Curriculum Guidelines: Using the Curriculog™ Curriculum Workflow System

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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

The login dialog will appear. Authenticate to Curriculog™ as you would any other Clemson University system.
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 Minor/Certificate – create a new minor or certificate
- Undergraduate Modify Major/Minor/Certificate – modify an existing program
- Undergraduate Delete Major/Minor/Certificate – delete an existing program
- Undergraduate Interdisciplinary Add Minor – create a new minor, not associated with a specific department/college (e.g., DPA, STS, SUST, etc.).
- Undergraduate Interdisciplinary Modify Minor – modify an existing interdisciplinary minor (e.g., DPA, STS, SUST, etc.).
- Undergraduate Interdisciplinary Delete Minor – delete an existing interdisciplinary minor (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

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.

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. We learned this the hard way.

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:

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 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
- 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:

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:
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 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). We will use this method to request approval of Gen Ed credit for courses (see IV. below).

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.
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.

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. A. 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

STOP

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.

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,

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.

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

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 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. A. 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

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™.

Click the catalog name and the following dialog will appear.
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.

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.
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

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.
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.

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 create the program.

4. CREATE PROGRAM CORE(S)

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

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,

![Validate and Launch Proposal](image)

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

![This proposal has moved on in the workflow](image)

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 curriculoghelp@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

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 footnotes are found in the last block. We will be soon changing that so that the notes have their own 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 curriculoghelp@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

*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 and 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,

College/Department: *

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. General Education Approval

At the time of this writing our General Education curriculum is being reviewed, and the ultimate process for Gen Ed approval is unknown. To handle this uncertainty, we will use a custom workflow where you send the course approval through the Associate Dean for General Education and Student Engagement. If you need help with this process please contact a Curriculog™ admin at curriculoghelp@clemson.edu.

1. INITIATING 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 proposal.

However, this does NOT trigger the process of approval. That is accomplished by submitting your proposal through a custom route (see also section IV. C. below).

To process your request, you must include a syllabus for the course and a separate document that details how the course will meet the selected Gen Ed competency (see the Gen Ed section of the catalog for a list of current competencies).
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.

Repeat this process to upload your document that describes your request and how the course will meet the Gen Ed competency. Indicate that you have attached supporting documents at the bottom of the proposal.

**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)

## 2. ROUTING THE PROPOSAL

Once the two documents are in place, complete your proposal and save your work (see above for instructions for your type of proposal). The last step to move your proposal forward is to approve under the Decisions section.

Select Custom Route in the dialog box and click Make My Decision.
Rename the custom route to reflect your Gen Ed submission as in the example below. Then open the Participants section and click on Add Participant.

A dialog will open to allow you to select the person for your custom route. For Gen Ed approval that person is Bridget Trogden, trogden@clemson.edu. Select Hierarchy to navigate to her role.

Open Clemson University, then open Undergraduate Curriculum Committee and scroll down to select Dr. Trogden from the list, then click Add Role.
Back in the Custom Route window, open Rules and select Make Comments.

You can leave the default settings in the Decisions and Deadlines/Reminders sections. Add any additional comments in the comment box. For example, you might include the contact information of yourself or others that are working on the Gen Ed aspects of the course in case Dr. Trogden wants to ask questions. You can preview your custom route or activate it using Request Custom Route.

The custom route request will go to a Curriculog™ admin for approval and then Dr. Trogden will receive a notification to process your request. Her approval will be required before the course continues to the next step for proposal approval (typically your departmental curriculum committee). Note that Gen Ed approval can be initiated at any step by a course approver. This means that if your department decides to submit your course for Gen Ed after they meet, your department chair could initiate the Gen Ed custom route when the course is approved to go to the college curriculum committee.
B. 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

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,

College/Department: * Select an option

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

Save All Changes

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.

The three required fields at the bottom of the proposal deal with the distributed competencies: Ethical Judgement, Communication, and Critical Thinking. For new programs it is a good idea to model these after successful examples from other programs. Contact Dr. Bridget Trogden in Undergraduate Studies for help, trogden@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
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 three options from which to choose. You can allow students to choose from the standard Gen Ed list, you can provide a restricted list of courses (a subset of the standard list), or you may propose a cluster of courses. If you choose the last option you will need to provide a justification in the textbox below that choice.

**Academic and Professional Development**: All programs require two credits that apply to academic and professional development. Enter the courses students must take to meet this requirement.
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 previous department chair in the next step that needs to be fixed. Contact curriculoghelp@clemson.edu to update to the correct approver.

C. 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 curriculothelp@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.

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.