

New Program Proposal Guide

Definition:

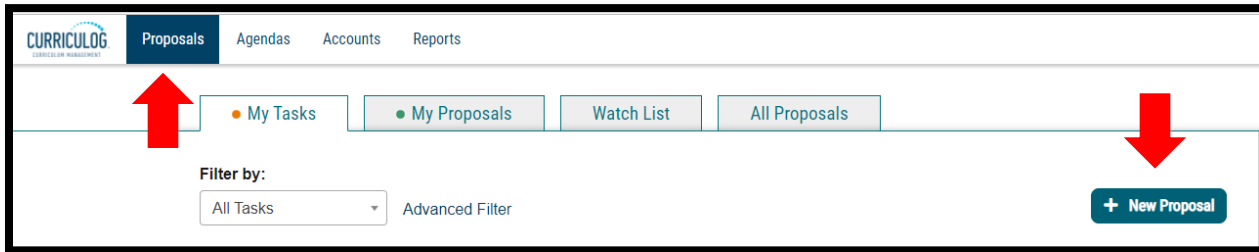
A new program proposal is to be used for a degree program or concentration that has never been offered at Florida Poly previously.

Proposal Submission Requirements:

- A program curriculum template must be attached to each program proposal with updates made in red text.
- Attaching documentation of the department review and approval process is preferred.
 - Ex. Meeting minutes or a brief overview in a comment at the department chair step.
- A separate proposal must be submitted for each course and/or program change.

Steps to Submit a Proposal:

1. Log into [Curriculog](#).
2. Select *New Proposal* within the *Proposal* page.



3. Select *New Program Proposal* form for the appropriate catalog year and the check mark to begin.

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All Processes | Courses | Programs | Others

Sort by:
Process Title ▾

1. Revision Course Proposal 2022-23 5 mandatory 24 total			
2. Revision Program Proposal 2022-23 4 mandatory 16 total			
3. New Course Proposal 2022-23 4 mandatory 23 total			
4. New Program Proposal 2022-23 3 mandatory 15 total			
5. Deletion/Deactivation Course Proposal 2022-23 4 mandatory 23 total			
6. Deletion/Deactivation Program Proposal 2022-23 3 mandatory 15 total			



4. Fill in all blank required fields marked with an asterisk.
If the proposal impacts another separate proposal that should be noted in this space.
5. *Prospective Curriculum* is expressed in two formats. (1) *View Curriculum Courses* represents all specific courses that meet program requirements and (2) *View Curriculum Schema* represents the plan of study (semester by semester) four-year course plan.
 - i. Adjustments to course requirements should occur first in 1 followed by 2.
 - ii. Format should not be changed.
 - iii. Changes can be previewed by selecting *Preview Curriculum*.

Prospective Curriculum*

[View Curriculum Courses](#) | [View Curriculum Schema](#) | [Preview Curriculum](#)

- a. To add an already established course select *Import Course*, select the appropriate catalog, search for and select the course(s), and select *Add Courses to Proposal*.

Prospective Curriculum*

[View Curriculum Courses](#) | [View Curriculum Schema](#) | [Preview Curriculum](#)

No Courses

[Add Course](#) | [Import Course](#)

Designate courses required in the curriculum and formulate the plan of study degree planner in the appropriate format here.

Import Data Into Your Proposal

Select an external system from which you would like to import courses.

[Acalog: 2022-2023 Undergraduate Catalog](#)

[Acalog: 2022-23 Graduate Catalog](#)

Filter Courses

Search all courses

Or add filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

Search Results (1 to 20 of 559)

- ACG 2020 Accounting for Managers
- ACG 2021 Principles of Financial Accounting
- ACG 2071 Principles of Managerial Accounting
- AIT 2XXX Quantitative Methods 1
- AMH 2010 American History to 1877

Selected Courses

- ACG 2020 Accounting for Managers
- COP 3530 Data Structures & Algorithms

- b. To add a new course, one that is currently not offered at FPU, select *Add Course* at the bottom of the course list. Supply the requested course details and select *Add Course*.

Prospective Curriculum*

 Preview Curriculum

[View Curriculum Courses](#) [View Curriculum Schema](#)

No Courses

[Add Course](#) [Import Course](#)

Designate courses required in the curriculum and formulate the plan of study degree planner in the appropriate format here.

Add Course

Add the course details below:

Prefix:

Code:

Name:

[Add Course](#) [Cancel](#)

- c. Once all of the courses have been added, adjust the schema to reflect the order in which the courses should be taken. The schema should be broken down by terms (four-year plan) as shown below:

Prospective Curriculum*

[View Curriculum Courses](#) [View Curriculum Schema](#) [Preview Curriculum](#)

- Freshman Year
 - Semester 1
 - Select 4 credits from the following Natural Science General Ed electives:
 - Total Semester Credits: 15
 - Semester 2
 - Total Semester Credits: 15
- Sophomore Year
 - Semester 1
 - Total Semester Credits: 15
 - Semester 2
 - Total Semester Credits: 15
- Junior Year
 - Semester 1
 - Total Semester Credits: 15

- 6. If new courses are being added to the program curriculum, list the course details under *New Courses*.
 - a. A separate *New Course Proposal* must also be created alongside the *Program Revision Proposal*.

