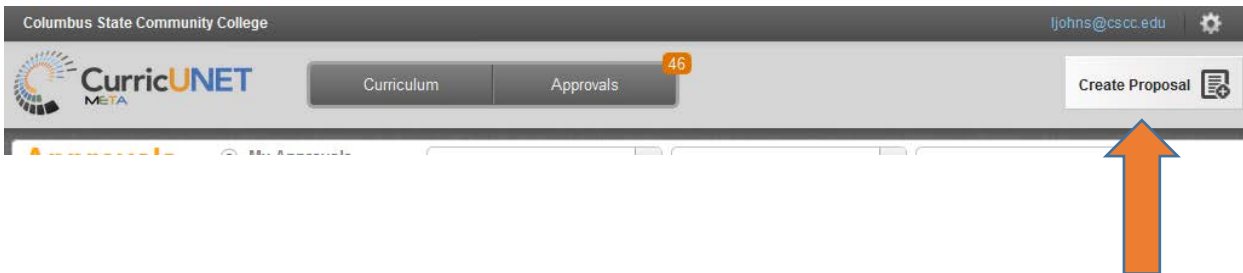


Creating a Program (existing Certificate or Degree) Modification Proposal

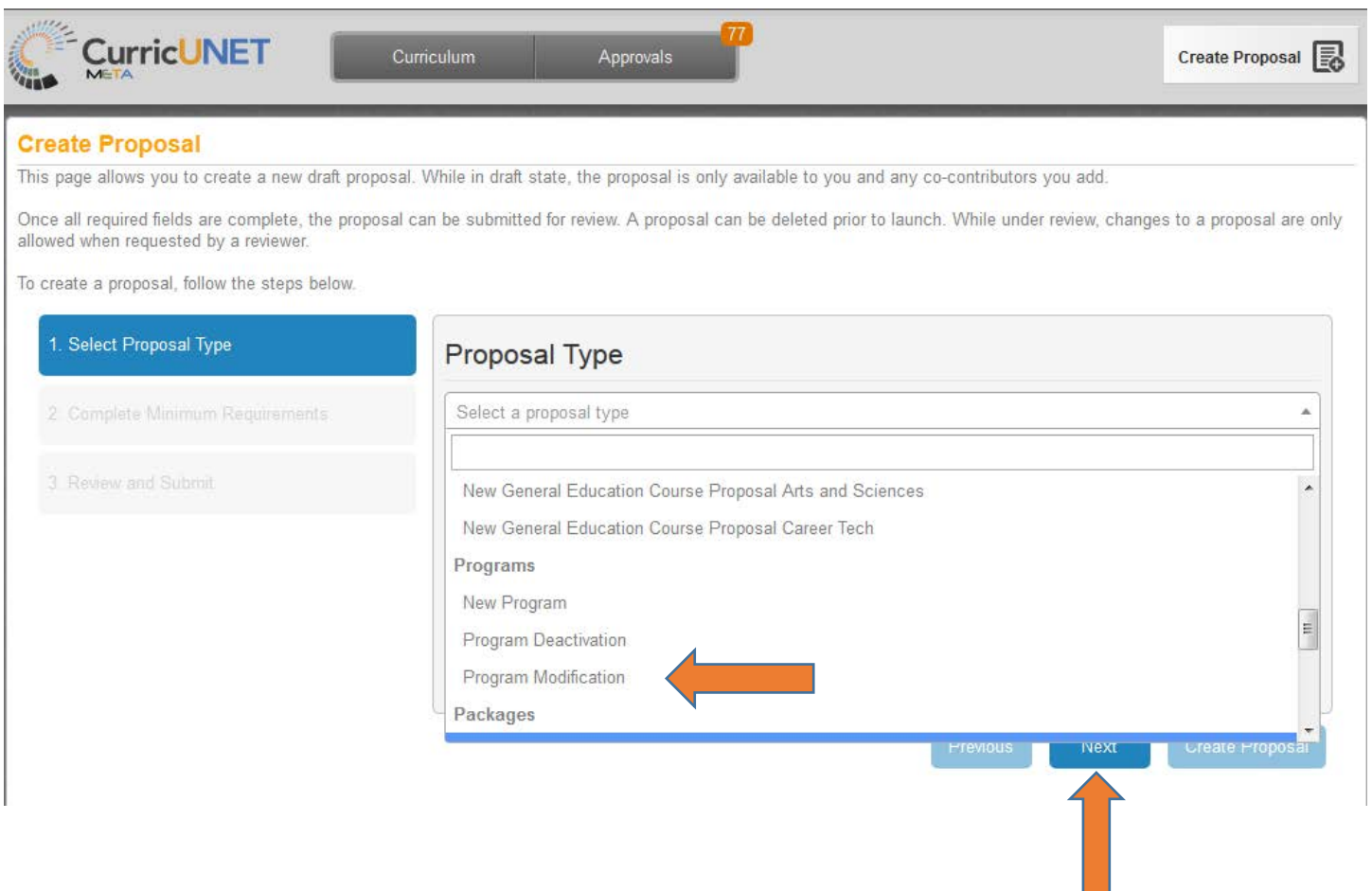
Remember changes to courses will require a Course Change Proposal, the Program Modification only allows for changes to admission requirements, program descriptions, courses to be used on the program, when courses are used in the program, etc. It is not to be used for actual course content changes.

