

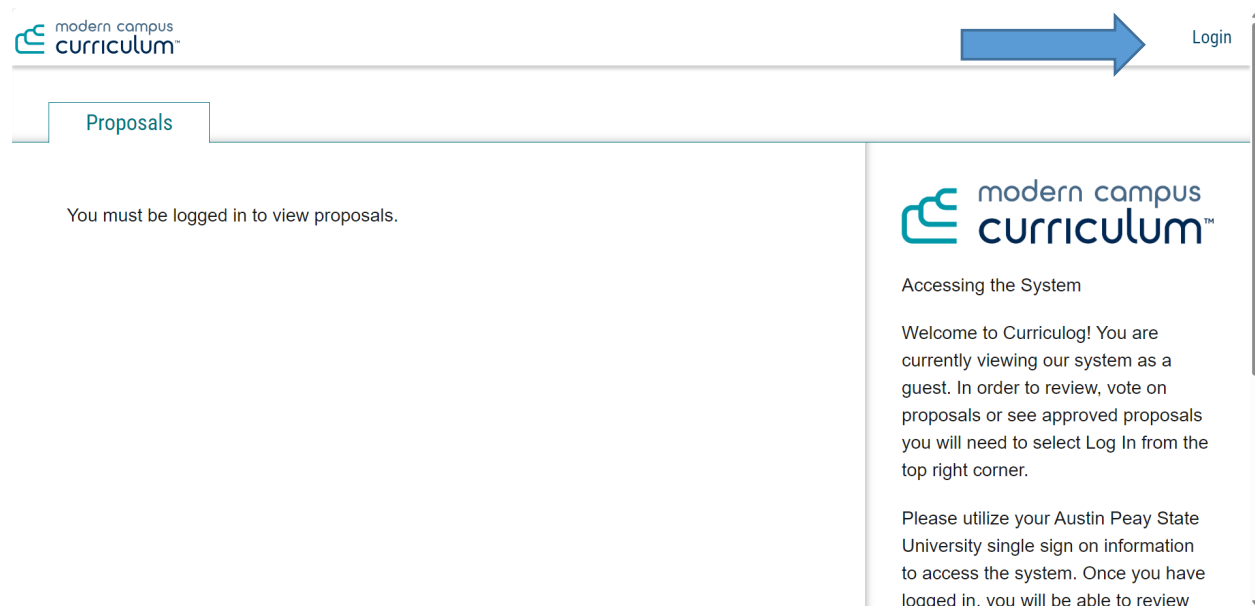
# Curriculog Training

# Logging In

Step 1: Go to [apsu.curriculog.com](https://apsu.curriculog.com)

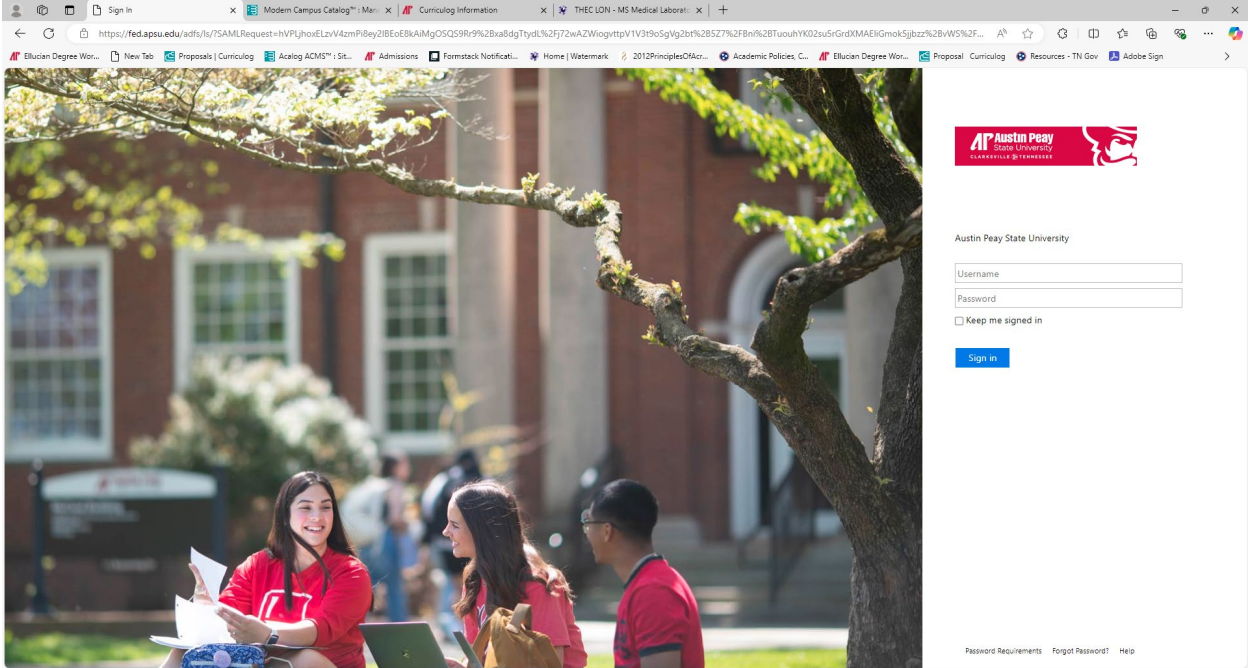
This link is also available at <https://www.apsu.edu/academic-course-and-program-development/curriculog-information/index.php> and on AP OneStop under the Faculty Services tab.

Step 2: Select Log In from the top right corner



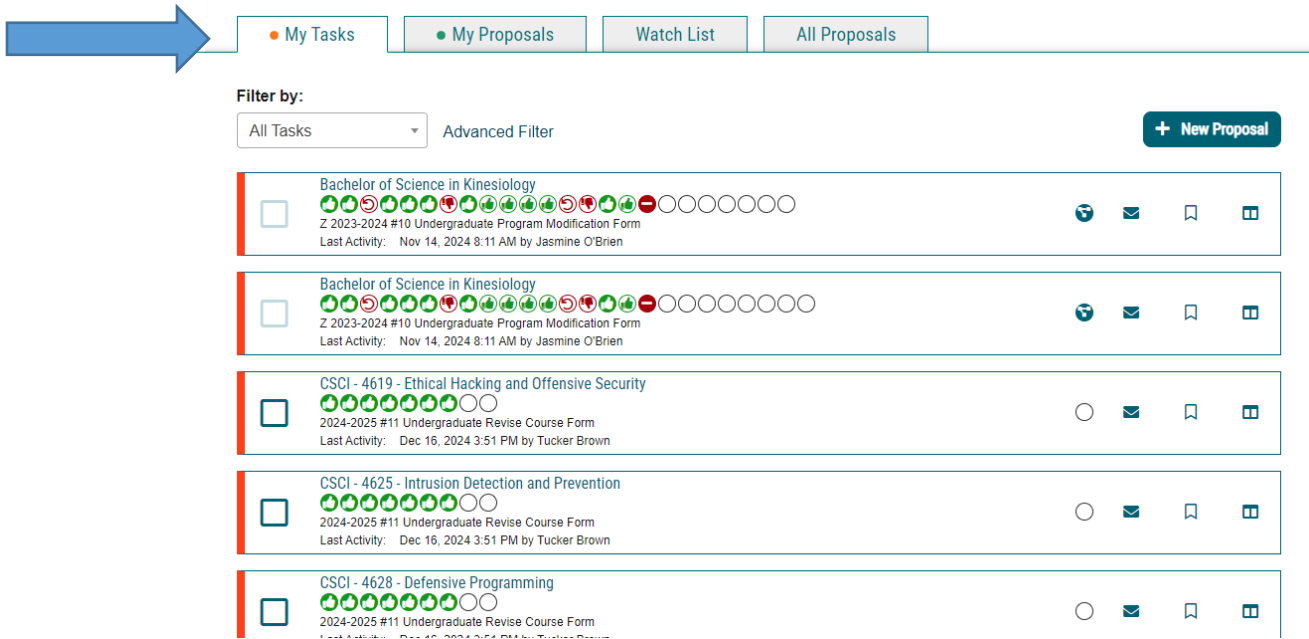
The screenshot shows the Modern Campus Curriculum web application. At the top left is the logo for 'modern campus curriculum'. In the top right corner, there is a blue arrow pointing to a 'Login' button. Below the navigation bar, a 'Proposals' tab is selected. The main content area displays a message: 'You must be logged in to view proposals.' On the right side, there is a sidebar with the 'modern campus curriculum' logo and the heading 'Accessing the System'. The sidebar text reads: 'Welcome to Curriculog! You are currently viewing our system as a guest. In order to review, vote on proposals or see approved proposals you will need to select Log In from the top right corner. Please utilize your Austin Peay State University single sign on information to access the system. Once you have logged in, you will be able to review'.

Step 3: A new sign in window will appear for you to enter your single sign on credentials.



# Navigating to Proposal Forms

Step 1: On the left hand side of the screen, make sure the My Tasks tab is selected.



The screenshot shows a navigation bar with four tabs: "My Tasks" (selected), "My Proposals", "Watch List", and "All Proposals". A blue arrow points to the "My Tasks" tab. Below the navigation bar, there is a "Filter by:" section with a dropdown menu set to "All Tasks" and an "Advanced Filter" link. A "+ New Proposal" button is located in the top right corner. The main content area displays a list of five tasks, each with a checkbox, a progress indicator (a row of green and red circles), and a set of action icons (download, email, bookmark, and print).

Task Name	Progress	Last Activity
Bachelor of Science in Kinesiology Z 2023-2024 #10 Undergraduate Program Modification Form	10/10 green circles	Nov 14, 2024 8:11 AM by Jasmine O'Brien
Bachelor of Science in Kinesiology Z 2023-2024 #10 Undergraduate Program Modification Form	9/10 green circles, 1 red circle	Nov 14, 2024 8:11 AM by Jasmine O'Brien
CSCI - 4619 - Ethical Hacking and Offensive Security 2024-2025 #11 Undergraduate Revise Course Form	5/5 green circles	Dec 16, 2024 3:51 PM by Tucker Brown
CSCI - 4625 - Intrusion Detection and Prevention 2024-2025 #11 Undergraduate Revise Course Form	5/5 green circles	Dec 16, 2024 3:51 PM by Tucker Brown
CSCI - 4628 - Defensive Programming 2024-2025 #11 Undergraduate Revise Course Form	5/5 green circles	Dec 16, 2024 3:51 PM by Tucker Brown

Step 2: Select the New Proposal Button located under the My Tasks tab across from Advanced Filter.

The screenshot shows the 'My Tasks' tab selected. Below the tabs, there is a 'Filter by:' dropdown set to 'All Tasks' and an 'Advanced Filter' button. A blue arrow points from the 'Advanced Filter' button to a '+ New Proposal' button. Below this, a list of tasks is displayed, each with a checkbox, a progress indicator (a row of green and red circles), and a title. The tasks include:

- Bachelor of Science in Kinesiology (Z 2023-2024 #10 Undergraduate Program Modification Form)
- Bachelor of Science in Kinesiology (Z 2023-2024 #10 Undergraduate Program Modification Form)
- CSCI - 4619 - Ethical Hacking and Offensive Security (2024-2025 #11 Undergraduate Revise Course Form)
- CSCI - 4625 - Intrusion Detection and Prevention (2024-2025 #11 Undergraduate Revise Course Form)
- CSCI - 4628 - Defensive Programming (2024-2025 #11 Undergraduate Revise Course Form)