New Courses

Normal

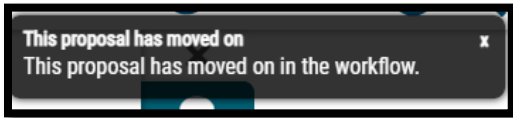
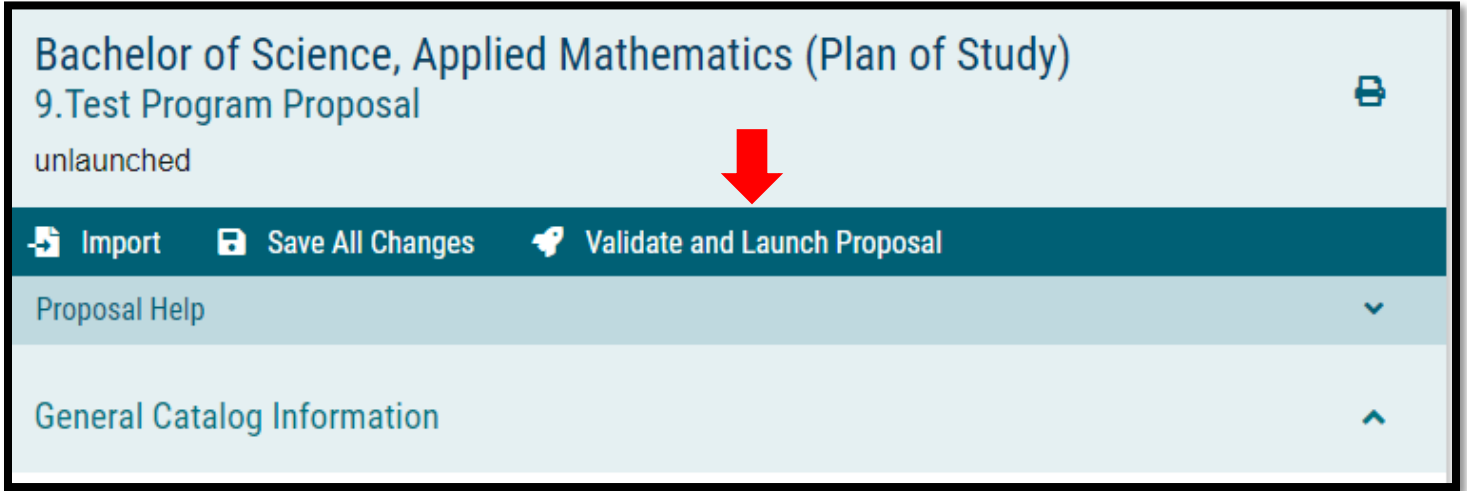
STA XXXX Test, 3 credits
Test Test Test Test

Save Cancel

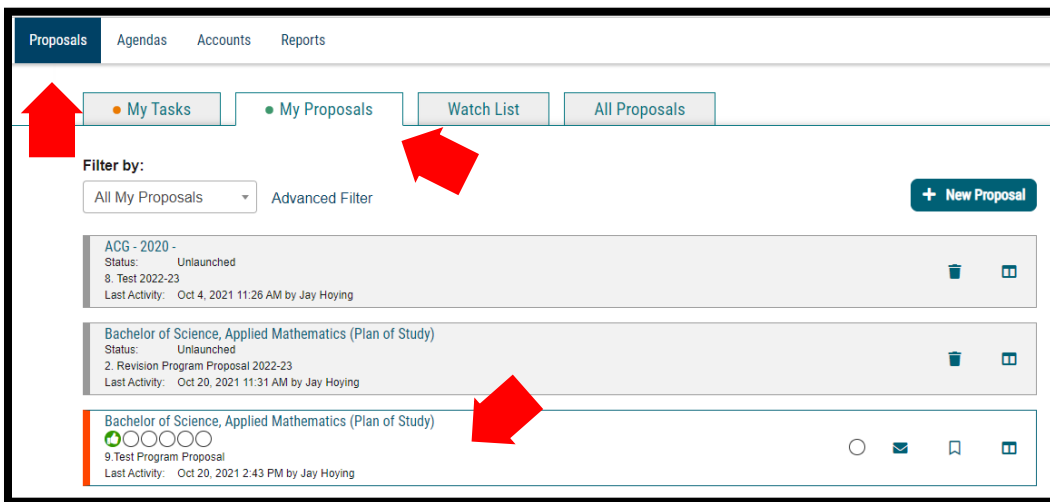
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7. To attach documents, select *Files* on the right side of the form. Select *Choose File*, locate and select your file, and select *Upload*.
 - a. A Program Curriculum Template for all new program proposals.
 - b. Comments can also be made by selecting the discussion tab.
8. Launch the proposal by selecting *Validate and Launch Proposal*.
 - a. If items are missing or in error, you will receive a message detailing the issues to correct. If there are no errors, select *Launch*.



9. The proposal is now fully submitted and will go through the designated workflow. The progress of the proposal can be tracked by selecting the *Workflow Status* tab on the right of the proposal. The proposal can always be found under the *My Proposals* tab in Curriculog.



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Workflow Status

<p>Originator Approved</p> <p>Participants</p> <p> Jay Hoying 10/20/2021 2:43 PM</p> <p>Step Details</p>	<p>Discussion</p> <p>Workflow Status</p> <p>Signatures</p>
<p><input type="radio"/> Applied Math: Department Chair Working</p> <p>Participants</p> <p><input type="radio"/> Jay Hoying</p> <p>Step Details</p>	<p>Files</p> <p>Decisions</p>
<p><input type="radio"/> Registrar Incomplete</p> <p>Participants</p> <p><input type="radio"/> Jay Hoying</p> <p><input type="radio"/> Andrew Konapelsky</p> <p><input type="radio"/> Sarah Marki</p> <p>Step Details</p>	<p>Custom Route</p> <p>Crosslistings</p> <p>Proposal Lookup</p>

