

| TERMINOLOGY | FUNCTION |
|---------------------------|--|
| Approving | <i>Advances the proposal to the next workflow step.</i> |
| Completed Proposal | <i>When every step in the workflow of a proposal has been approved, then the proposal is considered completed and approved.</i> |
| Custom Route | <i>An additional ad hoc step outside the steps in the approval process. The current workflow step may choose to add individuals or a committee to the workflow by creating a custom route. Custom routes require Administrator approval.</i> |
| Help Text | <i>Help text should be turned on when completing a proposal form. When turned on, help text provides additional information/instructions pertaining to specific proposal form fields.</i> |
| Impact Report | <i>When making a revision to an existing course, you will need to run an impact report to see all courses and programs impacted by this course. This will aid in determining which departments, if any, need to be consulted. The report should be copied and pasted into the appropriate proposal form field.</i> |
| Importing | <i>Curriculum is linked to our online catalog. You can import the current course or program information into the proposal form and after launch make your revisions.</i> |
| Instructions | <i>Each proposal form begins with the 'Instructions' section. The information contained in this section is tailored to the specific proposal form and can be very helpful in completing your proposal.</i> |
| Launching | <i>Once the proposal form is complete, the proposal can be launched. Launching begins the workflow, starts track changes, and makes the proposal visible to the University. Launching is only the first step of a two</i> |
| Originator | <i>The Originator is the person who starts a proposal. The Originator is also the first step in the proposal's workflow. The Originator must complete the two</i> |
| Workflow Steps | <i>Each proposal has a unique workflow based on the provided answers to certain form fields (level of course, type of program, etc.). Also known as the Steps to Approval. When every step in the workflow has been approved, then the proposal is considered completed and approved.</i> |