tracked to their author. Be judicious in writing comments.

To see changes to original text select ‘Show current with markup’ in User Tracking.

4. ROUTING DECISIONS

At each routing step there are decision options for the proposal. The designated approver will choose from among these options to move the proposal to the next step or change the proposal status. The options are shown on the Your Decision page in the Proposal Toolbox. Click on the check mark icon to access the Your Decision page.

The most common decisions will be to approve and move the proposal to the next step in the route, or to reject and send the proposal back to the previous step. Comments are optional for approval. Comments are required for a rejection, so that the person at the previous step can know what to address to make the proposal successful.
All other options must be approved by a Curriculog™ administrator. They are:

- **Hold** - Submits a request for the proposal to not advance in the approval process. Work can continue on the proposal, however, it will not advance in the workflow until the hold is removed by an administrator.

- **Cancel** - Submits a request to cancel the proposal and delete it from Curriculog™. An approved cancel request will refer the proposal back to the originator. The originator may then re-launch the proposal or cancel it, which will delete the proposal from Curriculog™.

- **Suspend** - Submits a request for the proposal to not advance in the approval process. No work may be done on the proposal and it will not advance in the workflow until the suspension is removed by an administrator.

- **Custom Route** - A custom route is an additional ad hoc step outside the steps in the approval process. This option can be used to require approval from someone outside the normal approval route (a department chair in a collaborating department, for example). See page 51 for information on creating custom routes.

It is recommended that instead of using the Hold or Suspend feature that approvers just do not approve. This effectively tables a proposal until changes can be added. Then the proposal can be approved so that it moves to the next step.

**D. Agendas**

1. **AGENDA AUTHORITY**

All curriculum committee chairs have authority to create, publish, and manage agendas. These chairs must approve proposals for them to move to the next step. Every committee can also have one additional person as an Agenda Administrator to help create, publish and manage agendas. If the committee has an Agenda Administrator, that person must also approve proposals to move them to the next step.

Agendas can only be created from the list of proposals that are ready for the current step.
2. CREATING AN AGENDA

Enter the Agendas section by selecting the tab at the top. The dashboard allows access to your created agendas, all agendas available on campus, as well as archived agendas from past meetings.

Select New Agenda, then Add Committee.

Select Done Selecting Committees, then Add Proposals.
Publish the agenda using the ✪ icon. Once published, the agenda will be available to all users in Curriculog, and can be used by the committee to view, edit, and comment on the proposals. An agenda can be unpublished by the originator as long as no decisions have been made on any proposal.

The Notes section can include informational items for the meeting, and afterward the Agenda Administrator can add minutes. Important note: agendas do not provide for attachments.

3. USING AN AGENDA

The agenda provides a way to summarize the proposals for committee members and approvers. Users can either view a summary or the entire proposal by selecting it in the list. Approvals can be made on the proposal in the Decisions section of the Proposal Toolbox, or agenda creators can use the dropdown menu that appears when you hover over the decision icon.

When your meeting is complete and you have approved/denied all the proposals in the agenda, don’t forget to Complete the agenda using the Complete button. This will release any denied proposals to be available on future agendas. At the end of the academic year please archive your agendas so they will be removed from the active agenda list.

E. Help

1. GENERAL HELP

General help with the Clemson curriculum process is available by sending an email to curriculoghelp@clemson.edu. Your request will be viewed by our campus Curriculog™ administrators,
and someone will respond as soon as they are able. If your issue is related to how the software functions you will likely be able to find help contextually in the proposal itself, or in the Curriculog™ manual (see the next two sections).

2. CONTEXTUAL HELP

Help is available on most pages by selecting the Information icon

Note that the search function is also available on your main dashboard page.

Proposals also contain contextual help that has been customized to the Clemson curriculum process. To turn on this help, click the Information icon at the top of the proposal form.

Once you turn on the help it is shown next to each field.

Some help is wordy, so when you’re done you will likely want to turn it off again by selecting the Information icon once more.

3. TUTORIALS AND MANUAL

Video tutorials, a user manual, and a search function for that manual is available on the Curriculog™ University website maintained by DIGARC. Select Curriculog™ University at the bottom of any proposal page.

When prompted, select Clemson University and log in with your credentials.
II. Course forms

A. Adding a new course

1. BEFORE YOU BEGIN

Make sure the course abbreviation and number of the course you wish to create are available.

- If the course abbreviation does not yet exist, contact curriculoghelp@clemson.edu for instructions. How you proceed will depend on whether your course is associated with a specific department or not.
- Course numbers cannot be reused within ten years. If you are unsure if your chosen course number has been used, contact Enrolled Student Services or use curriculoghelp@clemson.edu.
- If your course is on one of the lists in I. C. 2. above, make sure you use one of the Interdisciplinary Add Course forms.

2. STARTING A NEW COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Courses tab to limit availability to proposals for courses only.

Select the type of course you wish to create from the undergraduate or graduate selections.

- Choose the Interdisciplinary option for undergraduate or graduate courses with certain course abbreviations (See section I. C. 2. above for the lists).
- For a new 4000/6000 course select Undergraduate Add Course, the proposal will be routed to the GCC after the UCC approves.
- To add a 6000 level version to an existing 4000 level course, use the Undergraduate Modify Course proposal, not an Add Course proposal.
Start the proposal by clicking the check mark on the right of the proposal title.

3. COMPLETE REQUIRED FIELDS

The first time you use a form it will help to turn on the contextual help using the Information icon at the top right of the proposal window on the left.

