Purdue University Curriculog

Undergraduate Curriculum Proposal Instructions

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Curriculum Proposals - Undergraduate

Create a New Proposal:

1. Log in
2. Go to +New Proposal

3. Select the type of Curriculum proposal you need to use for the year the change will take place:

   Undergraduate Proposal Types:
   1) Curricula Degree Program or Certificate Undergraduate – Create
   2) Curricula Major, Minor Concentration Undergraduate – Create
   3) Curricula Undergraduate – Expire

4. Select the checkmark to the right to open the proposal.
Curricula Degree Program or Certificate Undergraduate - Create

This workflow will assist in creating a new Degree Program or Certificate for the Undergraduate area. The process will begin by creating a “Plan to Propose” prior to creating a “Final Proposal”. This allows each proposal an opportunity to be vetted through every area necessary for approvals prior to creating all of the documentation necessary for a formal proposal.

**Request to Plan a Proposal:**
1. Select Program (always select program)
2. Select the college that will manage the Degree Program or Certificate.
3. Select the department that will manage the Degree Program or Certificate.
4. Select which you are requesting:
   - New Degree Program
   - New Certificate
5. Is this a STEM program? If yes, a specific CIP code will need to be used.
6. Select the proposed effective term (Please note the deadlines and requirements for the length of time this may take to get approval)
7. Import the Plan of Study Template. (see “How to Import a Plan of Study Template”)
8. Add courses to the plan and edit the plan as needed. (see “Edit a Plan of Study:”)
9. Add the “Rationale” for creating the New Degree or Certificate.
   (The link to the checklist on the Provost website has been added here for your assistance. However, this “Rationale” area is not part of the formal proposal. This is to provide all the approving parties adequate information to allow this proposal to move forward into the formal proposal phase.)
   *Information can be uploaded to the proposal. For instructions on this feature, see “How to Upload Documents”. To assist with this information the link to the current active program codes and program names has been provided.
10. Add the Projected Headcount number.
11. After completing the above, you are ready to save and launch the proposal to the next person for review.

   a. Click "Save All Changes."

   b. Click on the arrow at the top of the page to launch the proposal. (Only launch the proposal after you completely finished) The proposal will now be sent on for further review before the formal proposal is submitted.

**Request for Formal Proposal:**

After the approvals for the “Plan to Propose” have completed. The proposal will return to the originator to finalize the “Request for Formal Proposal” section.

1. Navigate back up to the Plan of Study section to complete the Plan of Study.

2. Complete the following areas as indicated by the checklist on the Provost website.
   a. Characteristics
   b. Assessment of Need
   c. Cost and Support
   d. Similar and Related Programs
   e. Quality and other aspects

3. Any information relevant can be added to the proposal by uploading documents.

4. To approve all of the information you have added and move the proposal forward to the next step: (see “How to Approve a Proposal” for more information)
   a. Go to the top right side of the proposal page.
   b. Click the blue circle with the green checkmark.
   c. Select “Approve”
   d. Click “Make my Decision”
Curricula Major, Minor, or Concentration Undergraduate - Create

This workflow will assist in creating a new Major, Minor or Concentration for the Undergraduate area. The process will begin by creating a “Plan to Propose” prior to creating a “Final Proposal”. This allows each proposal an opportunity to be vetted through every area necessary for approvals prior to creating all of the documentation necessary for a formal proposal.

**Request to Plan a Proposal:**
1. Select Program *(always select program)*
2. Select the college that will manage the Major, Minor or Concentration.
3. Select the department that will manage the Major, Minor or Concentration.
4. Import the Plan of Study Template. *(see “How to Import a Plan of Study Template”)*
5. Change the template name to the Proposed Program Title
6. Select the proposed effective term *(Please note the deadlines and requirements for the length of time this may take to get approval)*
7. Select which is being added *(Only one type can be added at a time. For example, if you want to add a new major with a new concentration, you will need 2 proposals – 1 for the major and 1 for the concentration.)*
8. If adding a minor, please indicate what degree granting programs are allowed/not allowed to take this.
9. If adding a concentration, please indicate what major(s) this will be added to. *(To assist with this information the link to the current active program codes and program names has been provided.)*
10. Add the Projected Headcount.
11. Add a description for the major, minor, concentration. *Information can be uploaded to the proposal. For instructions on this feature, see “How to Add Attachments”.