Please keep in mind that our program changes typically will be put into Active status with the start of AU semester as they are a contract with the students entering the program during that Catalog year.

From the upper right hand side of your CurricUNET screen, click on “Create Proposal”



Next, select the “course proposal type” you are making PROGRAM MODIFICATION and click “Next”



Next select the Division, Department, and Program that you will be modifying and then hit "Next"

CurricUNET META

Curriculum Approvals 77 Create Proposal

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.

- Select Proposal Type
- Complete Minimum Requirements**
- Review and Submit

Minimum Requirements

Enter search criteria and press Search. Select a proposal to modify from the search results.

Division*
Business and Engineering Technologies

Department*
Business Programs

Program Title*

Search

Program Search Results

- Accounting AAS
- Advanced Foundations of Business Certificate
- Bookkeeping Certificate
- Business Management AAS
- Business Office Administration - Administrative Assistant Major
- Business Office Administration - Medical Administrative Assistant
- Business Operations Analysis Certificate
- Certificate of Accounting Concentration (CPA Exam Prep)

Previous Next Create Proposal



Verify that the proposal is the type you wanted and also for the correct program, then press “Create Proposal”.

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Create Proposal

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- 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.

Program Modification

Program: **Bookkeeping Certificate**

If this is correct press Create Proposal.



Previous Next **Create Proposal**

Once the proposal is created you can make the changes to it from the different tabs located on the left hand side. Please include a complete rationale/justification on the “Main” tab that summarizes the changes you are making to the program. Complete all fields on all tabs with the exception of the “Codes/Dates” tab.

Don’t forget to include as attachments (Attached Files tab) a program F&S chart and any supporting documentation for the program change.

Remember to save your changes to the document before you close. It will stay in Draft form until you select “Launch” or “Delete Draft” from the upper right hand side.

The screenshot shows the CurricUNET interface for a "Program Modification: Bookkeeping Certificate". The status is "Draft". The interface includes a navigation menu on the left with tabs for "Pre-Proposal", "Main", "Block Definitions", "Learning Outcomes", "Codes/Dates", and "Attached Files". The main content area is titled "Pre-Proposal" and contains a "Global Pre-Proposal Questions" section. This section includes a text area for a "Brief Description of the New Deg, maj, Concent, Cert", a "Planned Offering Semester" dropdown menu, a "Planned Offering year" input field, and a section for "Any preadmission requirements:". In the top right corner, there are "Launch" and "Delete Draft" buttons. An orange arrow points to the "Launch" button. The top navigation bar shows "Curriculum" and "Approvals" tabs, with a notification badge "77" on the "Approvals" tab, and a "Create Proposal" button.

Once you hit “Launch” your proposal will move into the review workflow. If you accidentally hit “Launch” contact Curriculum Management so that we can return it to you.

If you accidentally hit “Delete Draft” and then confirm, the draft proposal is lost from the system and cannot be retrieved.