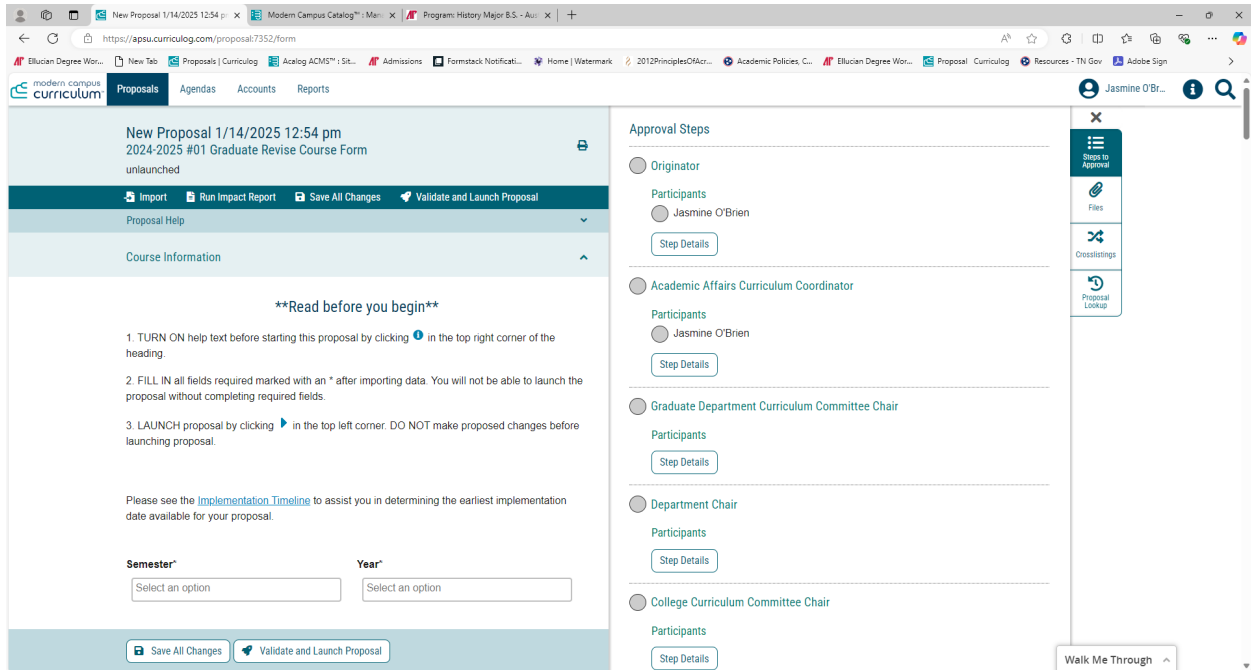
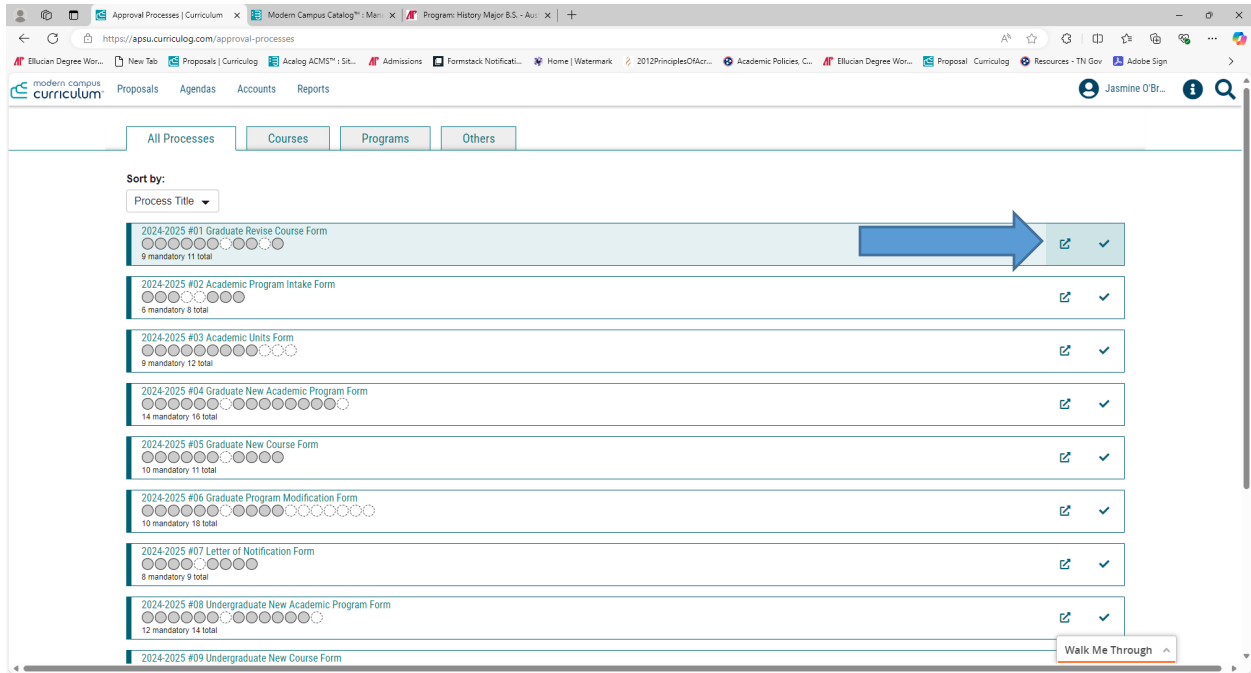
A list of available forms will now appear. The forms are limited to display only ten per page in Curriculog.

The screenshot shows the 'All Processes' tab selected. Below the tabs, there is a 'Sort by:' dropdown set to 'Process Title'. A list of forms is displayed, each with a progress indicator (a row of grey and white circles) and a title. The forms include:

- 2024-2025 #01 Graduate Revise Course Form (9 mandatory 11 total)
- 2024-2025 #02 Academic Program Intake Form (6 mandatory 8 total)
- 2024-2025 #03 Academic Units Form (9 mandatory 12 total)
- 2024-2025 #04 Graduate New Academic Program Form (14 mandatory 18 total)
- 2024-2025 #05 Graduate New Course Form (10 mandatory 11 total)
- 2024-2025 #06 Graduate Program Modification Form (10 mandatory 18 total)
- 2024-2025 #07 Letter of Notification Form (8 mandatory 9 total)
- 2024-2025 #08 Undergraduate New Academic Program Form (12 mandatory 14 total)

### Step 3. Locate the needed form

Once you have located the appropriate proposal form, hover your mouse over it so it becomes highlighted. Then out to the right you will see a checkmark and you will want to select that and open a new form for completion.



# Completing the Course Revise or Course Delete Form

For these forms, you are able to import the course information from Acalog.

To import the course information:

Step 1: Select the word Import in the top left of the toolbar under the type of proposal

The screenshot shows the 'New Proposal' form in the Acalog curriculum system. The browser address bar indicates the URL is <https://apsu.curriculum.com/proposal/7353/form>. The page title is 'New Proposal 1/14/2025 1:07 pm' and the subtitle is '2024-2025 #11 Undergraduate Revise Course Form'. The form is currently 'unlaunched'.

In the top toolbar, the 'Import' button is highlighted with a blue arrow. Other buttons in the toolbar include 'Run Impact Report', 'Save All Changes', and 'Validate and Launch Proposal'. Below the toolbar is a 'Proposal Help' dropdown menu and a 'Course Information' section.

The main content area contains the following instructions:

**\*\*Read before you begin\*\***

1. TURN ON help text before starting this proposal by clicking in the top right corner of the heading.
2. FILL IN all fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields.
3. LAUNCH proposal by clicking in the top left corner. DO NOT make proposed changes before launching proposal.

Please see the [Implementation Timeline](#) to assist you in determining the earliest implementation date available for your proposal.

Form fields include:

- Semester\* (Select an option)
- Year\* (Select an option)

At the bottom of the form are buttons for 'Save All Changes' and 'Validate and Launch Proposal'.

The right-hand sidebar shows the 'Approval Steps' section, which includes:

- Originator (Participants: Jasmine O'Brien, Step Details)
- Academic Affairs Curriculum Coordinator (Participants: Jasmine O'Brien, Step Details)
- Department Curriculum Committee Chair (Participants: Step Details)
- Department Chair (Participants: Step Details)
- College Curriculum Committee Chair (Participants: Step Details)

Additional sidebar options include 'Steps to Approval', 'Files', 'Crosslistings', and 'Proposal Lookup'. A 'Walk Me Through' button is located at the bottom right of the sidebar.

modern campus curriculum

Proposals | Agendas | Accounts | Reports

### New Proposal 1/14/2025 1:08 pm



2024-2025 #15 Undergraduate Course Delete Form  
unlaunched

[Import](#) [Run Impact Report](#) [Save All Changes](#) [Validate and Launch Proposal](#)

Proposal Help

#### Course Information

**\*\*Read before you begin\*\***

- TURN ON help text before starting this proposal by clicking  in the top right corner of the heading.
- FILL IN all fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields.
- LAUNCH proposal by clicking  in the top left corner. DO NOT make proposed changes before launching proposal.

Please see the [Implementation Timeline](#) to assist you in determining the earliest implementation date available for your proposal.

**Semester\***  **Year\***

[Save All Changes](#) [Validate and Launch Proposal](#)

#### Approval Steps

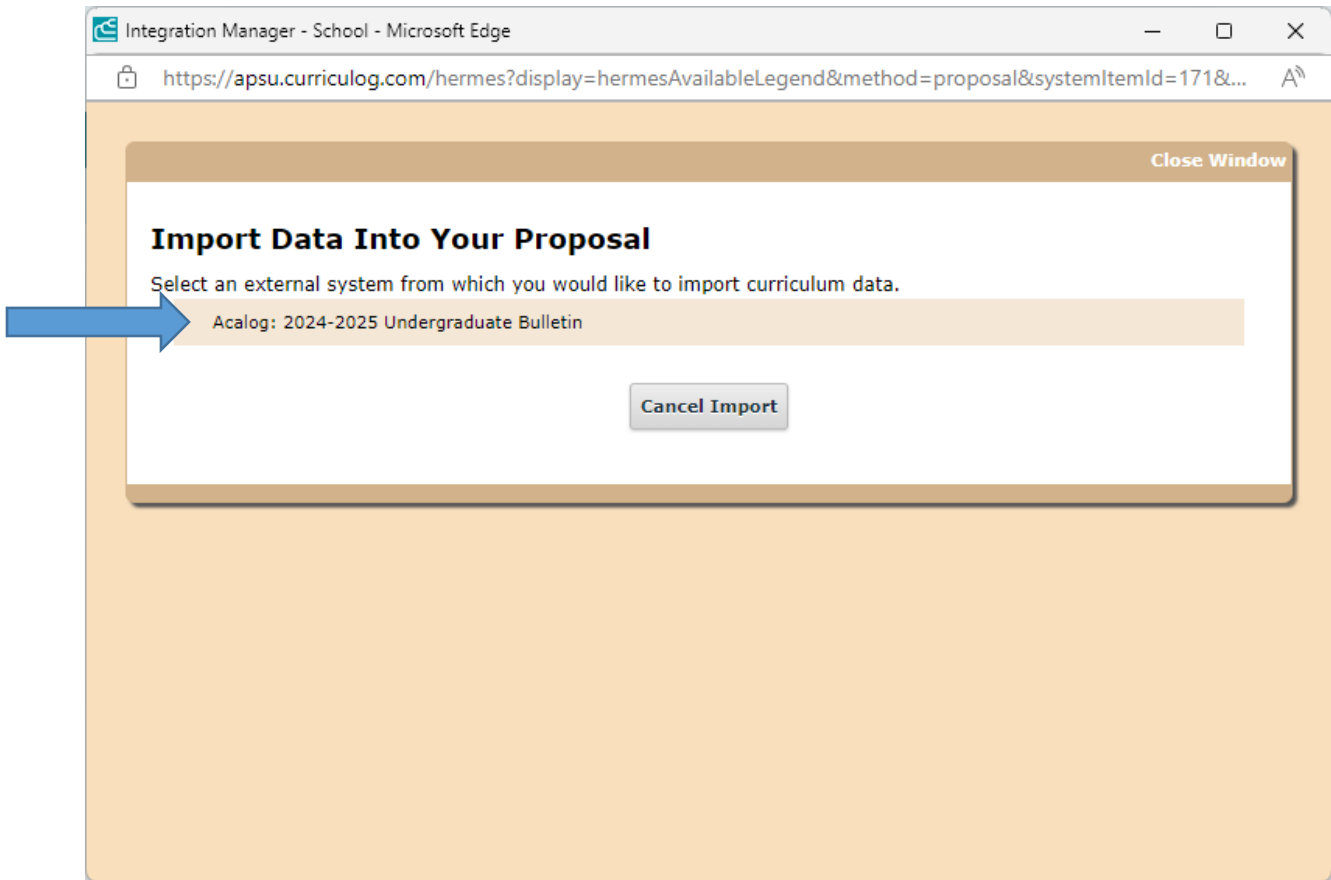
- Originator**  
Participants:  Jasmine O'Brien  
[Step Details](#)
- Academic Affairs Curriculum Coordinator**  
Participants:  Jasmine O'Brien  
[Step Details](#)
- Department Curriculum Committee Chair**  
Participants: [Step Details](#)
- Department Chair**  
Participants: [Step Details](#)
- College Curriculum Committee Chair**  
Participants: [Step Details](#)

[Steps to Approval](#)  
[Files](#)  
[Croslistings](#)  
[Proposal Lookup](#)

[Walk Me Through](#)



Step 2: You will now see a pop-up window to select the bulletin year you would like to use to import from. Click on the bulletin name.



Step 3: On the next screen, drop the Filter by field down until you see Prefix. Once you have selected Prefix a new blank box will appear above the filter drop down.

The screenshot shows a web browser window titled "Integration Manager - School - Microsoft Edge" with the URL "https://apsu.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=171&type=cou...". The main content area is titled "Search 2024-2025 Undergraduate Bulletin" and includes a "Close Window" button in the top right corner. Below the title is the instruction: "Using the faceted search below, locate the course or program you would like to import into this proposal." The "Filter Courses" section contains a "Search all courses" header, an "Or add filter" dropdown menu currently set to "Filter by field", and a horizontal line below it. Underneath the line are three input fields: "Start Date:", "End Date:", and "Sort Results By:". The "Sort Results By:" field has three buttons: "Code X", "Name X", and "Prefix X". At the bottom of the filter section is a checkbox labeled "Exclude previously imported items". Below the filter section are three buttons: "Search Available Curriculum", "Select Another External System", and "Cancel Import". A blue arrow points to the "Filter by field" dropdown menu.

Integration Manager - School - Microsoft Edge

https://apsu.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=171&type=cou...

Close Window

### Search 2024-2025 Undergraduate Bulletin

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

#### Filter Courses

Prefix =  X

Add another filter

---

Start Date:  End Date:  Sort Results By:

Exclude previously imported items

Step 4: Enter the appropriate Prefix for the course you are revising and then select Search Available Criteria

The screenshot shows a web browser window titled "Integration Manager - School - Microsoft Edge" with the URL <https://apsu.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=171&type=cou...>. The main content area is titled "Search 2024-2025 Undergraduate Bulletin" and includes a "Close Window" button in the top right corner. Below the title, there is a sub-header "Filter Courses" and a text prompt: "Using the faceted search below, locate the course or program you would like to import into this proposal." The filter section contains a "Prefix =" input field with the value "BIOL" and a blue "X" icon to its right. Below this is an "Add another filter" section with a dropdown menu currently set to "Filter by field". Further down, there are "Start Date:" and "End Date:" input fields, and a "Sort Results By:" section with three buttons: "Code X", "Name X", and "Prefix X". At the bottom of the filter section is a checkbox labeled "Exclude previously imported items". Below the filter section, there are three buttons: "Search Available Curriculum", "Select Another External System", and "Cancel Import". A blue arrow points to the "Search Available Curriculum" button.