Some help is wordy, so you can collapse the help text by clicking the Information icon again.

All required fields are indicated with an orange asterisk,

Make sure your Course Type and Subject Abbreviation match exactly.

Complete all required fields BEFORE you launch the proposal.

4. UPLOAD A SYLLABUS

Note that one of the required fields is at the very bottom of the form, where you indicate that you have uploaded a sample syllabus for the new course. To upload a syllabus, select the Upload Files icon located in the top left of the right window, the Proposal Toolbox.

Select Choose File then use the Upload button.
Once you have uploaded a syllabus, check the box next to “I have attached a Syllabus” at the bottom of the proposal window.

**Attachment List**

Please attach any required files by navigating to the Proposal Toolbox and clicking in the top right corner.

Attached: [ ] I have attached Support Documents (if applicable)

Attached: [ ] I have attached a Syllabus

5. COMPLETE ADDITIONAL FIELDS

Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.

If you wish to submit your new course for consideration to hold General Education credit, follow the instructions in section IV. B. below.

6. LAUNCH AND APPROVE

You may launch the proposal any time after you complete the required fields. Unlike the Modify Course proposals (see below) the timing of the launch does not affect your editing because you will not be editing any of the required fields (which is part of a Modify Course proposal). However, it is good practice to launch your proposal after you have completed the required fields and saved the proposal. To launch select the blue triangle icon in the upper left of the proposal window,
Once you launch the proposal, you will see a confusing message

Your proposal has not, in fact, moved on in the workflow. That will not happen until you complete the next step.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.
You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

The Proposal History will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

B. Modifying an existing course

1. STARTING A MODIFY COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Courses tab to limit availability to proposals for courses only.
Select the type of course you wish to modify from the undergraduate and graduate selections.

- Choose the Interdisciplinary option for undergraduate or graduate courses with certain course abbreviations (See section I. C. 2. above for the lists).
- To modify a 4000/6000 course select Undergraduate Modify Course, the proposal will be routed to the GCC after the UCC approves.
- To add a 6000 level version to an existing 4000 level course, use the Undergraduate Modify Course proposal.

Start the proposal by clicking the check mark on the right of the proposal title.

2. IMPORT COURSE INFORMATION

Before you do anything you need to import all existing information about the course you wish to modify. Curriculog™ will import the data from the Acalog™ catalog that is set up to provide data flow.

Click the downward facing curved arrow in the upper left of the proposal window

You will be asked to find the course from the list provided in Acalog™.
Click the catalog name and the following dialog will appear.

**Search 2017-2018 Undergraduate Catalog**

Using the faceted search below, locate the course or program you would like to import into this proposal.

Find the course you wish to modify. It is easiest if you filter by the course prefix.

Make sure the ‘Exclude previously imported items’ box is unchecked. Click Search Available Curriculum to show all courses with the prefix you’ve chosen. Scroll to the course and select it. Alternatively, you can add another filter (code) to find the course by prefix and number.

In the Import Data dialog box do not change the fields to import, just click the ‘Import This Item’ button at the bottom.

Pre-existing data will populate some fields.
3. COMPLETE REQUIRED FIELDS

The first time you use a form it will help to turn on the contextual help using the Information icon at the top right of the proposal window on the left.

Some help is wordy, so you can collapse the help text by clicking the Information icon again.

All required fields are indicated with an orange asterisk,

Complete all required fields BEFORE you launch the proposal. This will make it so that your changes to original field data will be visible.

4. LAUNCH THE PROPOSAL

Before changing any of the required fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible.

To launch select the blue triangle icon in the upper left of the proposal window,

Once you launch the proposal, you will see a confusing message
Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal AFTER you complete the rest of the fields and edits on the form.

Once launched, you can make changes to existing data (like the course description that was imported from the catalog).

5. COMPLETE ADDITIONAL FIELDS

Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.

If you wish to modify the course to hold General Education credit, follow the instructions in section IV. B. below.

Turn on user tracking so that your edits are seen. In the Proposal Toolbox on the right change User Tracking to ‘Show current with markup.’ Edits will be shown in red text. You can turn this off by returning to ‘Show current.’

6. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.
Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.
The Proposal History will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

C. Deleting a course

1. STARTING A DELETE COURSE PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Courses tab to limit availability to proposals for courses only.

Select the type of course you wish to delete from the undergraduate and graduate selections.

- Choose the Interdisciplinary option for undergraduate or graduate courses with certain course abbreviations (See section I. C. 2. above for the lists).
- To delete a 4000/6000 course select Undergraduate Delete Course, the proposal will be routed to the GCC after the UCC approves.
- To delete a 6000 level version of an existing 4000/6000 level course, use the Graduate Delete Course proposal.

Start the proposal by clicking the check mark on the right of the proposal title.
2. IMPORT COURSE INFORMATION

STOP

Before you do anything you need to import all existing information about the course you wish
to delete. Curriculog™ will import the data from the Acalog™ catalog that is set up to provide data flow.

Click the downward facing curved arrow in the upper left of the proposal window

You will be asked to find the course from the list provided in Acalog™.

Find the course you wish to delete. It is easiest if you filter by the course prefix.
Make sure the ‘Exclude previously imported items’ box is unchecked. Click Search Available Curriculum to show all courses with the prefix you’ve chosen. Scroll to the course and select it. You can also add another filter (code) to go directly to the course.

In the Import Data dialog box do not change the fields to import, just click the ‘Import This Item’ button at the bottom.

Pre-existing data will populate some fields.

