

Start a Program Proposal for an Existing Program

Scroll down and select the Program Type. This is likely program. Shared Cores are a group of program requirements that are the same for several programs, such as the BBA Core.


A. Proposal Information

Name of
Originating
Department*

Select an option

Program
Type*

☒ Program
☐ Shared Core

Scroll back up and import . Select the catalog the program is in (graduate or undergraduate).

Filter Programs

Name = 

Add another filter


Select the Name field from the filter by field drop down. Then enter the name or a word from the name of the program as it appears in the catalog. Click

Search Available Curriculum

Select the program for the proposal from the list. A summary of the information to import will appear.

Import This Item




Click . Fill in all required fields. **Do NOT make any changes** to existing catalog


information at this time. After all required fields are completed, launch  the proposal. Launching the proposal turns on tracking changes.

After the proposal is launch you can make all changes to the program. Don't forget to check all three

Curriculum:
Schema &
Courses*



buttons of the Curriculum: Schema & Courses   . The first button shows what will appear in the catalog. The second button is to edit the schema. The third is a list of classes to be used in the schema. See additional directions on how to edit the schema in Canvas.

It is suggested to use the print preview  to view the proposal before making a final decision to move the proposal forward. The curriculum committees are trained to view program proposals using the print preview feature and make decisions from what they see in that view. Be sure the information in Section B: Catalog Information appears exactly as you want it to appear in the catalog. This information will be imported into the catalog **exactly** as it appears on the print preview.

After all changes are made, make a decision on the proposal to move it to the originating department.