Step 5: You should now see all available course options for the department entered.

The screenshot shows a web browser window titled "Integration Manager - School - Microsoft Edge" with the URL <https://apsu.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=171&type=cou...>. The page content includes a heading "Using the faceted search below, locate the course or program you would like to import into this proposal." Below this is a "Filter Courses" section with a text input for "Prefix" containing "BIOL" and a blue "X" icon. There is a dropdown menu for "Add another filter" set to "Filter by field". Below the filter section are input fields for "Start Date:" and "End Date:", and a "Sort Results By:" section with buttons for "Code X", "Name X", and "Prefix X". A checkbox labeled "Exclude previously imported items" is also present. Three buttons are located below the filter section: "Search Available Curriculum", "Select Another External System", and "Cancel Import". A blue arrow points from the left side of the page towards the "Search Available Curriculum" button. Below the buttons is a "Search Results" section showing "1 to 20 of 93" results. The first four results are listed in a table-like format:

Course Code	Course Name
BIOL 1006	Introduction to Pharmacology
BIOL 1010	Introduction to Biology
BIOL 1011	Introduction to Biology Lab
BIOL 1020	Diversity of Life

Step 6. Scroll through the options and locate the course you are wanting to revise. Once you have clicked on the course, course information will be displayed.

**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.

Field Name	Data Preview	Import Field
» Course Information: Department:	Department of Biology	<input checked="" type="checkbox"/>
» Course Information: Course Title:	Introduction to Biology Lab	<input checked="" type="checkbox"/>
» Course Information: Abbreviated Course Title	Introduction to Biology Lab	<input checked="" type="checkbox"/>
» Course Information: Course Rubric (Course Subject. IE: BIOL):	BIOL	<input checked="" type="checkbox"/>
» Course Information: Course Number:	1011	<input checked="" type="checkbox"/>
» Course Information: Course Type (course prefix definition):	Biology	<input checked="" type="checkbox"/>
» Course Information: Credit Hours:	1	<input checked="" type="checkbox"/>
» Course Information: Bulletin Description	Laboratory course for non-science majors. Topics covered include scientific methodology, the nature of living organisms, cell structure and function, cell chemistry and division, nature of heredity an...	<input checked="" type="checkbox"/>
» Course Information: Prerequisite:	Developmental reading and writing or ACT score	<input checked="" type="checkbox"/>

Step 7: You will now select the "import this item" button.

» Course Information: Cross Listed:	[no data]	<input type="checkbox"/>
» Course Information: Dual-Listed:	[no data]	<input type="checkbox"/>

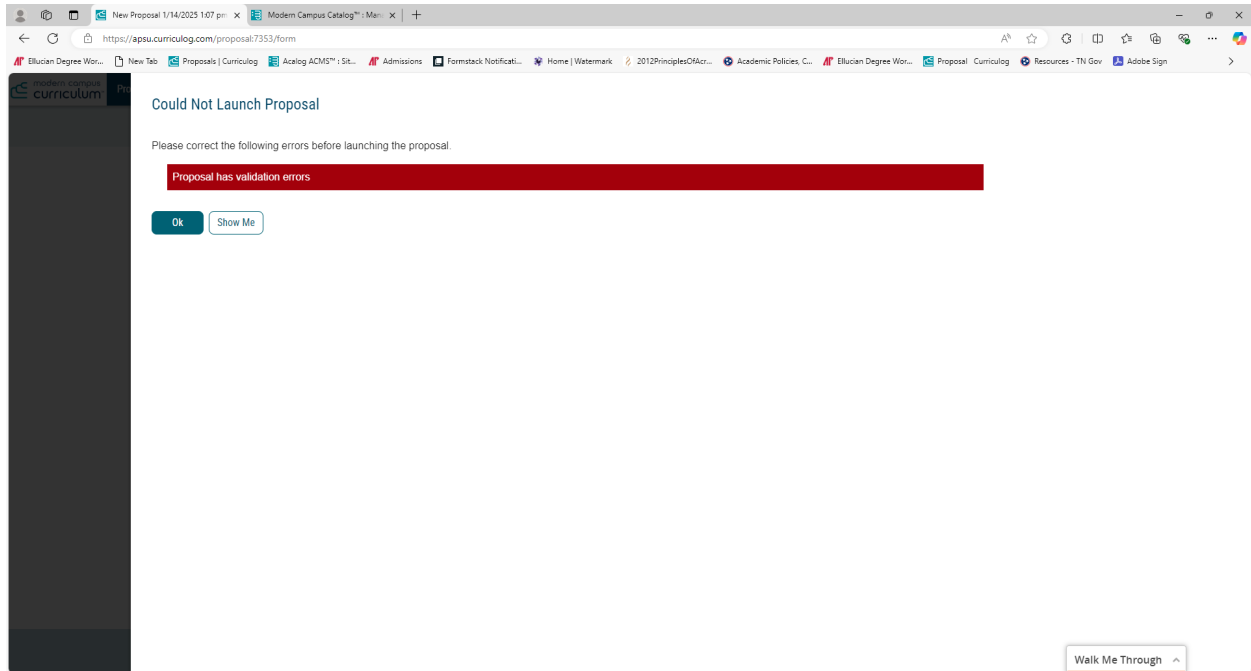


Next you will begin completing the necessary information on the Undergraduate Review or Delete Form as necessary.

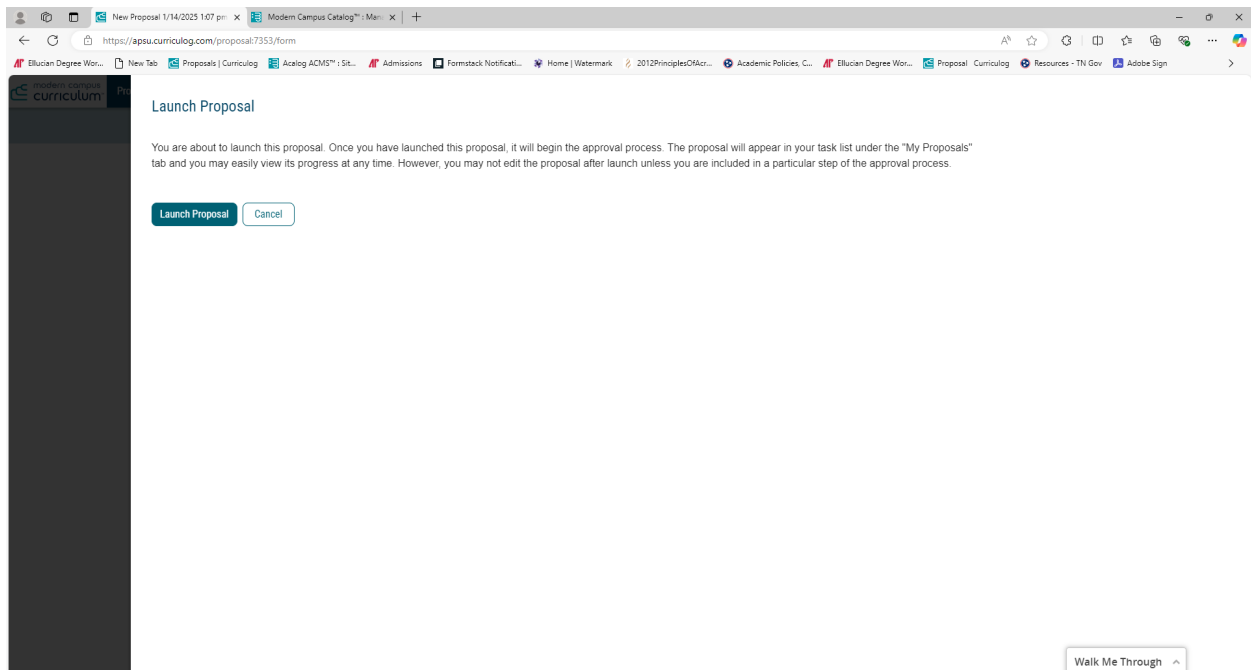
Step 8: Complete all asterisked items as you scroll through the form. If an asterisked item already is prefilled with content from the import and that field requires update, then you may just go ahead and click into the form remove the old information and insert the new information. The form immediately will track changes without having to be launched first.

Step 9: If you are unable to complete the entire form at once, you may select “Save All Changes” at the bottom so you may return to the form later for completion. If you complete the entire form at one time, you will want to select “Validate and Launch Proposal”.

Step 10: Once you select “Validate and Launch Proposal” you will either be presented with a screen showing you missed a required block like below:

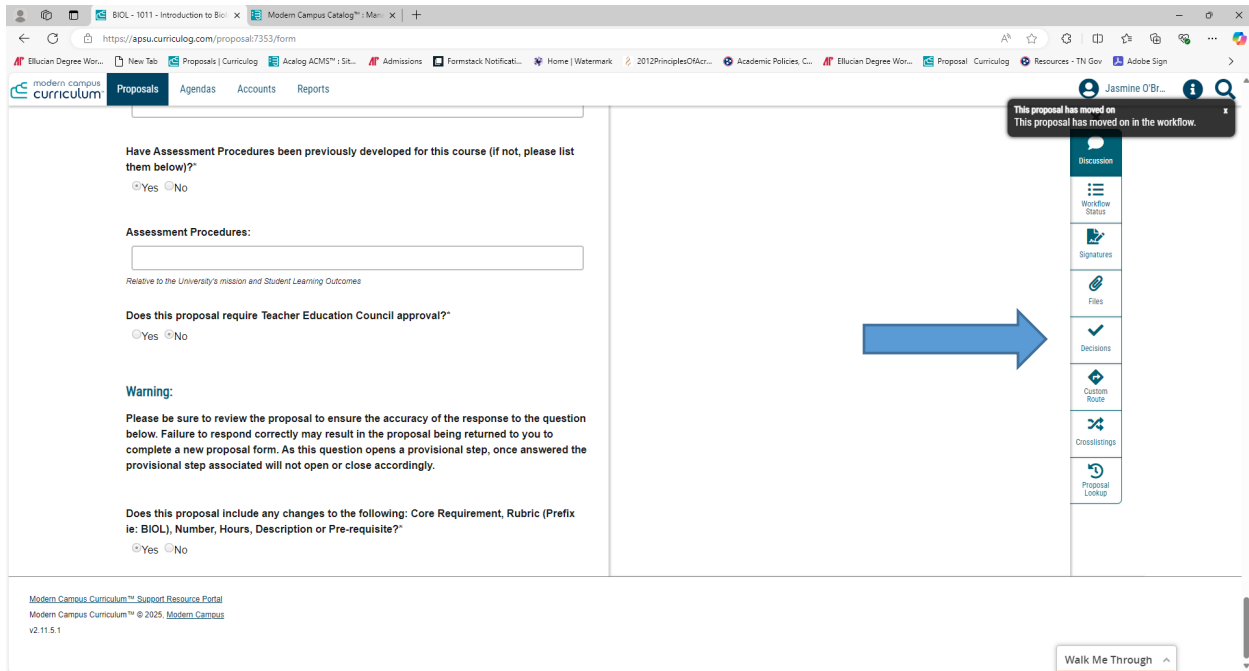


Or a screen asking you to launch if there are no errors. You will want to click on Launch Proposal.

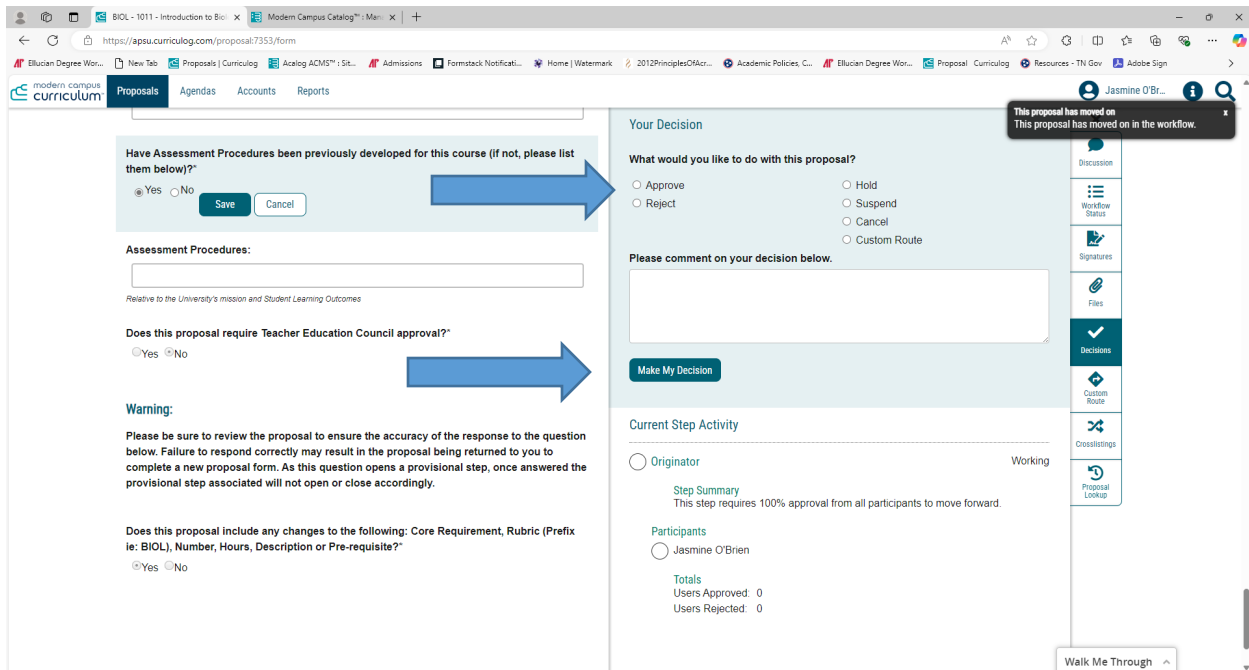




Step 11: Next you will want to navigate to the right side of the screen and select the decisions icon. The fifth icon down (check mark).