3. CREATE AN IMPACT REPORT

Before you can delete a course, you must create an impact report to show what other courses and programs might be affected by the deletion. Courses that require the deleted course as a prerequisite will be shown, and any program that requires the course will be shown as well.

Click the Report icon in the upper left.
This will open a dialog to create the report.

**Impact Report for HIST 3860**

In order to run an impact report, you will first need to select one or more exit maps with a grey background as sources for the report. When Report” to return to the Impact report.

**Current Maps:**

- 2017-2018 Undergraduate Catalog
- 2018-2019 Undergraduate Catalog
- 2019-2020 Graduate Catalog - WORKING COPY
- 2019-2020 Undergraduate Catalog - WORKING COPY

Select the working copy of the catalog and click Generate Report. Your report should appear in a new window. You can copy the text for pasting in the justification field (see below).

If you create an Impact Report using the Reports feature (not in a delete course proposal), after you submit your request you will receive an email that has a link to the report. If you’re already logged into Curriculog™ you will see the report as an HTML download in your browser. If you logged out of Curriculog™ you need to log back in. Open the report in your browser.

**Impact Report for HIST 3860**

**Source:** 2019-2020 Undergraduate Catalog - WORKING COPY

**Programs:**

- History, BA
- Middle Level Education: Language Arts and Social Studies Teaching Area, BS
- Russian Area Studies Minor
- Secondary Education: Teaching Area - Social Studies (History), BA

In this example, we see that HIST 3860 is not a prerequisite for another course, but it does occur as an option for fulfilling requirements in several programs.

Ideally, an impact report for a course to be deleted will be returned as ‘No report’ due to no impact on prerequisites or programs. In cases where there is an impact you can use the report to determine the effect of deleting the course, and present that information in the textbox for the reason for deletion.
Copy and paste your impact report into this textbox along with your narrative justification for the deletion.

If you would prefer to include your impact report and justification as an attachment, you can attach a file using the File icon in the Proposal Toolbox window.

Select Choose File then use the Upload button.

4. COMPLETE REQUIRED FIELDS

The first time you use a form it will help to turn on the contextual help using the Information icon at the top right of the proposal window on the left.

Some help is wordy, so you can collapse the help text by clicking the Information icon again.

All required fields are indicated with an orange asterisk,
Use the SAVE button to save your changes at any time. You must save before you launch in the next step.

Complete all required fields BEFORE you launch the proposal. Be sure to include your Impact Report in the field for the reason for deleting the course.

5. LAUNCH AND APPROVE

After all required fields are saved you can launch the proposal. To launch select the blue triangle icon in the upper left of the proposal window,

Once you launch the proposal, you will see a confusing message

Your proposal has not, in fact, moved on in the workflow. That will not happen until you complete the next step.

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.
Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.
The Proposal History will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

III. Program forms

NEW ADMINISTRATIVE INSTRUCTIONS

Creating, deleting, and modifying academic programs, instructional sites, and CIP codes are subject to notification or approval by the South Carolina CHE and SACSCOC, and thus may be subject to preceding Board of Trustees approval. While proposals receiving final curriculum committee approval are reviewed by Institutional Effectiveness for the need for further internal University administrative review, proposers can investigate the need for subsequent administrative/regulatory review and initiate this review as a preceding or parallel process using the tool at: http://www.clemson.edu/institutional-effectiveness/academics/

Proposals requiring CHE and/or SACSCOC consideration are only submitted to these external agencies after both formal curriculum committee and Board of Trustees review processes are complete. Please submit questions or requests for consultations regarding additional internal administrative and external regulatory review to assessment@clemson.edu.

A. Adding a new program

Formats for programs in Acalog™ are very specific, so we encourage you to make contact with a Curriculog™ administrator before you get started. Contact an admin at curriculoghelp@clemson.edu and someone will work with you to create your program. This will not only ensure that correct formatting is followed, but it will likely reduce the amount of time you spend creating the proposal.

IMPORTANT: ADDING A NEW UNDERGRADUATE MAJOR

In order for you to create an undergraduate BA or BS program that follows the specific format found in Acalog™, you will not build your program using an Add Program proposal. You will follow the instructions found below for modifying an existing program in section III. B. First contact an admin at curriculoghelp@clemson.edu and provide them with information on your new major (Major name, home department, degree type, and effective catalog year). A 'shell' will be created for your program in the working version of the catalog. You will be able to import that shell program using the method described in III. B. below. Follow the method for modifying an existing program to build your new major, paying particular attention to the formatting provided in the shell program. If you run into any issues please contact an admin at curriculoghelp@clemson.edu.
PRO TIP: How to view formats for potential programs

Before you create a program using the method below, it would be useful to see the format used for similar programs already in the online catalog. Here’s how to do that.

- Use the Modify Program method in section III. B. below.
- Start a new proposal that you will delete later.
- Import a program similar to the one you want to create.
- DO NOT LAUNCH this ‘practice’ proposal. Just investigate it and take note of features.
- When done, return to your dashboard by selecting the My Proposals tab.
- You’ll see the ‘practice’ proposal in your list.
- Hover over the proposal name and you’ll see an X appear at the very right.
- Click the X to delete the proposal.

1. STARTING A NEW MINOR, CERTIFICATE, OR GRADUATE MAJOR

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Programs tab to limit availability to proposals for programs only.

Select the type of program you wish to create from the undergraduate and graduate selections.

Start the proposal by clicking the check mark on the right of the proposal title.
2. COMPLETE REQUIRED FIELDS

The first time you use a form it will help to turn on the contextual help using the Information icon at the top right of the proposal window on the left.