12. Add courses to the plan and edit the plan as needed. *(see Edit a Plan of Study:)*

13. After completing the above, you are ready to save and launch the proposal to the next person for review.
   
   a. Click "Save All Changes."

   b. Click on the arrow at the top of the page to launch the proposal. (Only launch the proposal after you completely finished) The proposal will now be sent on for further review before the formal proposal is submitted.

**Request for Formal Proposal:**

After the approvals for the “Plan to Propose” have completed. The proposal will return to the originator to finalize the “Request for Formal Proposal” section.

1. Navigate back up to the Plan of Study section to complete the Plan of Study.

2. Go back to the “Request for Formal Proposal”

3. Add the Total number of credit hours needed to complete the program being added.

4. Check the pre-requisites for courses needed to complete the program. A link is provided for you to copy and paste pre-requisites.

*(This insures that the program does not have more credit hours necessary to complete it since the pre-requisites may not be included in the total credit hours or the plan of study.)*
5. If courses are required from outside the proposing department or school, have you discussed the use of these courses with them? If yes, provide the name and phone number of that person.

(This helps determine the course demand needed for adding this program.)

6. More information can be uploaded to the proposal. For instructions on this feature, see “How to Add Attachments”.

7. To approve all of the information you have added and move the proposal forward to the next step: (see “How to Approve a Proposal” for more information)
   a. Go to the top right side of the proposal page.
   b. Click the blue circle with the green checkmark.
   c. Select “Approve”
   d. Click “Make my Decision”
Curricula Undergraduate - Expire

This workflow will assist in expiring or eliminating curricula. Please note that if students are currently in the curricula, it will not be “completely” expired if they are being allowed to finish. This workflow will help keep accurate records for Admissions and the Office of the Registrar to reflect curricula that is “Recruiting” and “Admitting” and “Active” or if the curricula only remains “Active” for students who are completing it.

1. Select Program *(always select program)*
2. Select the college that manages the curricula expiring.
3. Select the department that manages the curricula expiring.
4. Select the type of curricula you are requesting to expire.
5. Select the proposed effective term *(Please note the deadlines and requirements for the length of time this may take to get approval)*

6. Import the curricula *(see How to Import an Existing Curricula Plan of Study)*

7. Is the curricula “Active and Admitting”?
   a. Is the curricula available for admission?
   b. If yes, are students being moved into another curricula or will they continue until finished in this curricula?
   c. Have the students been notified of the change taking place?
      *(By expiring students will no longer be able to be admitted to it.)*
8. If students will be moved to a different program:
   a. Provide the program name
   b. Provide the rationale for the move.
   (Please note that students must be contacted prior to submission of this form if the change will impact the student’s current curriculum)

9. After completing the above, you are ready to save and launch the proposal to the next person for review.
   a. Click "Save All Changes."

   b. Click on the arrow at the top of the page to launch the proposal. *(Only launch the proposal after you completely finished)*

   c. The proposal will now be sent on for further review before the formal proposal is submitted.
How to Import an Existing Curricula Plan of Study

1. Select from the top tool bar to import the existing program from the University Catalog.

2. Select the Catalog – “Acalog: XXX”

3. Select the drop down arrow in “Filter by Field” to scroll for choices

4. Select “Name”

5. Enter the name of the curricula (use an asterisk (*) for a wildcard search, i.e. Communication*)

6. Click “Search Available Curriculum”

7. Choose the correct Plan of Study from the programs listed by clicking on it. (You may need to choose another word in the title or use fewer words to increase your search.) The search results will include any curricula titles from the online catalog including Graduate School Curricula.
8. Select “Import This Item” (leave all import fields checked)

9. You will see the name of the curricula at the top of your proposal

and in the program title area in the proposal
**How to Import a Plan of Study Template**