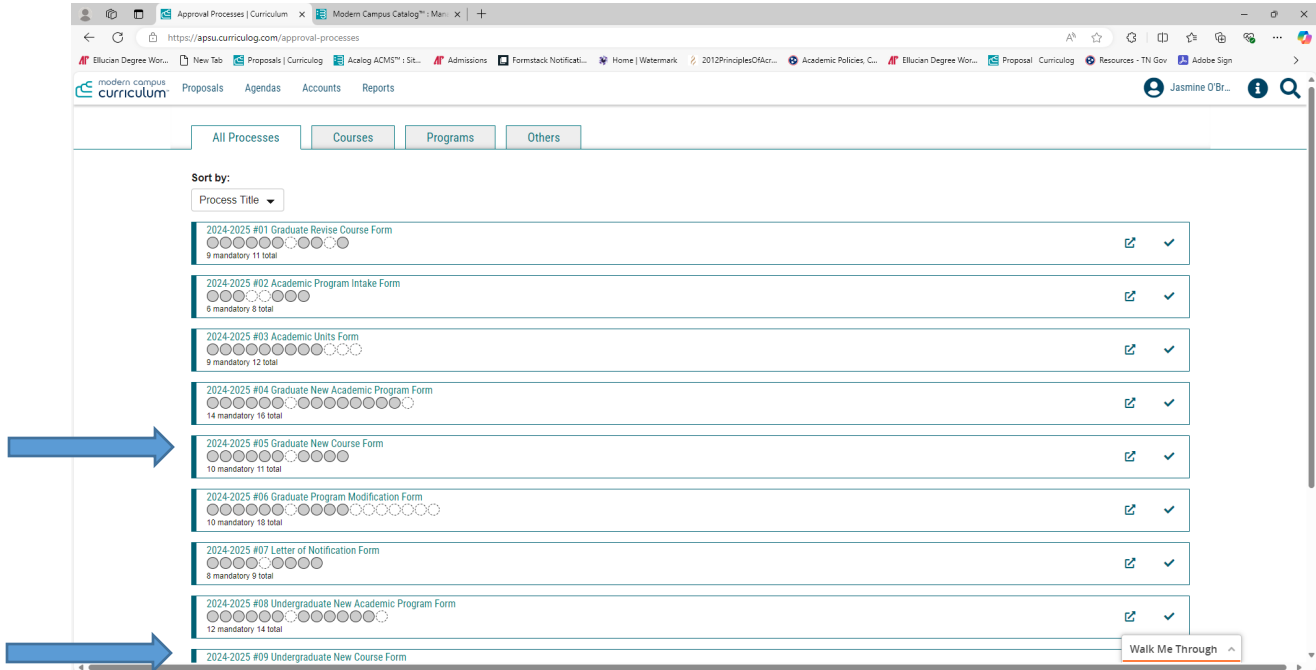


It will then show a screen where you have the option to Approve or Reject the proposal by selecting the appropriate radio button. If you select Reject, you will need to put some comments into the box. Once completed, you will click "Make My Decision"



# Completing the New Course Form

Step 1: Select Form 5 or 9 from the Curriculog Form list. Click on the form name and select the Blue Check mark icon to the right.



\*If the course you are proposing has an entirely new Rubric, please email [obrienjr@apsu.edu](mailto:obrienjr@apsu.edu) with the Rubric abbreviation so it may be added to the dropdown menu.

Acalog will not have information for a new course and importing information will not be an option.

Step 2: Complete all asterisked items as you scroll through the form. If an asterisked item already is prefilled with content from the import and that field requires update, then you may just go ahead and click into the form remove the old information and insert the new information. The form immediately will track changes without having to be launched first.

New Proposal 1/14/2025 2:51 pm  
2024-2025 #09 Undergraduate New Course Form  
unlaunched

Import Run Impact Report Save All Changes Validate and Launch Proposal

Proposal Help

Course Information

**\*\*Read before you begin\*\***

- TURN ON help text before starting this proposal by clicking in the top right corner of the heading
- FILL IN all fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields.
- LAUNCH proposal by clicking in the top left corner. DO NOT make proposed changes before launching proposal.

Please see the [Implementation Timeline](#) to assist you in determining the earliest implementation date available for your proposal.

Semester\*  Year\*

Save All Changes Validate and Launch Proposal

Approval Steps

- Originator  
Participants: Jasmine O'Brien  
Step Details
- Academic Affairs Curriculum Coordinator  
Participants: Jasmine O'Brien  
Step Details
- Department Curriculum Committee Chair  
Participants:   
Step Details
- Department Chair  
Participants:   
Step Details
- College Curriculum Committee Chair  
Participants:   
Step Details

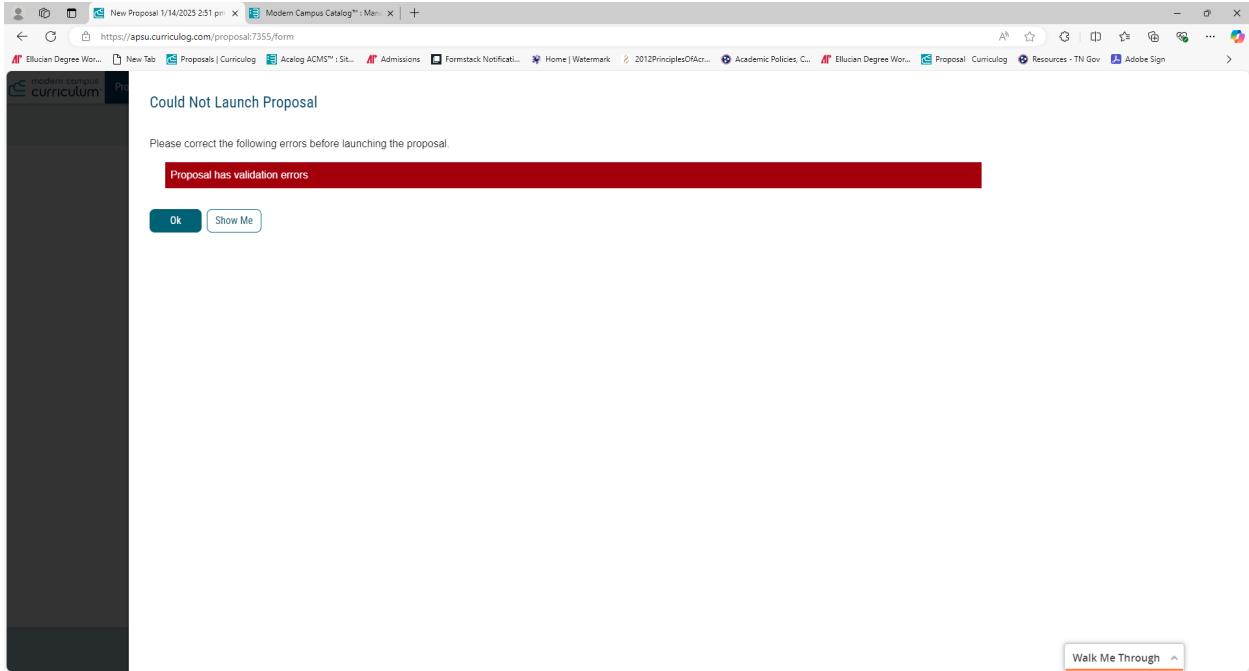
Walk Me Through

Step 3: If you are unable to complete the entire form at once, you may select “Save All Changes” at the bottom so you may return to the form later for completion. If you complete the entire form at one time, you will want to select “Validate and Launch Proposal”.

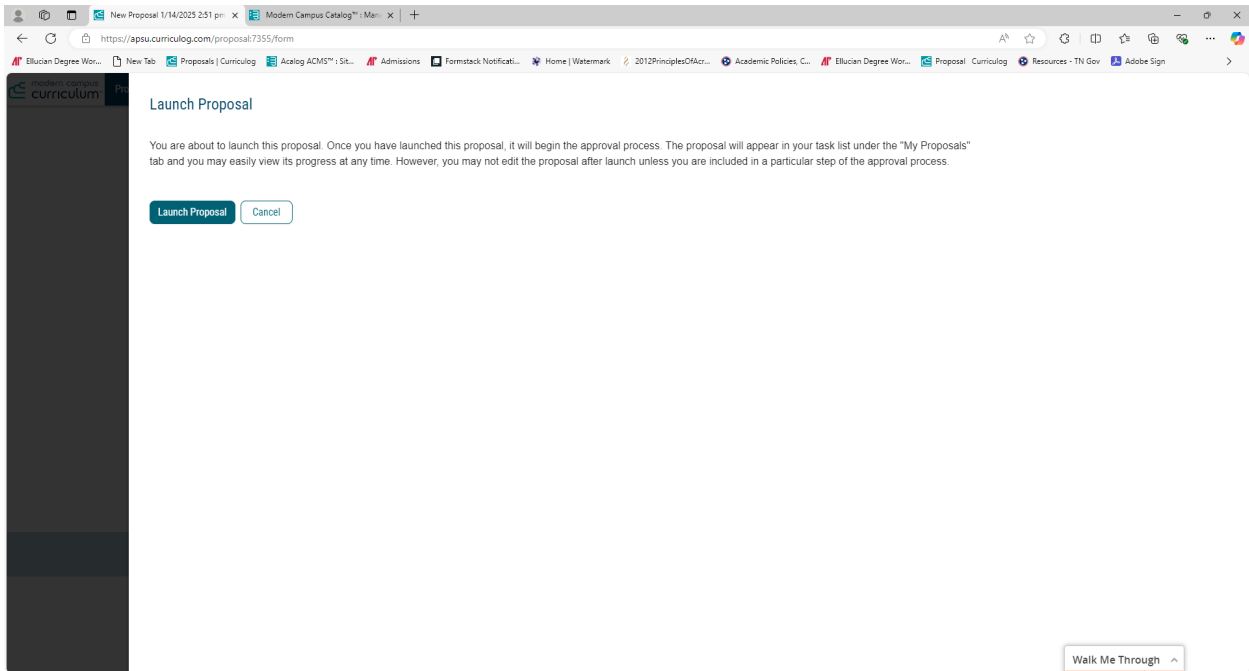
Course Title\*  
Introduction to Biology Lab

Save All Changes Validate and Launch Proposal

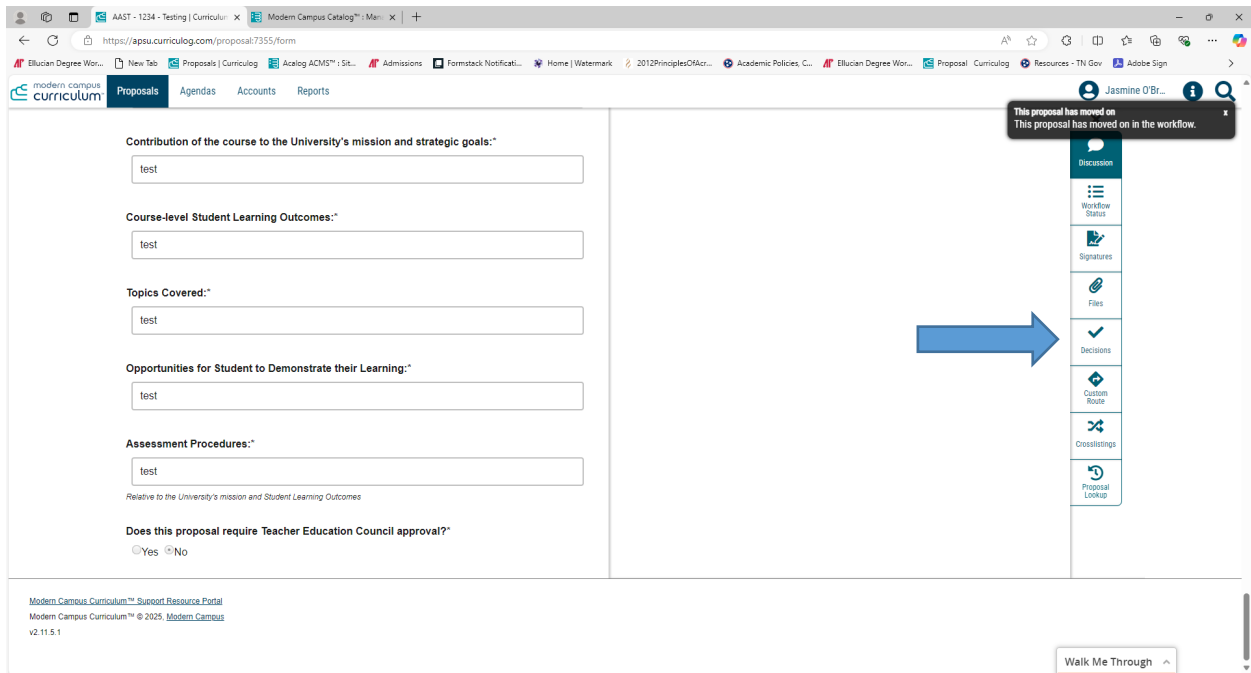
Step 4: Once you select “Validate and Launch Proposal” you will either be presented with a screen showing you missed a required block like below:



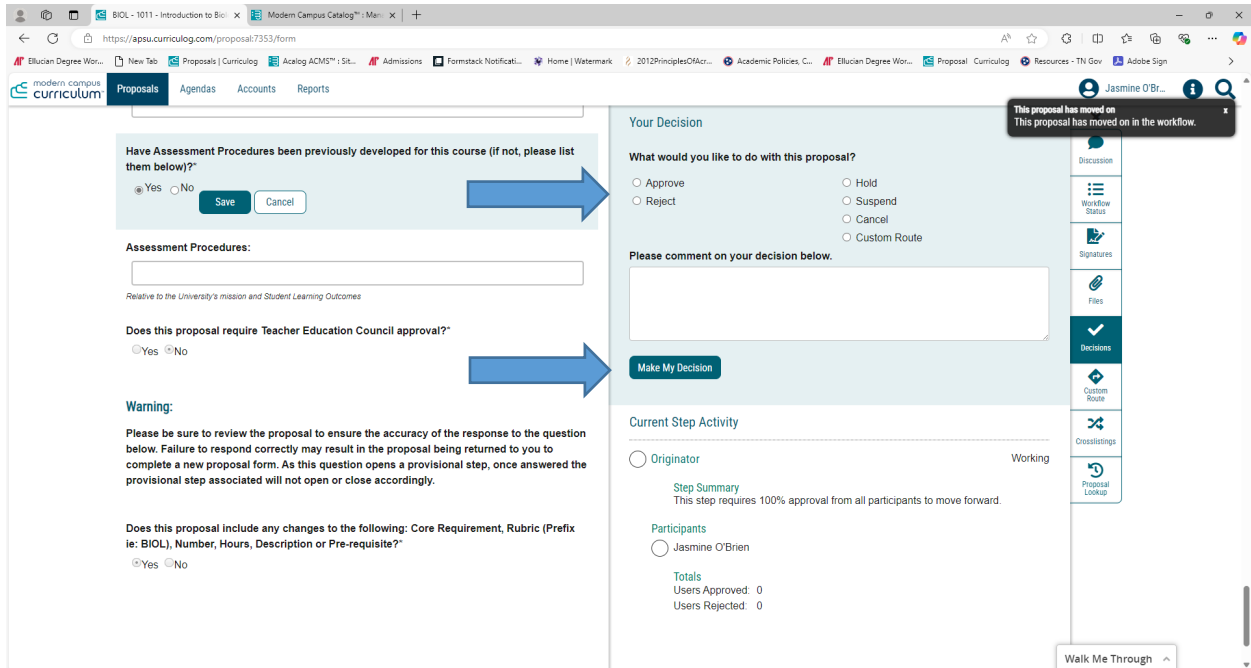
Or a screen asking you to launch if there are no errors. You will want to click on Launch Proposal.



Step 5: Next you will want to navigate to the right side of the screen and select the decisions icon. The fifth icon down (check mark).



It will then show a screen where you have the option to Approve or Reject the proposal by selecting the appropriate radio button. If you select Reject, you will need to put some comments into the box. Once completed, you will click "Make My Decision"



# Program Modification

Step 1: Select Form 6 or 10 from the Curriculog Click the form name and select the Blue Check mark icon to the right.

2024-2025 #04 Graduate New Academic Program Form 14 mandatory 16 total			
2024-2025 #05 Graduate New Course Form 10 mandatory 11 total			
2024-2025 #06 Graduate Program Modification Form 10 mandatory 18 total			
2024-2025 #07 Letter of Notification Form 8 mandatory 9 total			
2024-2025 #08 Undergraduate New Academic Program Form 12 mandatory 14 total			
2024-2025 #09 Undergraduate New Course Form 9 mandatory 10 total			
2024-2025 #10 Undergraduate Program Modification Form 9 mandatory 17 total			

[Previous 10](#) [Next 10](#)

Step 2: Select the Radio button beside the word Program. This must be selected before you are able to import the concentration, major, minor, or certificate.

The screenshot shows a web browser window with the URL <https://apsu.curriculum.com/proposal/7356/form>. The page title is "New Proposal 1/14/2025 3:18 pm" and the subtitle is "2024-2025 #10 Undergraduate Program Modification Form unlaunched".

At the top, there are navigation tabs: "Proposals", "Agendas", "Accounts", and "Reports". Below this is a header with the "modern campus curriculum" logo and a user profile for "Jasmine O'Brien".

The main content area is divided into sections:

- Approval Steps:** A list of roles with radio buttons and "Step Details" buttons. The roles are:
  - Originator: Jasmine O'Brien
  - Academic Affairs Curriculum Coordinator: Jasmine O'Brien
  - Department Curriculum Committee Chair
  - Department Chair
  - College Curriculum Committee Chair
- Form Fields:**
  - Buttons: "Import", "Save All Changes", "Validate and Launch Proposal"
  - Section: "General Catalog Information" (expanded)
  - Text: "Select Program below as the Type of Program before importing curriculum data."
  - Form Label: "Type of Program:"
  - Radio Buttons:  Program (highlighted with a blue arrow),  Shared Core
  - Text: "\*\*Read before you begin\*\*"
  - Instructions:
    - TURN ON help text before starting this proposal by clicking in the top right corner of the heading.
    - IMPORT curriculum data from the Catalog by clicking in the top left corner.
    - FILL IN all fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields.
    - LAUNCH proposal by clicking in the top left corner. DO NOT make proposed changes before
  - Buttons: "Save All Changes", "Validate and Launch Proposal"

On the right side, there is a sidebar with a "Steps to Approval" menu, "Files", "Crosslistings", and "Proposal Lookup" options. At the bottom right, there is a "Walk Me Through" button.

### Step 3: Select the word Import from the tool bar underneath the form information.

The screenshot shows a web browser window with the URL <https://apsu.curriculumlog.com/proposal:7356/form>. The page title is "New Proposal 1/14/2025 3:18 pm" and the subtitle is "2024-2025 #10 Undergraduate Program Modification Form unlaunched".

The top navigation bar includes "Proposals", "Agendas", "Accounts", and "Reports". The user is logged in as "Jasmine O'Brien".

The main form area contains the following information:

- Buttons: **Import**, **Save All Changes**, **Validate and Launch Proposal**
- Section: **General Catalog Information**
- Text: "Select *Program* below as the Type of Program before importing curriculum data."
- Section: **Type of Program:**
- Options:  Program,  Shared Core
- Section: **\*\*Read before you begin\*\***
- Instructions:
  - TURN ON help text before starting this proposal by clicking in the top right corner of the heading.
  - IMPORT curriculum data from the Catalog by clicking in the top left corner.
  - FILL IN all fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields.
  - LAUNCH proposal by clicking in the top left corner. DO NOT make proposed changes before
- Bottom buttons: **Save All Changes**, **Validate and Launch Proposal**

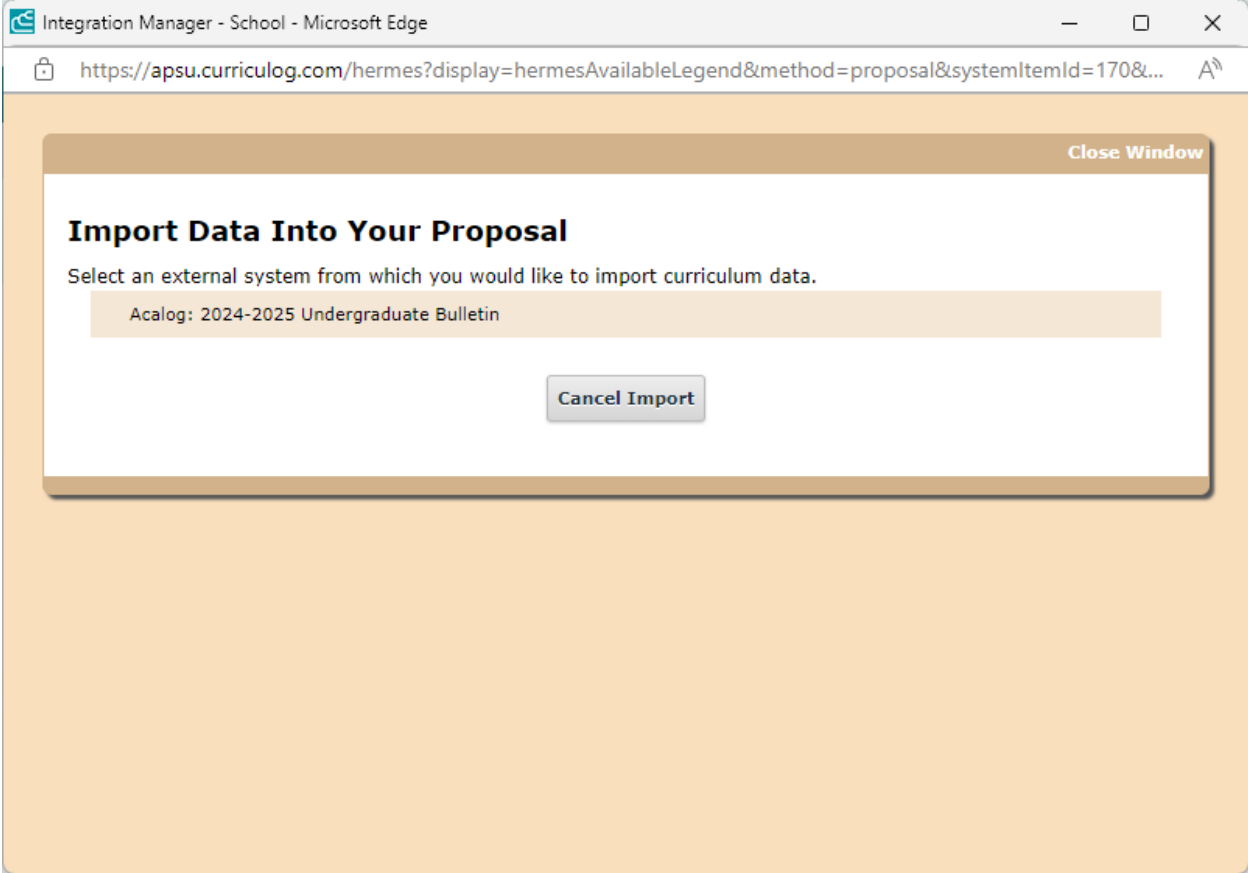
The right-hand sidebar is titled "Approval Steps" and lists the following roles with "Participants" and "Step Details" buttons:

- Originator
- Participants:  Jasmine O'Brien
- Academic Affairs Curriculum Coordinator
- Participants:  Jasmine O'Brien
- Department Curriculum Committee Chair
- Participants:  Jasmine O'Brien
- Department Chair
- Participants:  Jasmine O'Brien
- College Curriculum Committee Chair
- Participants:  Jasmine O'Brien

A "Walk Me Through" button is located at the bottom right of the sidebar.



Step 4: You will now see a pop-up to select the bulletin year to import from.



Step 5: Select the filter drop down and then select Name.

The screenshot shows a web browser window titled "Integration Manager - School - Microsoft Edge" with the URL "https://apsu.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=170&type=pro...". The main content area is titled "Search 2024-2025 Undergraduate Bulletin" and includes a "Close Window" button in the top right corner. Below the title, there is a sub-header "Filter Programs" and a text prompt: "Using the faceted search below, locate the course or program you would like to import into this proposal." The filter section contains a "Name =" input field with a blue "X" icon to its right. Below this is an "Add another filter" section with a dropdown menu currently set to "Filter by field". Further down, there are three input fields: "Start Date:", "End Date:", and "Sort Results By:". The "Sort Results By:" field is currently set to "Name" with a blue "X" icon. At the bottom of the filter section, there is a checkbox labeled "Exclude previously imported items". At the very bottom of the interface, there are three buttons: "Search Available Curriculum", "Select Another External System", and "Cancel Import".

Step 6: Enter the appropriate Name of the program for which searching (i.e.: BIOL you would type in Biology).

Integration Manager - School - Microsoft Edge

https://apsu.curriculog.com/hermes?display=hermesSearch&method=proposal&systemItemId=170&type=pro...

