

ADMINISTRATIVE: REQUEST FOR ACADEMIC DISTINCTION



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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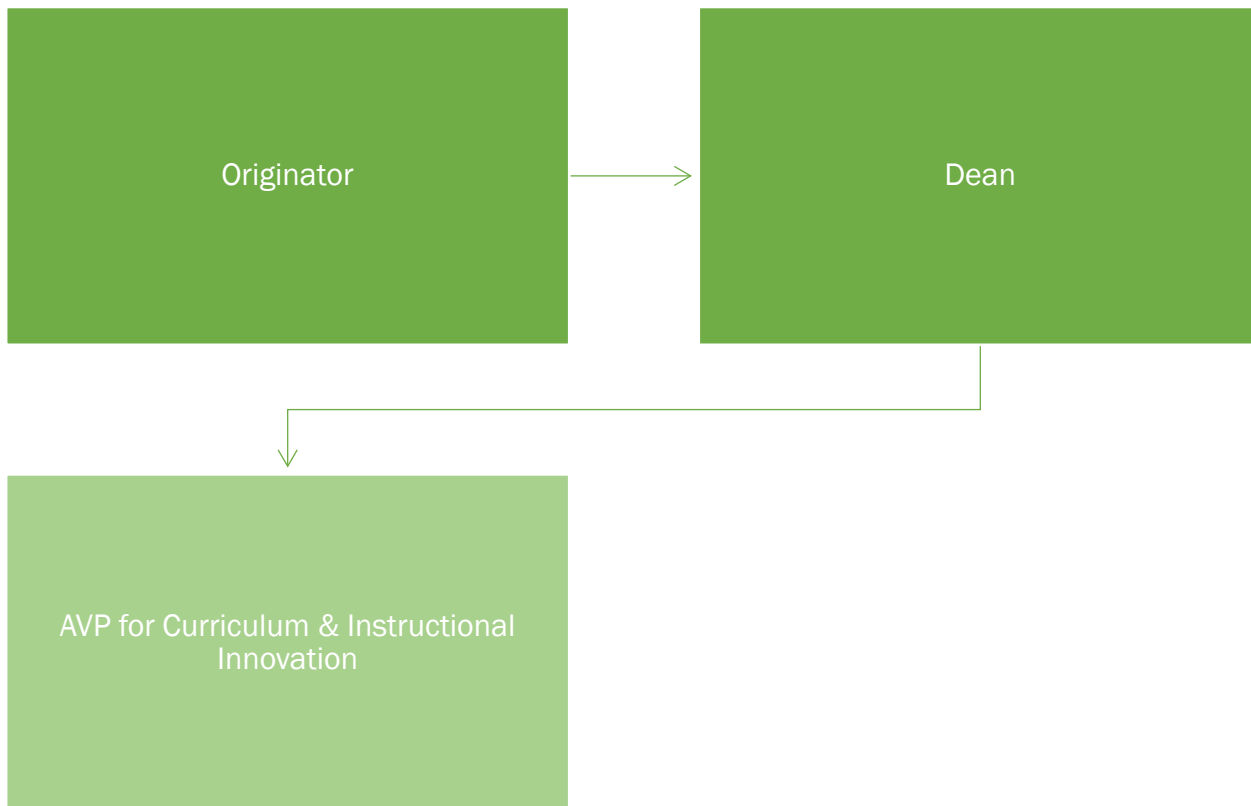
ADMINISTRATIVE: REQUEST FOR ACADEMIC DISTINCTION

PROCESS

This proposal is used to request academic distinction, which is earned through academic credit and should be noted on the academic record.

ORDER OF APPROVERS

Approval Process Key:



INSTRUCTIONS

COMPLETING THE PROPOSAL

1. Login to Curriculog using your net ID and password.

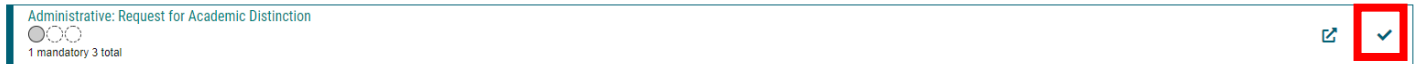
<https://augusta.curriculog.com>

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2. Select “New Proposal” from the task menu.



3. Hover over the proposal titled “Administrative: Request for Academic Distinction” and click the blue check mark in order to begin.



4. Navigate to the Academic Distinction Information section of the proposal.

5. Select the appropriate option regarding the type of distinction that is being requested.

What type of distinction is being requested?*

- College Distinction
- University Distinction

6. If a college distinction was chosen, please select the college from the drop down below.

If a college distinction, please select the college.*

7. If a university distinction was chosen, enter the unit that manages the distinction requirements in the field below.

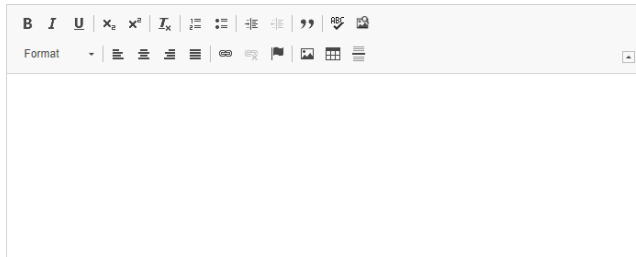
If a University distinction, which unit manages the distinction requirements?