1. Select 🔄 from the top tool bar to import the existing program from the University Catalog.

2. Select the Catalog – “Acalog: XXX”

3. Select the drop down arrow in “Filter by Field” to scroll for choices

4. Select “Name”

5. Enter the name “Template”

6. Click “Search Available Curriculum”

7. Choose from Certificate Template, Major Template, Minor Template or Concentration Template *(This may faded and indicate “previously imported”. It can still be imported again.)*

8. Select “Import This Item” (leave all import fields checked)

9. Change the name from the “Template” to the Proposed Title

10. Add a description of the program or certificate in the next area. This is to be used for the explanation of the program you are proposing.
How to Create a Plan of Study

This area should be used to provide a list of major courses for the proposed plan of study. This is a high level list of critical courses that will be embedded in your POS.

(For more detailed instruction, see the Plan of Study Curriculog Training Material.)

Add Courses to Plan of Study:

1. Click (View Curriculum Courses area) to add all of courses you want to include

2. Click "Import Course" to add courses (ALWAYS select "Import Course" not "Add Course")

3. A pop-up will appear. Select the “Purdue: updated_courses”

4. Select the arrow in "Filter by Field" to scroll for choices

5. Select "Prefix"

6. Enter the prefix of the course(s) (use an asterisk (*) for a wildcard search, i.e. COM* or CO*)

7. Click "Search Available Curriculum"
8. Choose all courses you would like to add from this prefix by clicking on each row. The courses chosen will highlight the row in gold.

All selected courses are added to a list at the bottom of the page.

To remove a course from this list:

a. Go to the bottom of the page
b. Hover it the course you want to remove.
c. Click the "X" that appears on the right to remove the course from the import list

9. Select "Add Courses to Proposal"

10. Continue adding courses with different Prefixes by repeating the above steps until you have included all of the courses you need for the plan of study. You can view the courses that have been added in the “View Curriculum Courses” area.

11. To remove a course from this area, hover over the course and click the blue “X” on the right.

12. Click “Save All Changes”

A pop-up error will appear when deleting a course being used in the Plan of Study. 
You must remove it from all areas indicated in the Plan of Study before it can be deleted completely.
**Edit a Plan of Study:**

1. Click (View Curricula Schema area) to add courses to correct areas in the plan.

2. Click on the “gray section bar” that you will be adding the course(s) to. This will open the section.

3. Click the “Add Courses” button to choose from the list that you previously populated by importing course(s). *(This is assuming you have already imported the courses. A pop-up will appear.)*

4. Choose the course by clicking on it. *It will highlight in blue. You may choose as many courses from this list as needed at one time.*

5. After selecting all the courses you want to add to this section, click the “Add Course” button. *Courses may be added to the Degree Requirement area and the 8 semester plan area.*

6. The courses will now appear in the Plan of Study under the section you chose. *You may arrange them by hovering over them, clicking, and dragging them up or down within that section.*

7. Adding Custom Text is an option.
   a. Click on “Add Custom Text”
   b. A pop-up will appear with a text area.
c. Type the text or character you would like to add.

d. Click “Add Text”

e. The custom text will default to the bottom of the area, but can be moved by hovering, clicking and dragging to a new location.

f. Editing the custom text can be done by hovering over the line and clicking the blue pencil to the right of the text.

g. Continue by following the steps above to add all courses and text needed to every section of the plan of study.

**How to Add Attachments**

1. Select the ‘Files’ icon from the Proposal Toolbox *(located on the top right hand page)*

2. Next, select the ‘Choose File’ button to locate the file on your computer to attach, and click ‘Open’

3. Once the file appears in the window, you can click ‘Upload’

4. The attached file will now be available within the Proposal for review.
**How to Review Changes (Show Markup)**

1. Go to the upper right of the proposal page and click on “discussion” icon. Under the proposal toolbox you will see the user tracking.

2. Select “Show current with markup”

3. You will be able to review any changes in your proposal

4. You may choose edits by different individuals in the proposal approval process by selecting “Show Individual User Edits”.

If you have any questions, please email curriculum@purdue.edu or call Kimberly Watley at 765-494-8235.