CURRICULOG: NEW ACADEMIC PROGRAM INSTRUCTIONS

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PROCESS

The New Academic Program is used to request approval for a program that is not currently listed in the Augusta University catalog. New academic programs must first be approved via the Academic Forecast before they can be added to Curriculog. New academic programs must be approved by the Board of Regents to be included on the Degrees and Majors Authorized at Augusta University. Upon Board of Regents approval, the program will be added to the Augusta University catalog.
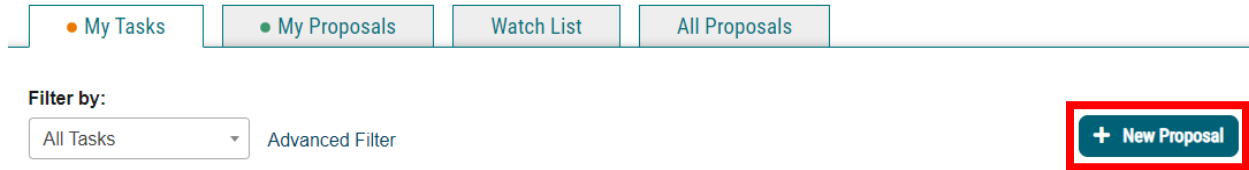
ORDER OF APPROVERS

Originator	Curriculum Systems Manager	Program Director (if applicable)
Department Chair (if applicable)	College Curriculum Committee (if applicable)	Dean or Designee
Curriculum Systems Manager	Graduate Council or Graduate Dean (if applicable)	AVP for Curriculum & Instructional Innovation
VP of Institutional Effectiveness	Registrar Implementation Administrator	Registrar Catalog Administrator
Registrar DegreeWorks Administrator	Registrar Curriculum Systems Manager	Approval for Publication

NEW ACADEMIC PROGRAM INSTRUCTIONS

CREATING THE PROPOSAL

1. Login to Curriculog using your AU Net ID and password.
   https://augusta.curriculog.com
2. Select "New Proposal" from the task menu.

● My Tasks	● My Proposals	Watch List	All Proposals

Filter by:

All Tasks ▾   Advanced Filter   **+ New Proposal**

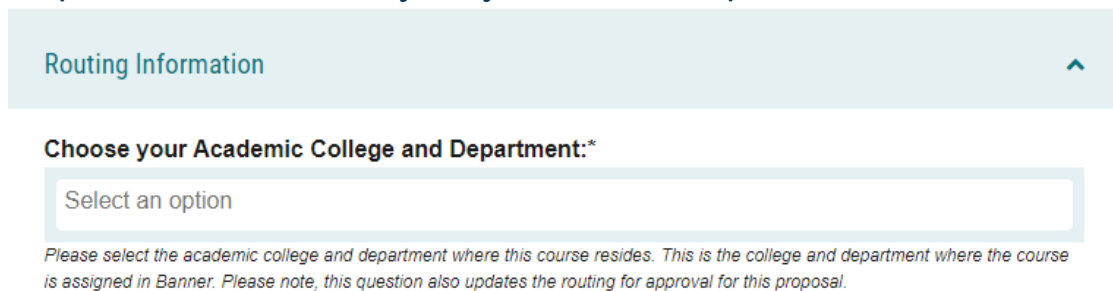3. Hover over the proposal titled New Academic Program and click the blue check mark in order to begin.