Close Window

### Search 2024-2025 Undergraduate Bulletin

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

**Filter Programs**

Name =  X

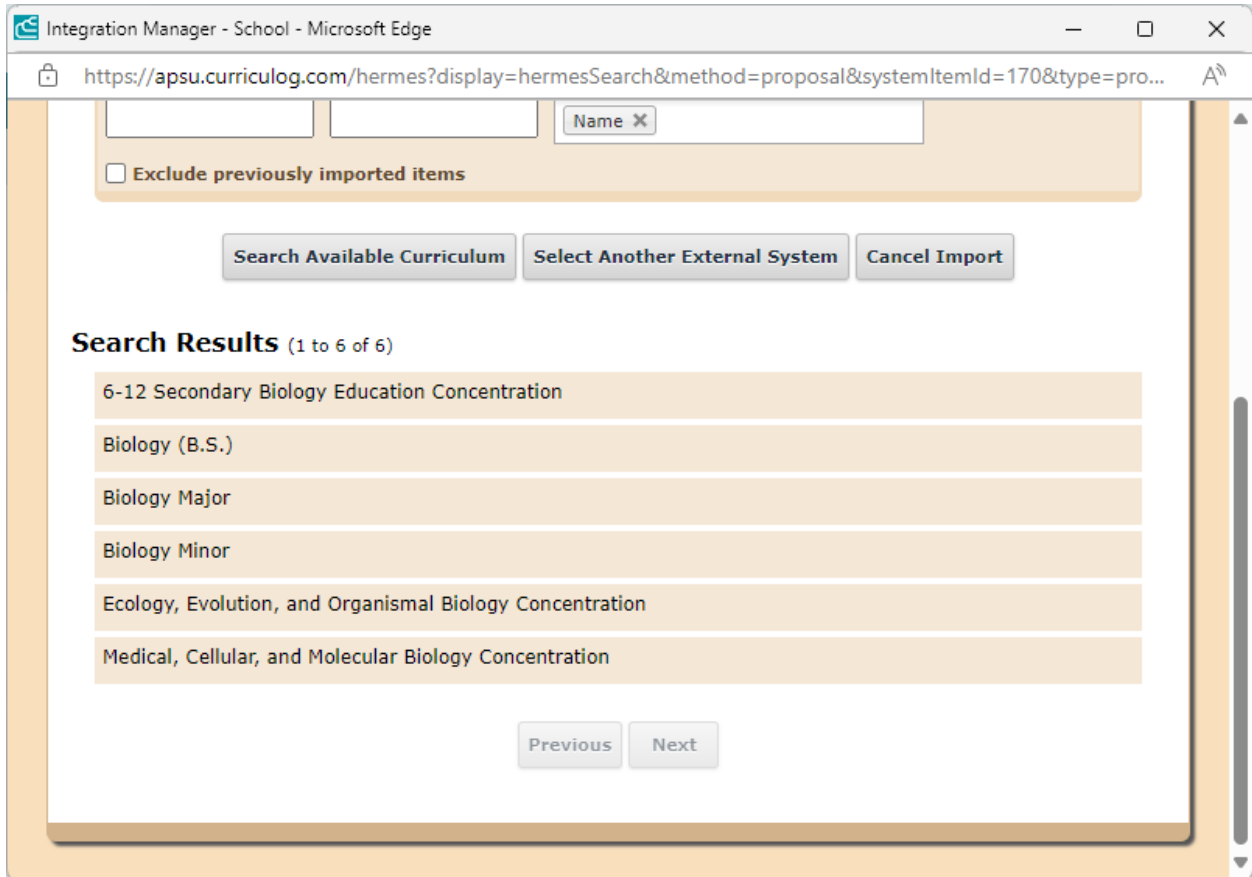
Add another filter  ▼

Start Date:  End Date:  Sort Results By:  X

Exclude previously imported items

Step 7: Click Search Available Curriculum.

Step 8: You will now want to select the appropriate program for modification. If you want to modify information on the Major page itself, you will select the option with the degree out beside it. Programs with no concentration or to modify the straight major, select the program name with the word minor behind it, or the appropriately titled concentration or minor.



Step 9: Review the program information to make sure you have selected the correct program.

**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.

Field Name	Data Preview	Import Field
» General Catalog Information: Department:	Department of Biology	<input checked="" type="checkbox"/>
» General Catalog Information: Proposed Title of Major/Minor (May be the same):	Biology Major	<input checked="" type="checkbox"/>
» General Catalog Information: Proposed Concentration Title (May be the same as above):	Biology Major	<input checked="" type="checkbox"/>
» General Catalog Information: Program Title for Import:	Biology Major	<input checked="" type="checkbox"/>
» General Catalog Information: Program Type for Modification:	Major	<input checked="" type="checkbox"/>
» General Catalog Information: Degree Designation:	Concentration	<input checked="" type="checkbox"/>
» General Catalog Information: Program Description:	Austin Peay State University's Department of Biology provides an intellectual and motivational environment for career development in many areas of biology. Students can pursue training in field biolog...	<input checked="" type="checkbox"/>
» General Catalog Information: Curriculum:	Program has 13 cores and 30 courses.	<input checked="" type="checkbox"/>

[Import This Item](#) [Return to Search](#) [Select Another External System](#) [Cancel Import](#)

Step 10: Select Import this Item. All program information from Acalog will not filter into the Program Modification Form.

[Import This Item](#) [Return to Search](#) [Select Another External System](#) [Cancel Import](#)

Step 11: Once imported, you will begin working on completing all of the asterisk items in the form. If something has content needing to be updated, simply click into that field remove the current information and type in the new and updated information. The form will automatically begin tracking changes.

The screenshot shows a web browser window with the URL <https://apsu.curriculum.com/proposal:7356/form>. The page title is "Modern Campus Catalog™: Main". The browser tabs include "New Proposal 1/14/2025 3:18 pm", "Modern Campus Catalog™: Main", "Ellician Degree Wor...", "New Tab", "Proposals | Curriculum", "Catalog ACMS™: Sit...", "Admissions", "Formstack Notificati...", "Home | Watermark", "2012PrinciplesOfAc...", "Academic Policies, C...", "Ellician Degree Wor...", "Proposal | Curriculum", "Resources - TN Gov", and "Adobe Sign".

The page content includes a navigation menu with "Proposals", "Agendas", "Accounts", and "Reports". The main content area has four numbered instructions:

1. TURN ON help text before starting this proposal by clicking in the top right corner of the heading.
2. IMPORT curriculum data from the Catalog by clicking in the top left corner.
3. FILL IN all fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields.
4. LAUNCH proposal by clicking in the top left corner. DO NOT make proposed changes before launching proposal.

Below the instructions is the "Proposed Implementation Date:" section, which includes a link to the "Implementation Timeline" and a note: "Please see the [Implementation Timeline](#) to assist you in determining the earliest implantation date available for your proposal."

The form contains several input fields:

- Semester\***: A dropdown menu with "Select an option".
- Year\***: A dropdown menu with "Select an option".
- Department:\***: A dropdown menu with "Department of Biology" selected.
- Current Major/Minor Title:\***: An empty text input field.

At the bottom of the form are two buttons: "Save All Changes" and "Validate and Launch Proposal".

On the right side of the page, there is a "Step Details" section with a list of roles, each with a radio button and a "Step Details" button:

- Department Chair** (Incomplete): Participants: Amy Thompson
- College Curriculum Committee Chair** (Incomplete): Participants: College of Science and Mathematics Curriculum Committee, Nicholas Coleman \*
- College Dean** (Incomplete): Participants: Karen Meisch
- Teacher Education Council Chair/Director of Teacher Education** (Not Applicable)
- Academic Affairs** (Incomplete): Participants: Tucker Brown

On the far right, there is a vertical sidebar with a "Steps to Approval" button, "Files", "Crosslistings", and "Proposal Lookup" buttons. At the bottom right, there is a "Walk Me Through" button.

To update the Curriculum, you will want to follow the below steps:

- Enter any new courses to be added into the main curriculum area by selecting Add or Import Course. If you select Add Course, you will only need to enter the subject, course number and title. For importing, follow the steps outlined in the course import information above.

### Add Course:

The screenshot shows a web browser window with the URL <https://apsu.curriculum.com/proposal/7356/form>. The page title is "Add Course". Below the title, it says "Add the course details below:". There are three input fields: "Prefix:" with the value "BIOL", "Code:" with the value "1234", and "Name:" with the value "Test". At the bottom left of the form area, there are two buttons: "Add Course" (in a dark teal box) and "Cancel" (in a light grey box). At the top right, there is a dark notification banner that reads "This proposal has moved on" and "This proposal has moved on in the workflow." At the bottom right, there is a "Walk Me Through" button with a dropdown arrow.

- Once you have added the course or courses into the proposal, you will want to select the View Curriculum Schema tab. For a program modification, the cores will already be built and you will just need to select the appropriate area where you would like the course added by selecting the carrot to the right of the core name and dropping the area open.

**Curriculum:\***

View Curriculum Courses

View Curriculum Schema

[Preview Curriculum](#)


<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Program CIP Code</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>General Education Core</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Major Requirements that Satisfy General Education Core</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Major Requirements</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Lower Division Courses</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Total Hours 8</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Upper Division Courses</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Total Hours 32</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Major Guided Electives</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Total Hours 4</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Free Electives</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Total Hours 34</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">☰</span> <span>Total Program Hours 120</span> <span style="margin-left: auto; display: flex; align-items: center;"> <span style="margin-right: 5px;">▼</span> <span style="font-size: 1em;">🗑️</span> </span> </div>

Add Core

Import Core





























- To add the courses into the appropriate core, you will select Add Courses and it will populate a list of courses available to you to add to that area.

Upper Division Courses ▼ 

**Title**

**Description**

**Courses**

	BIOL - 3000 - Biological Methods	
	BIOL - 3001 - Biological Methods Lab	
	BIOL - 3050 - General Microbiology	
	BIOL - 3051 - General Microbiology Lab	
	BIOL - 3060 - Zoological Diversity	
	BIOL - 3061 - Zoological Diversity Lab	
	BIOL - 3070 - Botanical Diversity	
	BIOL - 3071 - Botanical Diversity Lab	
	BIOL - 3130 - Genetics	
	BIOL - 3131 - Genetics Lab	
	BIOL - 3330 - Principles of Evolution	
	BIOL - 3331 - Principles of Evolution Lab	
	BIOL - 4080 - General Ecology	

ferri.comput curriculum

Choose courses to add

- BIOL - 1110 - General Biology I
- BIOL - 1111 - General Biology I lab
- BIOL - 1120 - General Biology II
- BIOL - 1121 - General Biology II Lab
- BIOL - 1234 - Test
- BIOL - 4110 - Animal Physiology
- BIOL - 4111 - Animal Physiology Lab
- BIOL - 4120 - Plant Physiology
- BIOL - 4121 - Plant Physiology Lab
- CHEM - 1110 - General Chemistry I

Add Course Cancel

- Click on the courses from the list you would like added. Once you have selected all of those click Add Course.

CHEM - 1121 - General Chemistry II Lab

Add Course Cancel

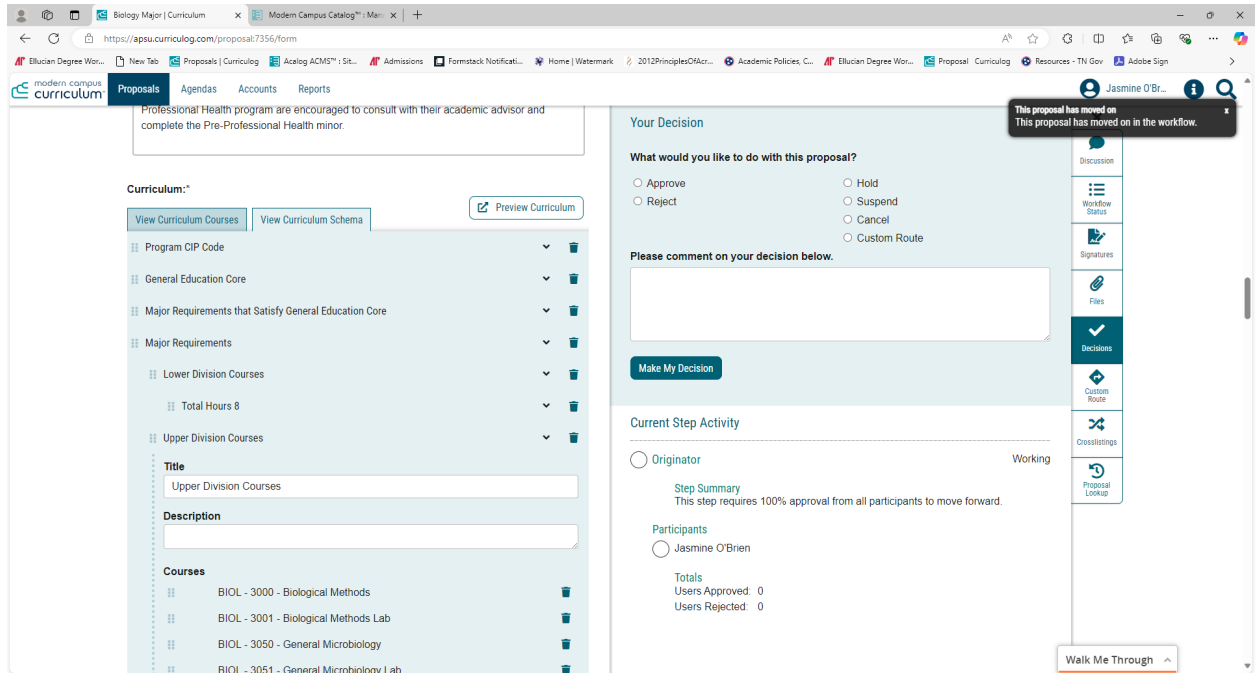
- If you wish to delete a course, you will need to delete it from the schema first and then the main area of the curriculum as well. You will select the area where the course is, drop it down by using the carrot and then select the trash can to the right.

