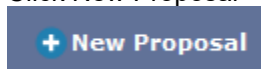


# APPLICATION TO TEACH GRADUATE COURSES

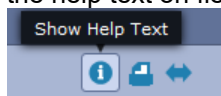
- Go to <https://svsu.curriculog.com/>
- Login at the top right corner. This username is your SVSU username and password.
- Click New Proposal



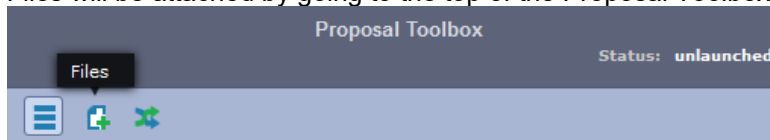
- Scroll over the Graduate Teaching Application from the list. (This can also be found under the "Others" tab.) and click on the check mark that appears to the right. This will open the proposal form so you may start one.



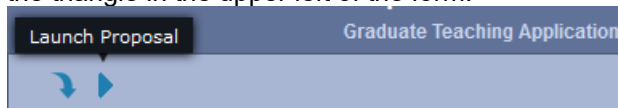
- The form begins with directions on how to complete it. It is also suggested that you click the i at the top to open the help text on fields.



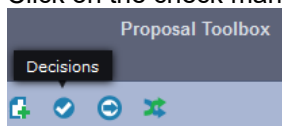
- Files will be attached by going to the top of the Proposal Toolbox and click on the add file icon.



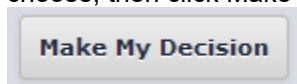
- This allows you to browse and upload files as needed.
- Once all fields are completed and files are attached you will need to launch the proposal (application) by click on the triangle in the upper left of the form.



- Once you have launched the proposal, you should review it and make any additional or changes if needed. You then must make a decision on the proposal for it to move on to your department.
- Click on the check mark in the Proposal Toolbox to open the decisions window.



- Select the appropriate button to determine your decision on the proposal/application, add any comments if you choose, then click Make My Decision.



- Notification will be sent to your department members and chair that the application is available for their review and vote. All notifications are sent overnight, so the notification will not be in their email until the next morning.
- The routing for these applications will move from originator to department to dean to the Graduate Committee, automatically. You may log into Curriculog at any time to see the progress of your proposals/applications.