22-23 Program: New Academic Program 2.1.1
○○○○○○○○○○○○○○○
11 mandatory 15 total   ☑   ✓

ROUTING INFORMATION

4. Choose the Academic College AND Department for the program by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.
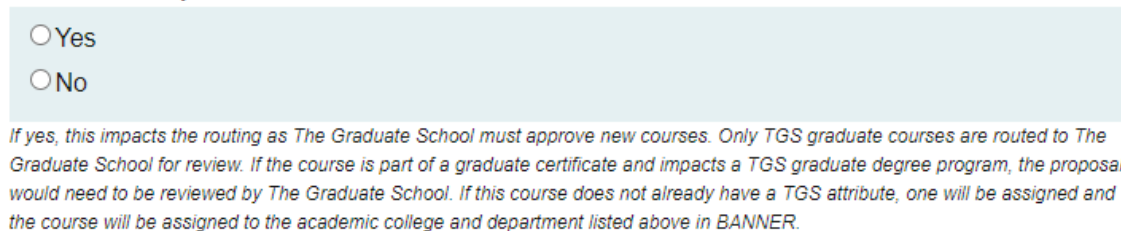
Routing Information ⌃

Choose your Academic College and Department:*

Select an option

Please select the academic college and department where this course resides. This is the college and department where the course is assigned in Banner. Please note, this question also updates the routing for approval for this proposal.

5. If the program will be part of The Graduate School, choose "Yes".

Is this course part of The Graduate School?*

○ Yes
○ No

If yes, this impacts the routing as The Graduate School must approve new courses. Only TGS graduate courses are routed to The Graduate School for review. If the course is part of a graduate certificate and impacts a TGS graduate degree program, the proposal would need to be reviewed by The Graduate School. If this course does not already have a TGS attribute, one will be assigned and the course will be assigned to the academic college and department listed above in BANNER.

6. Select the appropriate option regarding Program Director.

Does this program have a Program Director separate from the Department Chair? *

○ Yes
○ No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

7. Select the appropriate option regarding a department chairperson.

Does your department have a chairperson?*

○ Yes
○ No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

8. If your college has a curriculum committee that needs to review this proposal, choose "Yes". If only the Graduate School needs to review this change please select "no".

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here. *

☐ Yes
☐ No

If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

9. Choose the Program Type for the program that you are requesting to deactivate. If the program does not have an associated shared core, choose Program.

Program Type*

○ Program
○ Shared Core

If the program requires the completion of USG Undergraduate Core Curriculum, choose Shared Core.
If the program is not required to complete USG Undergraduate Core Curriculum, choose Program.

NEW ACADEMIC PROGRAM INFORMATION
Required New Academic Program Information
10. Confirm the new academic program is currently listed on the Academic Forecast. If the new academic program is not listed on the Academic Forecast, please contact Institutional Effectiveness before completing the Curriculog proposal.

USG Academic Program Proposal*

☐ I confirm this program is currently listed on the Academic Forecast and attached the USG Academic Program Proposal.

☐ This request is for a minor and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

11. If the new academic program is listed on the Academic Forecast, attached the USG Academic Proposal to the proposal using the paperclip icon from far left tool bar.

12. Enter the new academic program title as it should appear in the Augusta University catalog into the Program Title field.

Program Title*

Provide the program title just as it should be listed in the Augusta University catalog.

13. Choose the Effective Term for which the new academic program should be begin by clicking in the field. This will generate a drop down list of all active effective terms. You may only select one option.

Effective Term*

Select an option

The year and term code in which the program will be effective. Based on the approved deadlines, the options below are the only Effective Terms available for selection.

14. Choose the CIP Code of the new academic program by clicking in the field. This will generate a drop down list of all active programs. You may only select one option.

CIP Code*

Select an option

A code associating each program with an academic discipline using the U.S. Department of Education's National Center for Education Statistics (NCES) CIP coding system. Formula funding is based on accurate reporting of CIP codes.

Program Planning Requirements

15. Complete a New Program Schema using the template.
   https://www.augusta.edu/registrar/curriculog/resources.php#TopTemplates

16. Attach the New Program Schema to the proposal using the paperclip icon from the far left toolbar.

Program of Study*

☐ A Program of Study is required when submitting a New Academic Program. I confirm a Program of Study is attached to this proposal.