Some help is wordy, so you can collapse the help text by clicking the Information icon again.

All required fields are indicated with an orange asterisk,

Use the SAVE button to save your changes at any time. You must save before you launch your proposal.

3. ADD COURSES IF NEEDED

If your program description will include courses, you need to add them before you create your program description. If not, skip to the next section.

The Prospective Curriculum section has three icons that you will manipulate as you enter your program.

It’s important to understand that you can’t include new courses in your program until those courses are added to the list maintained for the curriculum. To see that list select the Prospective Curriculum icon on the right (this is the default view when you launch the proposal).
You can add courses two ways, depending on whether the course exists already in Acalog™. Make sure you have activated the course icon on the right. To import a course that is an existing course, click the Import Course button at the bottom of the course window.

You will be asked to find courses from the list provided in Acalog™.

Click the catalog name and the following dialog will appear.

Find the courses you wish to add. It is easiest if you filter by the course prefix. Make sure the ‘Exclude previously imported items’ box is unchecked.
Click Search Available Curriculum to show all courses with the prefix you’ve chosen. Scroll to the courses you want to add and click to select them.

In the Import Data dialog box DO NOT CHANGE the fields to import, just click the ‘Add Courses to Proposal’ button at the bottom.

![Add Courses to Proposal, Select Another External System, Cancel Import buttons]

If a course you want to add to your program is not yet in Acalog™ (for example, it might be a new course you are proposing at the time you are creating your program), select Add Course at the bottom of the course window.

![PHYS - 2210 - Physics with Calculus II, Add Course, Import Course buttons]

Input the prefix (course abbreviation), code (number), and name of the course that will need to appear in your program, then click Add Course.

![Add the course details below: Prefix: [ ] Code: [ ] Name: [ ] Add Course, Cancel buttons]

With all the courses you need for your program in place, you can now proceed to create the program.

4. CREATE PROGRAM CORE(S)

Select the middle icon in the Prospective Curriculum section to activate the editing process,

![View Curriculum Schema: 1010, CH - 1020, CH - 1820, CH - 2050...]

Select the Add Core button to create a ‘block’ to contain your program information.
Most new programs should contain all information in a single core named Program Requirements. If you are unsure whether you need more cores, contact an admin at curriculoghelp@clemson.edu.

After you select Add Core, a new core block will appear named New Core. Click that core button to open the editing dialog. Rename the Title of the core as ‘Program Requirements.’

Click the Add Courses button and select the courses to include in your program. Put the narrative for your program in the box labeled Description (it’s a good idea to create that narrative first in Word and then copy/paste it into the dialog box). Make sure you Save Changes before you preview your program.

To preview how your program will appear in Acalog™ select the icon on the very left

A new window will open to show you how the program will display in Acalog™.
Bogus Graduate Minor

Program Requirements
This is a bogus graduate minor created for test purposes only. Students will take the following courses:
- MBA 8030 Statistical Analysis of Business Operations
- MBA 8040 Business Data Analytics and Statistical Computing
- MBA 8170 Business Forecasting Techniques and Applications
- MBA 8180 Introduction to Business Intelligence and Analytics for Managerial Decision Making
This is custom text added to show how to add custom text.

Note that any custom text you add with the Add Custom Text button will appear after your courses.

PRO TIP: How to build a minor quickly from another minor

Instead of building a minor from the ground up, you can use an existing minor as a starting place. Here’s how to do that.
- Use the Import feature to import an existing minor
- Change the department and name of the minor
- Open the core for the minor and rename it
- Edit it to what you want
- Save changes, then use the preview icon to see how your minor will look before you launch and approve

5. LAUNCH THE PROPOSAL

Once you are satisfied with how the program will display in Acalog™ and you have filled in all the fields in the proposal, you can launch your proposal.

To launch select the blue triangle icon in the upper left of the proposal window,

Once you launch the proposal, you will see a confusing message
Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal.

6. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.
The Proposal History will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculohelp@clemson.edu to update to the correct approver.

B. Modifying an existing program

*IMPORTANT* -- You will need to import the program and launch the proposal BEFORE you make any modifications. This will ensure that changes are tracked relative to the original program.

1. STARTING A MODIFY PROGRAM PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button. Select the Programs tab to limit availability to proposals for programs only.

Select the type of program you wish to modify from the undergraduate and graduate selections. Start the proposal by clicking the check mark on the right of the proposal title.
2. IMPORT PROGRAM INFORMATION

STOP

Before you do anything you need to import all existing information about the program you wish to modify. Curriculog™ will import the data from the Acalog™ catalog that is set up to provide data flow.

Select ‘Program’ as the type of program. To import the data you need, click the downward facing curved arrow in the upper left of the proposal window.

You will be asked to find the program from the list provided in Acalog™.

Click the catalog name and select Name for your filter. Insert the name of the program you wish to modify. Make sure the ‘Exclude previously imported items’ box is unchecked.

Click Search Available Curriculum to show all programs with the name you’ve chosen. Scroll to the program and select it.

In the Import Data dialog box DO NOT CHANGE the fields to import, just click the ‘Import This Item’ button at the bottom.
Pre-existing data will populate some fields.

3. COMPLETE REQUIRED FIELDS

The first time you use a form it will help to turn on the contextual help using the Information icon at the top right of the proposal window on the left.

Some help is wordy, so you can collapse the help text by clicking the Information icon again.