The screenshot displays the 'Curriculum Management System' interface. On the left, the 'Curriculum' section is expanded to show a list of components, including 'Program CIP Code', 'General Education Core', 'Major Requirements that Satisfy General Education Core', 'Major Requirements', 'Lower Division Courses', 'Total Hours 8', and 'Upper Division Courses'. Under 'Upper Division Courses', there is a 'Title' field containing 'Upper Division Courses' and a 'Description' field. Below these are several courses listed with their IDs and names, such as 'BIOL - 3000 - Biological Methods', 'BIOL - 3001 - Biological Methods Lab', 'BIOL - 3050 - General Microbiology', and 'BIOL - 3051 - General Microbiology Lab'. Each course entry has a trash can icon to its right, indicating it can be deleted. A 'Preview Curriculum' button is also visible.

On the right side of the interface, the 'Your Decision' section is active. It asks 'What would you like to do with this proposal?' and provides radio button options: 'Approve', 'Reject', 'Hold', 'Suspend', 'Cancel', and 'Custom Route'. Below this is a text area for 'Please comment on your decision below.' and a 'Make My Decision' button. The 'Current Step Activity' section shows the 'Originator' as 'Working' and lists 'Participants' with a total of 'Users Approved: 0' and 'Users Rejected: 0'. A 'Walk Me Through' button is located at the bottom right.

A notification banner at the top right states: 'This proposal has moved on. This proposal has moved on in the workflow.'

- Once you have deleted this from the schema go back to the View Curriculum Courses and select the trash can to the right of the appropriate course.

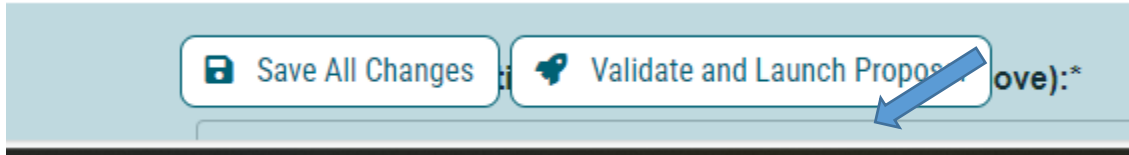


- Once you complete your curriculum changes, please attach the updated side by side:

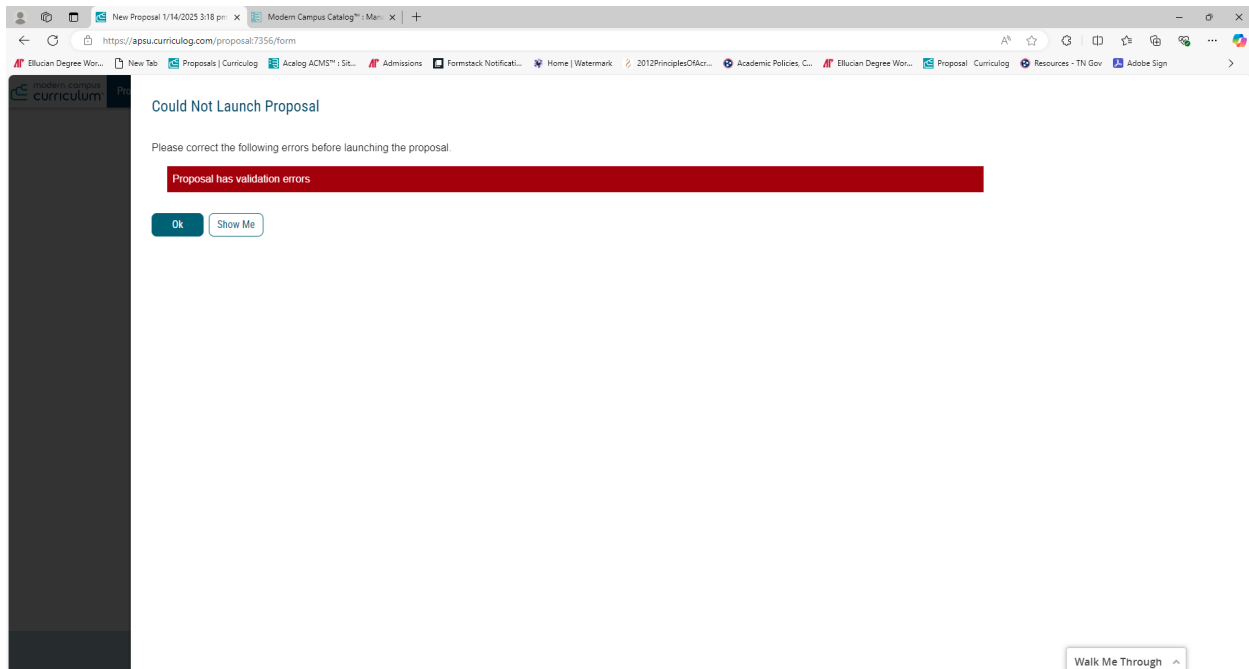
[Academic Program Development and Modification](#)

- Select Save All Changes

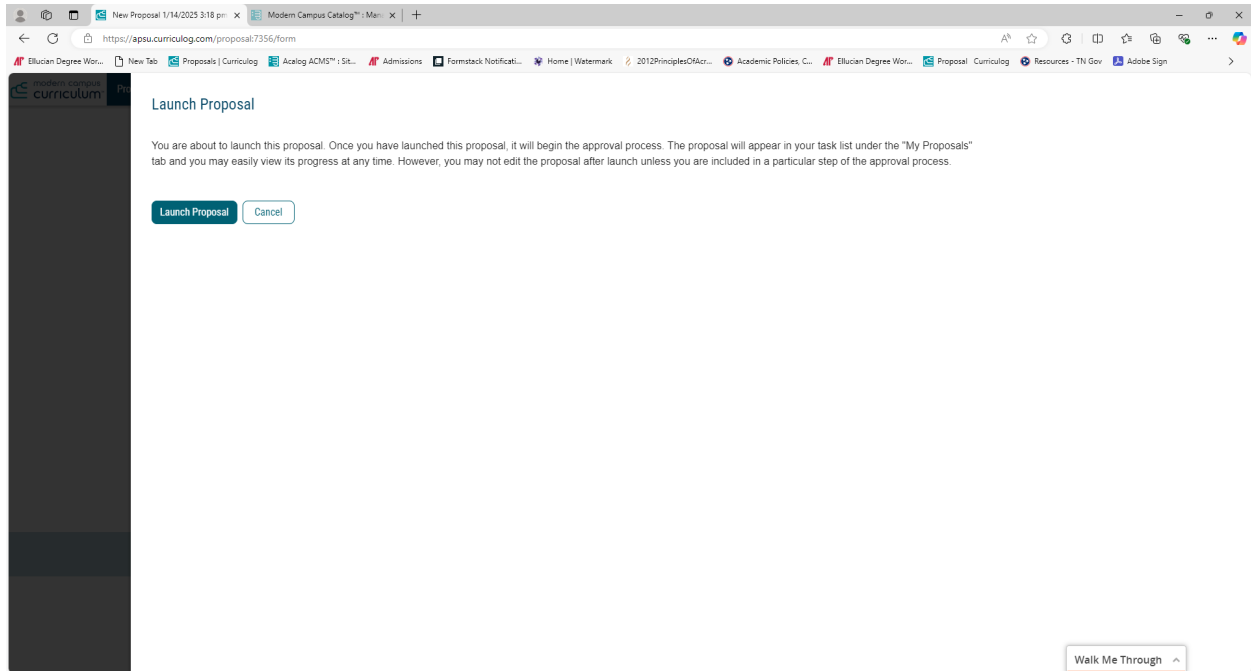
Step 12: If you are unable to complete the entire form at once, you may select “Save All Changes” at the bottom so you may return to the form later for completion. If you complete the entire form at one time, you will want to select “Validate and Launch Proposal”.



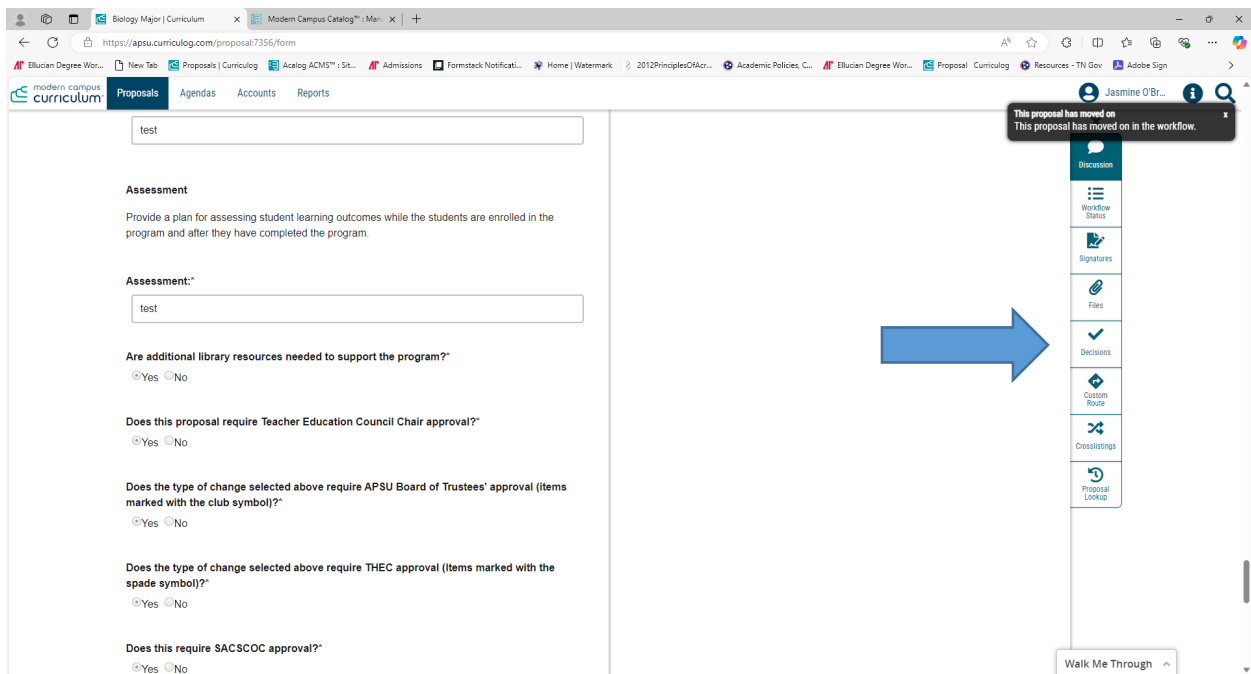
Step 13: Once you select “Validate and Launch Proposal” you will either be presented with a screen showing you missed a required block like below:



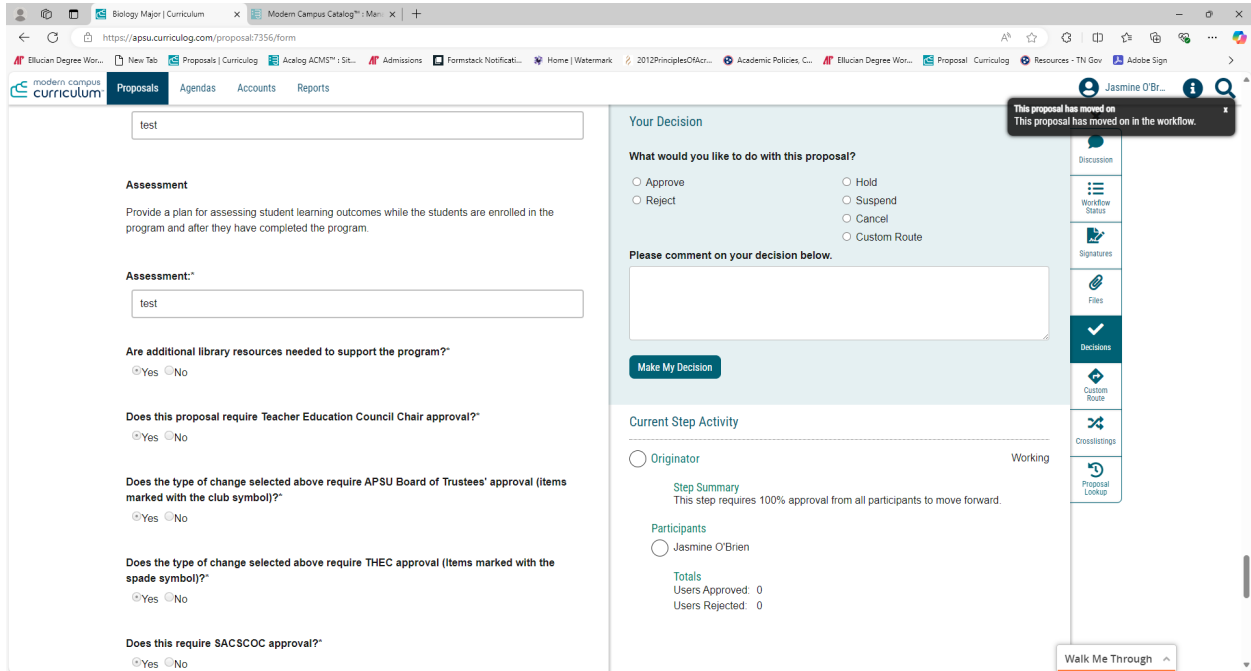
Or a screen asking you to launch if there are no errors. You will want to click on Launch Proposal.



Step 14: Next you will want to navigate to the right side of the screen and select the decisions icon. The fifth icon down (check mark).