Attach the completed Program of Study template for the new academic program. The appropriate template can be found at https://www.augusta.edu/registrar/curriculog/resources

17. Enter the curriculum for the new academic program.

Curriculum *

☐ Preview Curriculum

View Curriculum Courses | View Curriculum Schema

No Courses

Add Course | Import Course

The prospective curriculum should be added for review. Please note, the curriculum may be subject to update during the approval process.

18. Provide the Delivery Mode for the new academic program.

Delivery Mode*

☐ On Campus

☐ Online: 95% or more online

19. If the new academic program will be in collaboration with another USG Institution, TCSG institution, private college or university, or other entity attach a letter of support for each institution.

Is the program in collaboration with another USG Institution, TCSG institution, private college or university, or other entity?*

☐ Yes-List the institution below and attach a letter of support from the collaborating institution's leadership.

☐ No

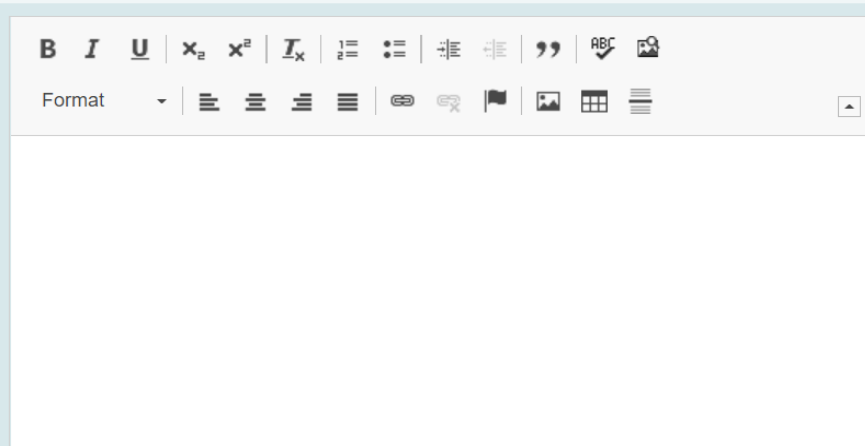20. Identify if this new program is a part of an accelerated or dual degree program.

Is this new program part of an: *

☐ Accelerated Single Degree Program

☐ Accelerated Dual Degree Program

☐ Dual Degree Program

☐ This program is not currently part of an accelerated or dual degree program.

Required Catalog Information

21. Enter the Program Overview.

Program Overview*

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Format

The Program Overview should include statement of mission, purpose, and/or scope of programming and/or organizational structure, and 1-2 unique discriminators.

22. Enter the Program Contact.

Program Contact*

Enter the name of the Program Contact for the program.

23. Enter the Program Contact Title.

Program Contact Title

Enter the title of the Program Contact for the new program.

24. Enter the Departmental Phone Number.
    -Please note this should be the phone number for the department,
    not a personal phone line.

Departmental Phone Number*

Enter the phone number for department that will own the new program. It cannot be a personal phone number. It must be a departmental phone number.
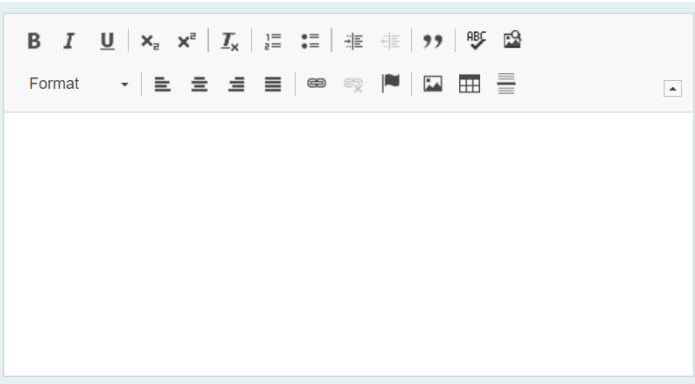
25. Enter the Departmental Email Address.
    -Please note this should be a resource email account for the department,
    not a personal email.