All required fields are indicated with an orange asterisk,

Use the SAVE button to save your changes at any time. You must save before you launch in the next step.

Complete all required fields BEFORE you launch the proposal. This will make it so that your changes to original field data will be visible. DO NOT change any courses in the Prospective Curriculum section until you have launched the proposal. That way reviewers will be able to see your changes.

4. LAUNCH THE PROPOSAL

Before changing any of the fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible.

To launch select the blue triangle icon in the upper left of the proposal window,
Once you launch the proposal, you will see a confusing message

Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal AFTER you make your changes to the program and save them.

Once launched, you can make changes to existing data including course maps, course lists, etc.

5. MAKING CHANGES

The Prospective Curriculum section has three icons that you will manipulate as you make your changes.

Click the icon on the left to preview your program to see what it looks like in Acalog™. Note how the requirements appear in blocks. You will be editing those blocks to modify your program.

It’s important to understand that you can’t include new courses in your program until those courses are added to the list maintained for the curriculum. To see that list select the Prospective Curriculum icon on the right (this is the default view when you launch the proposal).

✓ You can add courses two ways, depending on whether the course exists already in Acalog™. Make sure you have activated the course icon on the right. To import a course that is an existing course, click the Import Course button at the bottom of the course window.
You will be asked to find the course from the list provided in Acalog™.

Click the catalog name and the following dialog will appear.

Find the course you wish to import. It is easiest if you filter by the course prefix. Make sure the ‘Exclude previously imported items’ box is unchecked.

Click Search Available Curriculum to show all courses with the prefix you’ve chosen. Scroll to the course and select it. Alternatively, you can add another filter (code) to find the course by prefix and number.

In the Import Data dialog box DO NOT CHANGE the fields to import, just click the ‘Import This Item’ button at the bottom.
If the course you want to add to your program is not yet in Acalog™ (for example, it might be a new course you are proposing at the time you are changing your program), select Add Course at the bottom of the course window.

Input the prefix (course abbreviation), code (number), and name of the course that will need to appear in your program, then click Add Course.

✓ With all the courses you need for your program in place, you can now proceed to modify the program.

Select the middle icon in the Prospective Curriculum section to activate the editing process.

Now you will see the ‘blocks’ that contain the requirements for your program.
WARNING: There is no ‘undo’ in Curriculog™. If you hover over a block and activate the delete option (an X) and click the X, the block will be deleted from your proposal with no way of retrieving it. If you do this we recommend you go back to your proposal list and delete the proposal, and start again.

Select the blocks that contain your changes and edit each block to align with your new program. You can add new courses or new text with the buttons at the bottom of the window.

DO NOT change the formatting of any text that you find. It is formatted to match Acalog™.

Note that all footnotes are found in the last block.

If you add a new course to a list in the footnotes it will not be hotlinked to a course description until the Catalog Editor makes the link. Don’t worry about it. When your program change is approved the Catalog Editor will make the link.

Ignore the buttons at the very bottom that deal with Cores. If you need to deal with Cores please contact a Curriculog™ admin at curriculoghel@clemson.edu.

Turn on user tracking so that your edits are seen. In the Proposal Toolbox on the right change User Tracking to ‘Show current with markup.’ Edits will be shown in red text. You can turn this off by returning to ‘Show current.’
All your changes are auto-saved. When you are done go to the next step.

6. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you
hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

The Proposal History will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

C. Deleting a program

STOP

*IMPORTANT* -- You will need to import the program BEFORE you fill in the form.

1. STARTING A DELETE PROGRAM PROPOSAL

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Programs tab to limit availability to proposals for programs only.
Select the type of program you wish to delete from the undergraduate or graduate selections.

Start the proposal by clicking the check mark on the right of the proposal title.

2. **IMPORT PROGRAM INFORMATION**

Before you do anything you need to import all existing information about the program you wish to delete. Curriculog™ will import the data from the Acalog™ catalog that is set up to provide data flow.

Select ‘Program’ as the type of program. To import the data you need, click the downward facing curved arrow in the upper left of the proposal window.

You will be asked to find the program from the list provided in Acalog™.

Click the catalog name and select Name for your filter. Insert the name of the program you wish to modify. Make sure the ‘Exclude previously imported items’ box is unchecked.
Click Search Available Curriculum to show all programs with the name you’ve chosen. Scroll to the program and select it.

In the Import Data dialog box DO NOT CHANGE the fields to import, just click the ‘Import This Item’ button at the bottom.

Pre-existing data will populate some fields.

3. COMPLETE REQUIRED FIELDS

The first time you use a form it will help to turn on the contextual help using the Information icon at the top right of the proposal window on the left.

Some help is wordy, so you can collapse the help text by clicking the Information icon again.

All required fields are indicated with an orange asterisk,

Fill in the required fields. Use the SAVE button to save your changes at any time. You need to save before you launch the proposal.

Ignore the Prospective Curriculum area unless you would like to review the program using the preview icon on the left.
You can continue to edit the fields after you launch the proposal, but if you do your changes will be tracked as edits. If you don’t want any of your changes to appear this way make sure you complete all changes before you launch.

4. LAUNCH THE PROPOSAL

Once the required fields are filled and saved you need to launch the proposal (but not yet approve).

To launch select the blue triangle icon in the upper left of the proposal window,

Once you launch the proposal, you will see a confusing message

Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal.

After you’ve launched your proposal you can still make changes to the fields, but they will be recorded as edits and your changes will be tracked.

5. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.
The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

The Proposal History will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.
IV. Special Considerations

A. Custom Routes

Custom routes can be used to include others in a decision process for a proposal. You can add several new approvers to your proposal with the following restrictions:

- Custom approvers must have a role in Curriculog™ (committee members, chairs, agenda coordinators, etc.). If you wish to route your proposal through someone that does not yet have a defined role in the Curriculog™ system, contact a Curriculog™ admin at curriculoghelp@clemson.edu.
- Each new approver will be required to approve before the proposal can move to the next designated step. Keep the number of custom approvers to a minimum to simplify your route.

1. INITIATING A CUSTOM ROUTE

The last step to move any proposal forward is to approve under the Decisions section.

If you wish to add a custom route to your decision, select Custom Route in the dialog box and click Make My Decision.

The Custom Route dialog will open. Change the name of the custom route in the field Step Name.
2. **ADDING PARTICIPANTS TO THE CUSTOM ROUTE**

You must add at least one participant to your custom route. To see how to find that person, select the Accounts tab at the top of the Curriculog window and click the person’s name. That will show you which committee(s) they serve on. If the person you wish to route to is not in the Accounts list, they must be added to Curriculog. Send a request to a Curriculog™ admin to have them added by contacting curriculoghelp@clemson.edu.

Open the Participants section and select Add Participant. This will take you to the Roles/Users window.

You can follow either the Role Types or Hierarchy to select your new participant. Since you will be finding a specific person to include in your approval route, select Hierarchy.

Open Clemson University and navigate to the group that contains your participant. Note that college and department curriculum committee members are located under their respective college.
If the person you want to add to your proposal route is not listed under Hierarchy it means that they are not currently serving on or chairing a curriculum committee. To access a participant that is not in the current list please consult with a Curriculog™ admin to have them added by contacting curriculoghelp@clemson.edu.

Add multiple people to your participant list using Ctrl-click or Command-click.

3. ADDING RULES TO YOUR PARTICIPANTS

Select the Rules section to open a dialog to make certain selections for your new participants.

![Rules](image)

You will decide whether participants can edit your proposal or make comments. DO NOT select to require a signature (currently Curriculog™ is not set up to manage user signatures). You can also manage how comments are viewed during this custom step.

4. CONTROLLING DECISIONS

Select the Decisions section to open a dialog to make certain selections for your new participants. Most custom routes will use the default selections.
You can add others to receive information about whether your proposal is approved or rejected by adding additional participants for notification at the bottom of the Decisions dialog. Add these participants in the same way you did it above.

5. SETTING DEADLINES

Select the Deadlines/Reminders section to open a dialog to set deadlines for your new participants. Using this method you can ensure that your proposal does not get hung up because one of your new participants neglects to evaluate the proposal. Make choices to reflect how you want the proposal to move should deadlines be missed.

6. REQUESTING THE CUSTOM ROUTE

You can preview your custom route before you send the request.
The custom route request will go to a Curriculog™ admin for approval. Once approved, your proposal will proceed to your custom route.

B. General Education Course Review

With the form “Gen Ed Course Review”: 1.) new or existing courses can be evaluated for attribution to a General Education student learning outcome area and listing in the General Education curriculum, 2.) regular reviews can be conducted for existing courses in the General Education curriculum if requested by the General Education Committee, and/or 3.) reviews can be processed for courses in the General Education curriculum to be removed from the curriculum. If you need help with the technical aspects of the process, please contact a Curriculog™ admin at curriculoghelp@clemson.edu.

Please note that this form routes directly from originator to General Education Committee. There is no intermediary Departmental Curriculum Committee or College Curriculum Committee step.

1. INDICATING A GEN ED APPROVAL

If you wish to apply for General Education approval for a new or modified course, you may select the Gen Ed area from the dropdown menu on the Add or Modify Course proposal.

However, this does NOT trigger the process of approval. That is accomplished by completing the Gen Ed Course Review form as shown in the following section.

2. INITIATING THE REVIEW FORM
Open the “Gen Ed Course Review” form. Import the course from the catalog by clicking in the top left corner. This will open the dialog box for a search. Select the working copy of the future catalog, and then search for the course using prefix as a filter.

Select the course from the Search Results, then import by choosing Import This Item (do not change any of the checkboxes).

Close the dialog box window. This has loaded the course information into the form. Do not change entries in the Course Attributes section (like credit hours, CIP code, etc.).

**Please note: If you are completing the form for a course in the natural sciences with lab area, many of our curricula have separated out the 3 hour “lecture” portion and the 1 hour lab portion. It is acceptable to submit the form once for the natural science with lab pair. You should import the course for the lecture portion, but be sure to indicate in the explanation box the course code and number for the
group (i.e. – ASTR 1010 and ASTR 1030 or BIOL 1220 and BIOL 1200 or BIOL 1230 and BIOL 1200). For most natural science with lab pairings, the most natural place for the signature assignment and assessment will be the laboratory portion.

**Please note:** If you are seeking Gen Ed approval for a new course (does not yet exist in the catalog) you will not be able to import information from the database in Acalog. Fill in all the fields in the Course Attributes section to the best of your ability. If you need help with any item contact Shannon Clark, clark4@clemson.edu.

3. REVIEW ITEMS

After you have completed the information above, fill in answers to the Review Item fields.

Make sure you answer the fields with an asterisk first as they are required before you launch the proposal. All edits you make to the fields after you launch will be tracked.

Should you need help answering the questions, contact Dr. Bridget Trogden, trogden@clemson.edu or review the general education (“Crossings”) website.