It will then show a screen where you have the option to Approve or Reject the proposal by selecting the appropriate radio button. If you select Reject, you will need to put some comments into the box. Once completed, you will click “Make My Decision”



# New Program Form

Step 1. Select Form 4 or 8 from the Curriculog Form Menu. Hoover your mouse over the appropriate form and select the Check Mark button to the right to start the proposal.

2024-2025 #03 Academic Units Form 9 mandatory 12 total	✍	✓
2024-2025 #04 Graduate New Academic Program Form 14 mandatory 16 total	✍	✓
2024-2025 #05 Graduate New Course Form 10 mandatory 11 total	✍	✓
2024-2025 #06 Graduate Program Modification Form 10 mandatory 18 total	✍	✓
2024-2025 #07 Letter of Notification Form 8 mandatory 9 total	✍	✓
2024-2025 #08 Undergraduate New Academic Program Form 12 mandatory 14 total	✍	✓
2024-2025 #09 Undergraduate New Course Form 9 mandatory 10 total	✍	✓

Step 2: Select the Radio Button beside the word Program at the top of the form.

New Proposal 1/15/2025 8:37 am  
2024-2025 #08 Undergraduate New Academic Program Form  
unlaunched

[Import](#) [Save All Changes](#) [Validate and Launch Proposal](#)

Proposal Help

General Catalog Information

Select *Program* below.

**Program Type:\***

Program  
 Shared Core

**\*\*Read before you begin\*\***



Step 3: Complete all Asterisked items. (No import is necessary as this is a completely new program.)

Step 4: Add the Curriculum for new programs.

- Add all courses which will be utilized for your program. For Undergraduate programs, you will need to ensure you have added, under the Curriculum Schema, a core labeled General Education. You will not need to specifically add any courses as there will be a link that will take individuals to those course listings.
- You will most likely utilize both ways to add courses to the new program. If the program is utilizing courses already in existence, you will simply import the courses following the steps outlined in the Course Revise Form steps on pages 9-14. If there are new courses to be added, you will simply click the add course button. A new screen will pop up and you will enter the subject, course number, and title appropriately and click add course when completed.

#### Add Course

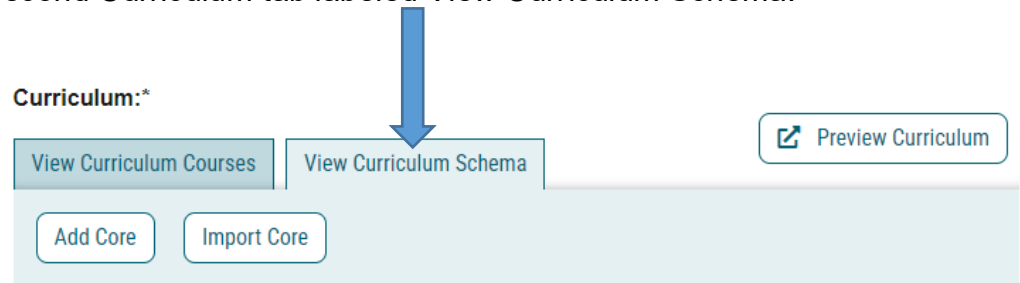
Add the course details below:

Prefix:

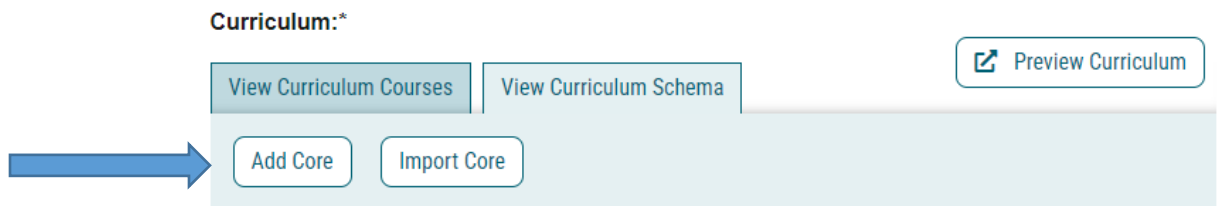
Code:

Name:

- Once you have imported or added all courses to the View Curriculum Courses list, you will next need to add all course into the appropriate areas of the program. The side-by-side document located at [Academic Program Development and Modification](#) will assist with identifying the appropriate heading (Major Core Requirements, Lower Division Courses, Upper Division Courses, Concentration Requirements etc.).
- Click on the second Curriculum tab labeled View Curriculum Schema.



- Next, you will simply click on Add Core for each core area you need to add to the program. Follow the side by side to set these cores up.



- Below is an example of what the core areas would look like. To add your courses to each core area from the list, you will simply click on the carrot to the right and drop the area down. You will then see Add Course.

**Curriculum:\***

View Curriculum CoursesView Curriculum Schema

Preview Curriculum

Program CIP Code^🗑

**Title**

**Description**

**Courses**

No Courses

Add CoursesAdd Custom Text

General Education Core▼🗑

Major Core Requirements▼🗑

Lower Division Courses▼🗑

Total Hours▼🗑

Add CoreImport Core

- Once you have selected Add Courses, a new box will pop up showing you all the courses available for that area. Click on the appropriate course(s) and once you have selected all of those, click Add

## Choose courses to add

BIOL - 1021 - Diversity of Life Lab

BIOL - 1041 - Human Biology Lab

BIOL - 1110 - General Biology I

BIOL - 1111 - General Biology I lab

BIOL - 1120 - General Biology II

BIOL - 1121 - General Biology II Lab

BIOL - 1234 - Honors Seminar in Biology

BIOL - 2010 - Human Anatomy and Physiology I



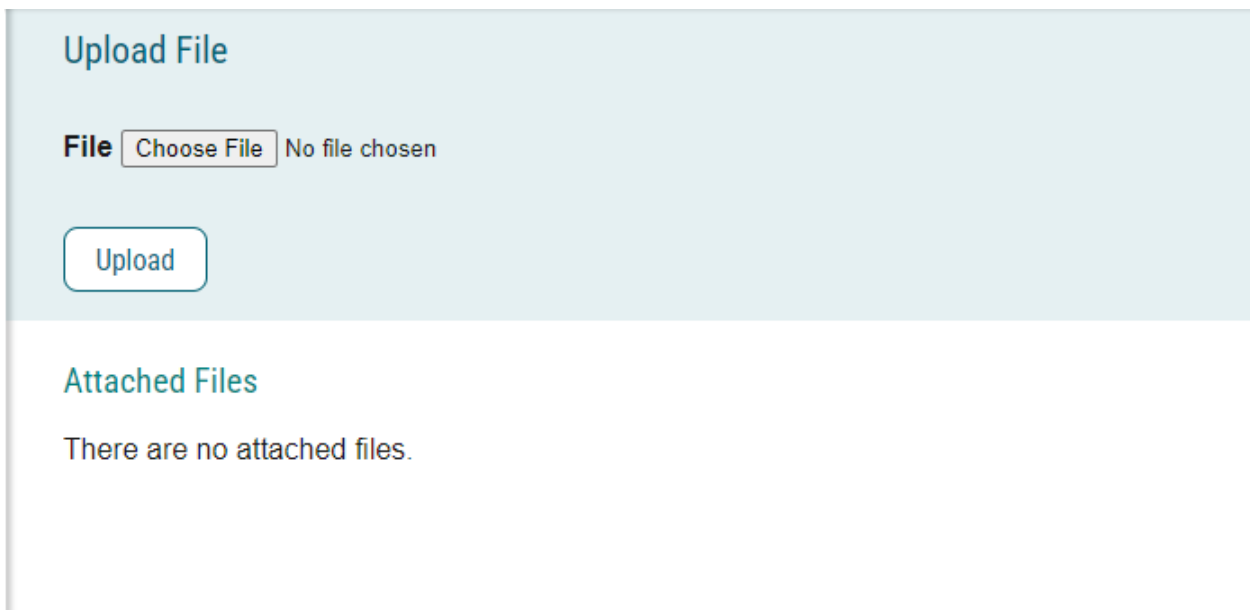
Add Course

Cancel

Step 5: Once you have completed all information necessary for the form, scroll to the top right and select the Files Icon (paper clip).

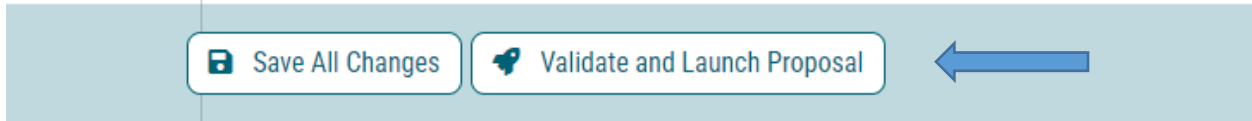


Step 6: Select Browse and locate the file needing to be uploaded. Select Upload.



\*Repeat for each attachment needed.

Step 7: Go to the bottom of the form and select the Validate and Launch Proposal button.



Step 8: Once you select “Validate and Launch Proposal” you will either be presented with a screen showing you missed a required block like below:

#### Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors



Or a screen asking you to launch if there are no errors. You will want to click on Launch Proposal.

#### Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.



Step 9: The final step is to approve your proposal and move it on to the next step. You will want to select the Decisions icon on the right hand side (Checkmark)



Step 10: Next you will select the radio button beside approve and then select Make my Decision.

**Your Decision**

**What would you like to do with this proposal?**

Approve  Hold

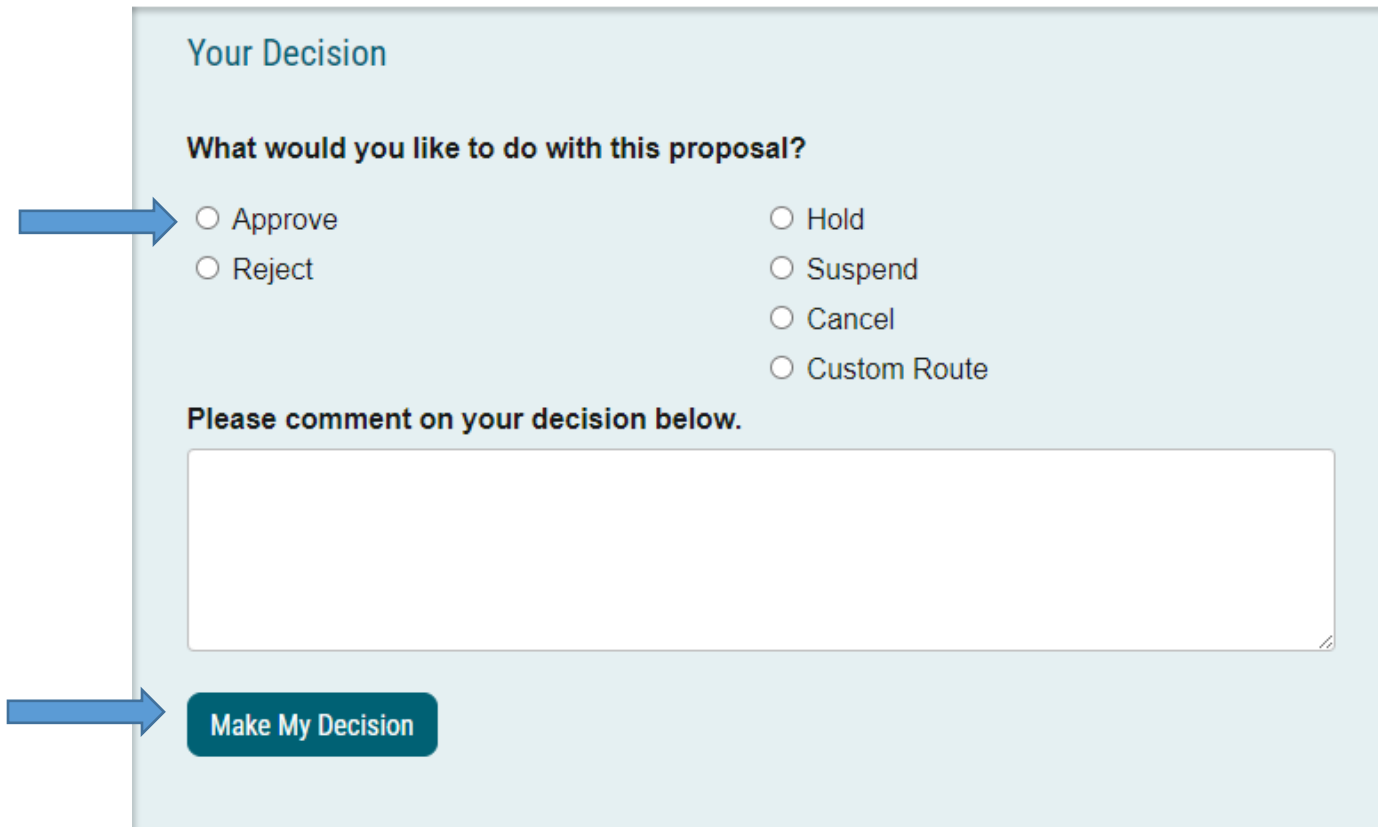
Reject  Suspend

Cancel

Custom Route

**Please comment on your decision below.**

**Make My Decision**

The image shows a light blue rectangular form titled "Your Decision". Below the title is the question "What would you like to do with this proposal?". There are six radio button options arranged in two columns: "Approve", "Reject", "Hold", "Suspend", "Cancel", and "Custom Route". A blue arrow points to the "Approve" radio button. Below the options is a text prompt "Please comment on your decision below." followed by a large empty text input box. At the bottom of the form is a dark teal button with the text "Make My Decision". A second blue arrow points to this button.