A screenshot of a rich text editor field. The editor has a toolbar at the top with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo) and a 'Format' dropdown menu. Below the toolbar is a large, empty text area for entering the unit name.

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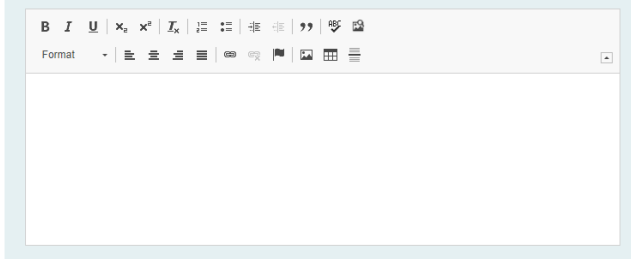
8. If there are specific course requirements for the distinction, please enter them in the field below.

What are the specific course requirements for the distinction?

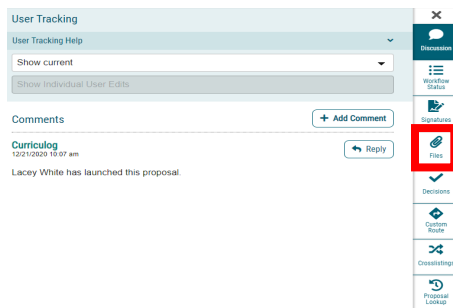
A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, and table. Below the toolbar is a large empty text area for entering course requirements.

9. Please provide the point of contact information for the distinction and enter it in the field below.

Who is the point of contact for the distinction?

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, and table. Below the toolbar is a large empty text area for entering point of contact information.

10. Review the attached policy in the attachment section of the proposal. The attachment can be found by clicking the paper clip icon to the right of the proposal.

A sidebar interface for proposal management. It includes a 'User Tracking' section with a dropdown menu and a 'Show current' button. Below that is a 'Comments' section with an '+ Add Comment' button and a 'Reply' button. A 'Curriculog' comment is visible, dated 12/10/2020 12:07 am, with the text 'Lacey White has launched this proposal.' To the right is a vertical toolbar with icons for Discussion, Workflow Status, Signatures, Attach (highlighted with a red box), Deactivate, Custom Role, Crosslistings, and Prerequisite Control.

11. Please provide the planned communication about the distinction in the field below. Be sure to attach the planned website information to the proposal.

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What is the planned communication about the distinction? Please attach the planned website information.

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, and table. Below the toolbar is a large empty text area for input.

12. Please explain how the distinction should be read on the academic record in the available field below.

How should the distinction read on the academic record?

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, and table. Below the toolbar is a large empty text area for input.

13. Should any additional comments be necessary, enter those in the Additional Comments field.

Additional Comments:*

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, and table. Below the toolbar is a large empty text area for input.

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LAUNCHING THE PROPOSAL

14. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “validate and launch proposal”. Proposal will be validated and launched.

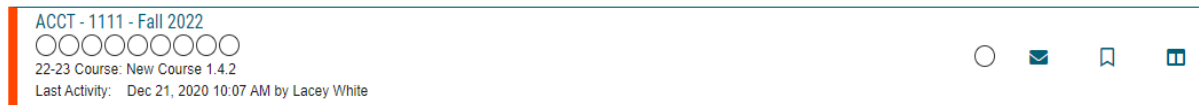


15. The proposal is now in your “My Tasks” tab.

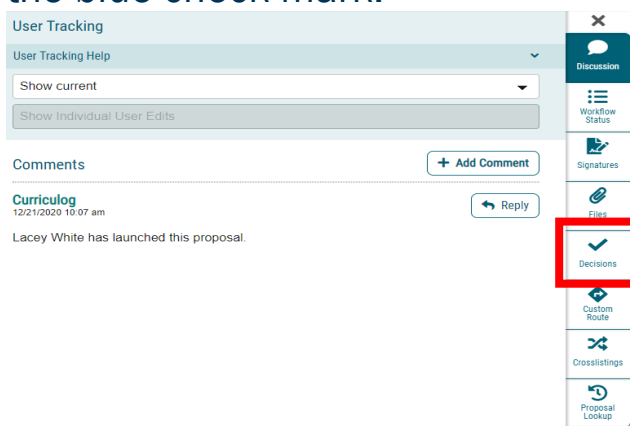
16. In order for the proposal to move forward to the next approver step, you must approve it.



17. To approve the proposal, click on the proposal on your task list.



18. Once the proposal opens, navigate to the right hand menu bar and select the blue check mark.



19. This will open a discussion box, fill in the radial button beside “Approve” and click “Make My Decision”.

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Your Decision

What would you like to do with this proposal?

- Approve
- Reject
- Hold
- Suspend
- Cancel
- Custom Route

Please comment on your decision below.

Make My Decision

CONTACT

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