For the fields:
- “Gen Ed learning outcome(s) addressed by this course” – Please state the General Education student learning outcome(s) the course will address, since linking to outcome(s) is how the course will be evaluated for attribution and how it will appear in the General Education curriculum. You may wish to include the outcome(s) verbatim or to describe how the outcome(s) will be delivered in the course section you are teaching. Each course will be reviewed and evaluated in only one area. (Link to undergraduate catalog for General Education page; link to learning outcomes and rubrics.)
- “Describe the signature assignment that addresses Gen Ed learning outcome(s)” – What assignment in the course explicitly connects to the learning outcome(s)? This is the “signature assignment” and will also be used for assessment. You may have more than one. The Crossings website has additional information about assessment and signature assignments. You may also wish to upload the signature assignment as a supporting document. OTEI is available to provide consultation – OTEI@Clemson.edu.
- “Provide justification for including this course in Gen Ed curriculum” – Please provide any additional information about how the course – its content, assignments, pedagogies, engagements, etc. - addresses the general education student learning outcome area.
  - If you are seeking to have a course attributed for the Challenges area, please ensure that you have reviewed the guidance page and provide any additional justification as needed.
  - If you are seeking to remove a course from the General Education curriculum, please provide a justification here and write not applicable in the text boxes about signature assignment, graded assignments, and content.
• “Approximate percentage of graded assignments...” and “Approximate percentage of content...” – Please provide based on the course design and/or syllabus.
• “Describe relevant assessment results (if applicable)” – not required. SACSCOC requires that we use assessment results to seek continuous improvement. If there are any assessment results (departmental, external, special accreditation, from gen ed program assessment, etc.) that were used to make improvements to the course, please briefly describe.
• “What is the course offering frequency (fall only, summer only, etc.)” – Provide the approximate frequency.
• “Is the course part of a special program or a distributed competency? Please describe briefly.” – not required. Most courses will be not applicable for this question.
  o An example of a special program would be those intentionally designed multi-disciplinary programs such as Language and International Health or Mechanical Engineering and German.
  o Any courses that are part of an oral communication distribution cluster would indicate in the box (ex: ME 4010 and ME 4020).

Attach supporting documents. Select the checkboxes in the Supporting Documents section to indicate what you are uploading.
• A short statement from the Department Chair or Department Curriculum Committee Chair may be uploaded as a support document if you wish.
• A sample syllabus is necessary. The General Education Committee will expect to see the General Education student learning outcome(s) in the syllabus and the signature assignment in the syllabus (either in the topical outline or in the grading schema). By UCC expectation, the syllabus should also have a topical or by-week outline of what the course will cover.
• A signature assignment should be uploaded if not fully described in the text boxes above.

When all items are complete, approve your proposal to send it to the General Education Committee for review.
C. General Education Changes

**NOTE:** After a course is approved for Gen Ed (see process in previous section) the course can be added to the General Education program. In most cases, Dr. Bridget Trogden will do this on behalf of the proposer to move the course approval to UCC. If Dr. Trogden requests that you initiate the process yourself, you can follow the instructions in this section.

With the proposal “Undergraduate Modify General Education,” a user can initiate any change to Gen Ed that will appear in the catalog. If you need help with this process please contact a Curriculog™ admin at curriculoghelp@clemson.edu.

1. INITIATING THE FORM

Similar to how you would change a program (major, minor, etc.), you must first import the General Education curriculum into the Undergraduate Modify General Education proposal. Select Program from the radio buttons (as opposed to Shared Core) and import the curriculum from the catalog by clicking in the top left corner. This will open the dialog box for a search. Select the working copy of the future catalog, and then search for General Education using the Name as a filter.
Select General Education from the Search Results, then import by choosing Import This Item (do not change any of the checkboxes).

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.

Close the dialog box window. This has loaded the General Education curriculum into the form. You can now choose the operation you wish to pursue.

There are five actions that users can initiate on the Undergraduate Modify General Education form, as seen in the select process.
Select one of these before you launch the proposal.

4. CHANGES TO THE GEN ED NARRATIVE

The first and last selections from the Changes Proposed list entail revising the Gen Ed narrative just like you would edit a program (see section III.B above). After filling in the required fields you will launch the proposal, so that any changes you make to the narrative will be tracked.

The Description field contains the Mission Statement and other front matter relevant to Gen Ed, including the learning outcomes. When you make changes to this field, your changes will over-write current narrative found there. After you approve the proposal to move it to the next level, other users will be able to see your changes using the ‘Show current with markup’ setting in User Tracking.

All other Gen Ed requirements are contained in the Cores that you can access by selecting the Curriculum Schema icon in the middle (in the Program Builder section):

To delete a course from a Gen Ed list, click the core label to open the core that contains the list. Delete a course from a list and your changes will show to other users after you approve the proposal.

After your changes are complete, approve your proposal. Select the Decisions icon in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.
The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

D. General Education Checklist

Every undergraduate degree program must have a companion General Education Checklist to document how students following that degree will meet Gen Ed requirements. Every proposed BA or BS degree must have a Gen Ed Checklist submitted at the time the new degree plan is proposed. When a degree program changes any Gen Ed requirement, a new Gen Ed Checklist needs to be approved as well.
The Gen Ed Checklist differs from other Curriculog™ proposals in that it is not connected to Acalog™. The routing for approval is set up the same as for any undergraduate degree.

1. STARTING A NEW GEN ED CHECKLIST

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Others tab to limit availability to proposals that are not for courses or programs.

