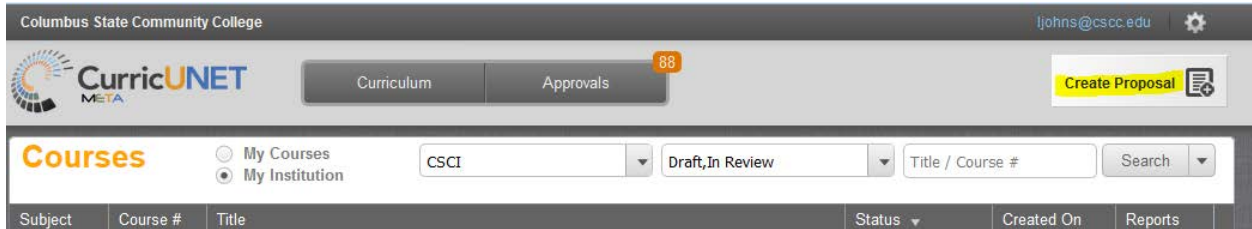


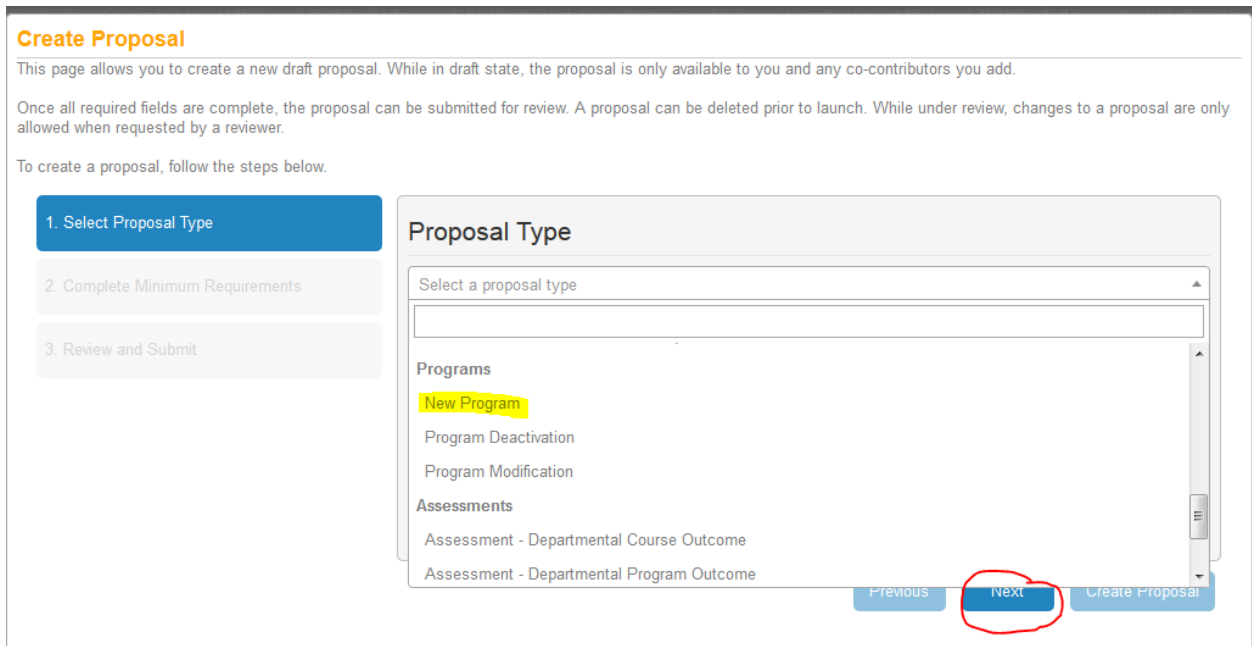
CurricUNET – Creating a Program

New programs will require the pre-approval to be completed and launched for review before full program submission. Once the program proposal is created and receives initial pre-approval it will come back to the originator for full development and then be launched back into the workflow for full review. Remember that this is just the internal review process and programs, certificate or degree, have to also receive Ohio Department of Higher Education (ODHE) and Higher Learning Commission (HLC) approval before they can be marketed or offered.

From the initial landing page, select “Create Proposal”



From the drop down arrow, select “New Program” and then click “Next”



Identify the Division, Department and the Award Type (Certificate, Degree or Major) from each of the drop down arrows. Type in the name of the program, and then click “Next”

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Minimum Requirements

Fill out all of the fields below.

Division*

Department*

Award Type*

Program Title*

Previous **Next** Create Proposal

Confirm that the Title and Type of program are correct and then click “Create Proposal”

Create Proposal

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To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

New Program

Program Title: **This is a test**
Award Type: **Certificate**

If this is correct press Create Proposal.

Previous Next **Create Proposal**

For the pre-proposal approval phase of the certificate or degree, you must complete (saving along the way) the Pre-Proposal tab (all fields), the Main tab (Program Description and Justification), and the Block Definitions (semesters and courses) tab. Once you are satisfied with the information, you may hit “Launch” to send it into the review workflow.

The screenshot shows a web interface for a 'New Program' in 'Draft' status. The title is 'New Program: This is a test'. On the right, there are two buttons: 'Launch' (circled in red) and 'Delete Draft'. Below the title is a sidebar with tabs: 'Pre-Proposal', 'Main', 'Block Definitions', 'Learning Outcomes', 'Codes/Dates', and 'Attached Files'. The main content area is titled 'Pre-Proposal' and includes a 'Global Pre-Proposal Questions' section with a text area for 'Brief Description of the New Deg, maj, Concent, Cert'. Below this are fields for 'Planned Offering Semester' (a dropdown menu), 'Planned Offering year' (a text input), and 'Any preadmission requirements:' (a text input).

Once you have initial approval you will receive a nightly notification email that you have something to review or act on. You will log in and click on the “Approvals” tab at the top of the page. From there you will open the submission and complete the remaining fields so that all tabs are complete with the exception of the “Codes/Dates” tab which you will not complete. When you are ready to place it back in the workflow, you will take “Action” “Changes Made” and “Commit”.

This screenshot shows the same 'New Program' form, but from a different user perspective. At the top, the user is logged in as 'ljohns@csc.edu'. The navigation bar includes 'Curriculum' and 'Approvals' (highlighted in yellow with a notification badge of '92'). The 'Launch' button is now greyed out. In the sidebar, the 'Learning Outcomes' and 'Attached Files' tabs are circled in red. The main content area is identical to the previous screenshot, showing the 'Pre-Proposal' section with the 'Global Pre-Proposal Questions' and the offering details.