Departmental Email Address*

Enter the email address for department that will own the new program. It cannot be a personal email. It must be a resource email account.
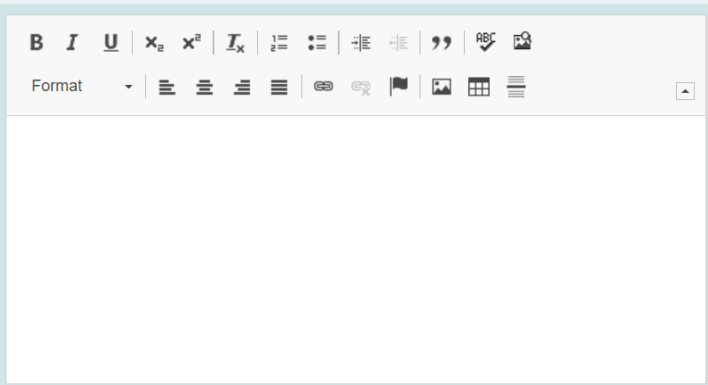
26. Enter Admission Requirements.

Admissions Requirements*

These updates will not be listed in the Augusta University catalog, as the it links to the Admissions website, but Curriculog will serve as the repository for initial requirements and revisions.

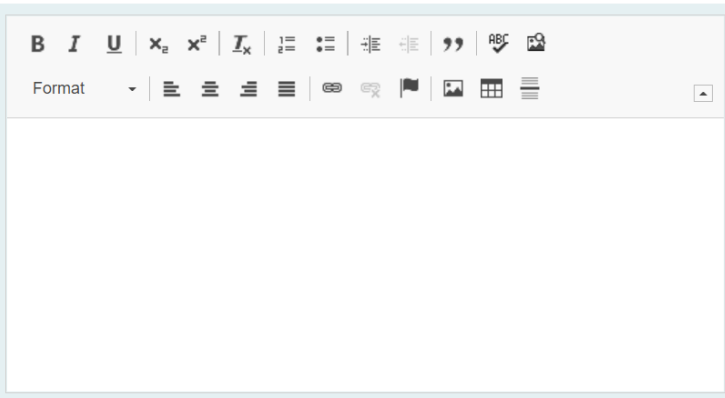27. Enter Program Accreditation Information

Program Accreditation Information

If this program has accreditation information that is required to be featured in the university catalog, please include that information here.

28. Enter the Progression & Graduation Requirements.

Progression & Graduation Requirements*

Any non course requirements that students must fulfill for this degree program which includes but is not limited to prerequisites, minimum grade/GPA requirements, non-credit graduation requirements.

LAUNCHING THE PROPOSAL

29. Scroll back to the top of the proposal pane and click the rocket ship icon to launch your proposal.

Import   **Save All Changes**   **Validate and Launch Proposal**

30. The proposal is now in your "My Tasks" tab.

• My Tasks   • My Proposals   Watch List   All Proposals

31. In order for the proposal to move forward to the next approver step, you must approve it.

32. To approve the proposal, click on the proposal under you my task tab.

33. Once the proposal opens, navigate to the far left toolbar and select the blue check mark.

34. This will open a decision box, fill in the radial button beside "Approve" and click "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

35. The proposal has now moved on to the next individual in the approval steps.
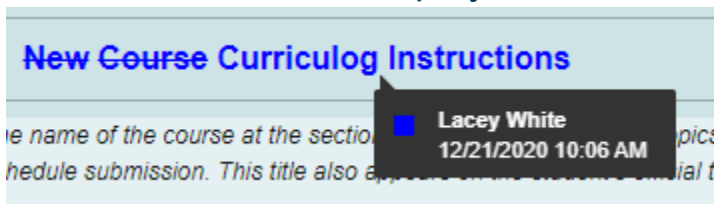
HELPFUL TIPS

USER TRACKING

1. Track proposal updates by turning on User Tracking – Show Current with Markup.

2. Updates to the original proposal will display in color.
3. By hovering over the updated text, the username of the user that updated the information will display.

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.