Start the proposal by clicking the check mark on the right of the proposal title.

2. COMPLETE REQUIRED FIELDS

All required fields are indicated with an orange asterisk,

Use the SAVE button to save your changes at any time. You must save before you launch in the next step.
NOTE: if you are creating a Gen Ed Checklist for a new program you must have that program added to the Acalog™ database first. Contact a Curriculog™ admin at curriculoghelp@clemson.edu.

Complete all required fields BEFORE you launch the proposal. This will make it so that your changes to original field data will be visible.

3. LAUNCH THE PROPOSAL

After filling out the required fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible. This is especially important if you are modifying your Gen Ed Checklist from a previous version.

To launch select the blue triangle icon in the upper left of the proposal window,

Once you launch the proposal, you will see a confusing message

STOP

Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal AFTER you complete the rest of the fields on the form.

4. COMPLETE ADDITIONAL FIELDS

Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.
English Composition: Currently there is one option to select, ENGL 1030.

Oral Communication: There are two options from which to choose. You can allow students to choose from the standard Gen Ed list, or you can provide a restricted list of courses (a subset of the standard list).

Remaining Requirements: All other Gen Ed requirements can be selected from two options. You can allow students to choose from the standard Gen Ed list, or you can provide a restricted list of courses (a subset of the standard list). If you choose the latter option, list the specific course(s) in the textbox.

You can track edits to any of the choices. In the Proposal Toolbox on the right change User Tracking to ‘Show current with markup.’ Edits will be shown in red text. You can turn this off by returning to ‘Show current.’

5. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.
Select the Approve radio button then click Make My Decision.

The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

The Proposal History will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your
E. Blanket Substitution Request

The Blanket Substitution Request proposal is used to request specific substitutions to be automatically created in Degree Works for a finite time. This is done during the academic year in which a program change has been made that necessitates the blanket subs for students in previous catalog years. Blanket subs are not meant to fix errors in a curriculum; curriculum errors need to be corrected rather than patched with blanket subs. If more than 6 substitutions are requested at once, prior approval must be granted by Degree Works staff prior to submitting the Blanket Substitution Request.

The Blanket Substitution Request proposal differs from other Curriculog™ proposals in that it is not connected to Acalog™. The routing for approval bypasses the departmental and college curriculum committees, and terminates with the Degree Works staff.

1. STARTING A NEW BLANKET SUBSTITUTION REQUEST

With the Proposals tab active in your dashboard, click on the +New Proposal button.

Select the Others tab to limit availability to proposals that are not for courses or programs.

Start the proposal by clicking the check mark on the right of the proposal title.

2. COMPLETE REQUIRED FIELDS

All required fields are indicated with an orange asterisk,
Use the SAVE button to save your changes at any time. You must save before you launch in the next step.

NOTE: You must choose the correct Department and Program to ensure that the proposal routes correctly.

Complete all required fields BEFORE you launch the proposal. This will make it so that your changes to original field data will be visible.

3. LAUNCH THE PROPOSAL

After filling out the required fields you need to launch the proposal (but not yet approve). This will allow edits to your fields to be tracked and visible.

To launch select the blue triangle icon in the upper left of the proposal window,

Once you launch the proposal, you will see a confusing message

Your proposal has not, in fact, moved on in the workflow. That will not happen until you approve your own proposal AFTER you complete the rest of the fields on the form.

4. COMPLETE ADDITIONAL FIELDS
Fill in any remaining fields that are pertinent to your proposal. Make sure you save often using the floating Save button.

Substitutions are of two types, course-for-course and course-for-requirement. Indicate the course-for-course substitutions in the labeled section,

**Course for Course Substitution(s)**

<table>
<thead>
<tr>
<th>Replace</th>
<th>with</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For additional course for course substitutions, list here:

Indicate the course-for-requirement substitutions in the next section. If you need help distinguishing between the two contact either Degree Works staff or email curriculoghelp@clemson.edu.

**Course for Requirement Substitution(s)**

<table>
<thead>
<tr>
<th>Allow course</th>
<th>for requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For additional course for requirement substitutions, list here:

In the Supporting Documents section indicate whether you have pre-approval from Degree Works staff to request more than 6 substitutions, and indicate whether you have attached other supporting documentation for your changes (recommended).

**Supporting Documents**

- [ ] I have attached a pre-approval from Degree Works staff
- [ ] I have attached other supporting documents

Use the document attachment icon in the Proposal Toolbox to upload your files.
Select Choose File then use the Upload button.

You can track edits to any of the choices. In the Proposal Toolbox on the right change User Tracking to ‘Show current with markup.’ Edits will be shown in red text. You can turn this off by returning to ‘Show current.’

5. APPROVE

To move the proposal to the next level in the approval process, you must approve your own proposal. Select the Decisions icon in the Proposal Toolbox.

Select the Approve radio button then click Make My Decision.
The message that your proposal has moved on in the workflow appears (and is accurate) and you can see that the Status of the proposal now has a check mark in the first step.

You can monitor the progress of your proposal in your dashboard. You can see details of the workflow by opening the proposal and selecting the Status button in the Proposal Toolbox. As a shortcut, if you hover over the progress bubbles for your proposal as it appears in My Proposals on the dashboard, it will tell you which specific steps have been completed.

The Proposal History will show all the approvers needed to complete the workflow process, and the status of the proposal at all available levels.

IMPORTANT NOTE: Check to make sure that the people listed as approvers are in fact the people you know to be in those roles. For example, if your department chair has changed but Curriculog™ lists your previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.