Navigating Complex Proposals in Curriculog

If you need further assistance on how to create a proposal, please see the "Create a Proposal" documentation.

1. Creating new crosslisted/conjoined courses from scratch
   a. Use the following form(s):
      i. UG/UG or GR/GR - use the "Crosslisted Courses" form
         or
      ii. UG/GR - use the "Conjoined Courses" form
   b. Instructions:
      i. Select "Creating New Course" as Reason for Request

2. Modifying existing crosslisted/conjoined courses
   a. Use the following form(s):
      i. UG/UG or GR/GR - use the "Crosslisted Courses" form
         or
      ii. UG/GR - use the "Conjoined Courses" form
   b. Instructions:
      i. Import one of the courses from the Catalog
      ii. Then set up a crosslisting. The imported course serves as the "parent" for the "child" course.
      iii. Select "Modifying Existing Course" as Reason for Request on both proposals.
      iv. Please note that the system does not allow for the child course to be imported directly from the Catalog

3. Discontinuing crosslisted/conjoined courses
   a. Use the following form(s):
      i. UG/UG or GR/GR - use the "Crosslisted Courses" form
         or
      ii. UG/GR - use the "Conjoined Courses" form
   b. Instructions:
      i. Import one of the courses from the Catalog
      ii. Then set up a crosslisting. The imported course serves as the "parent" for the "child" course.
      iii. Select "Discontinuing Existing Course" as Reason for Request on both proposals.
      iv. Please note that the system does not allow for the child course to be imported directly from the Catalog.

Note: Whenever using the "Conjoined Courses" form, much of the data in the "child" course will not be automatically prepopulated from the "parent" course, even when the parent was imported from the Catalog. In large part, the child course will need to be populated through manual data entry

v. Ensure all required fields contain data, but do not alter any of the imported course data, since the course is merely being discontinued, not modified

4. <u>Discontinuing course and replacing it with a new course (e.g. course renumbering)</u>
   a. Use the following form(s):
      i. Use the "Single Course – Modify Existing" form.
      ii. Then create a separate proposal for the course being discontinued using the "Single Course – Discontinuing Existing" form.
   b. Instructions:
      i. Import the existing course from the Catalog; fill in all fields *including the new course number*, as if it were a new course created from scratch.
      ii. Then launch and approve. This creates the new course using the old one as a template.
      iii. Make it clear in the proposal that the new course is replacing an old course that is being discontinued.
      iv. For the "Single Course – Discontinuing Existing" form import the old course number from the Catalog, ensuring the "Exclude previously imported items" box is ***<u>unchecked</u>***, otherwise the course will not show in the list of options.
      v. Fill in required fields, ensuring no existing data is altered.

5. <u>Crosslisting/conjoining an existing course with a new course</u>
   a. Use the following form(s):
      i. UG/UG or GR/GR - use the "Crosslisted Courses" form
         or
      ii. UG/GR - use the "Conjoined Courses" form
   b. Instructions:
      i. Import the existing course from the Catalog
      ii. Then set up a crosslisting. The existing course serves as the "parent" for the new "child" course.
      iii. Select "Modifying Existing Course" as Reason for Request on existing parent course; select "Creating New Course" for the new child course

6. <u>Removing crosslist/conjoin from courses that will remain active and stand-alone</u>
   a. Use the following form(s):
      i. Use the "Single Course – Modify Existing" form for each of the courses
   b. Instructions:
      i. Make clear in each proposal that the crosslist/conjoin is being removed

Note: Whenever using the "Conjoined Courses" form, much of the data in the "child" course will not be automatically prepopulated from the "parent" course, even when the parent was imported from the Catalog. In large part, the child course will need to be populated through manual data entry

7. Removing crosslist/conjoin where one course remains active and the other is discontinued
    a. Use the following form(s):
        i. Use the "Single Course – Modify Existing" form for the course being modified And the "Single Course – Discontinue Existing" for the course being discontinued
    b. Instructions:
        i. Make it clear in each proposal that the crosslist/conjoin is being removed

8. Removing crosslist/conjoin from courses that will remain active and stand-alone, and creating a new course that will be crosslisted/conjoined with one of the existing courses
    a. Use the following form(s):
        i. UG/UG or GR/GR - use the "Crosslisted Courses" form
            or
        ii. UG/GR - use the "Conjoined Courses" form
        iii. Create a separate proposal for the stand-alone course using the "Single Course – Modify Existing" form,
    b. Instructions:
        i. Import the existing course from the Catalog
        ii. Set up a crosslisting. The existing course serves as the "parent" for the new "child" course.
        iii. Select "Modifying Existing Course" as Reason for Request on existing parent course. Make clear in the proposal that the crosslist/conjoin is being removed
        iv. Select "Creating New Course" for the new child course. Make clear in the proposal that the crosslist/conjoin is being removed
        v. Use the "Single Course – Modify Existing" form for the stand-alone proposal, making clear that the crosslist/conjoin is being removed

9. Modifying existing course, discontinuing its crosslisted/conjoined course, and replacing it with new crosslisted/conjoined course
    a. Use the following form(s):
        i. UG/UG or GR/GR - use the "Crosslisted Courses" form
            or
        ii. UG/GR - use the "Conjoined Courses" form
        iii. And create a separate proposal for the discontinued course using the "Single Course – Discontinue Existing" form
    b. Instructions:
        i. Import the existing course from the Catalog, then set up a crosslisting. The existing course serves as the "parent" for the new "child" course.

Note: Whenever using the "Conjoined Courses" form, much of the data in the "child" course will not be automatically prepopulated from the "parent" course, even when the parent was imported from the Catalog. In large part, the child course will need to be populated through manual data entry

     ii. Select "Modifying Existing Course" as Reason for Request on existing parent course

     iii. Select "Creating New Course" for the new child course. Make clear in the proposal that the old crosslist/conjoin course is being discontinued

     iv. Use the "Single Course – Discontinue Existing" proposal for the discontinued course, making clear that the crosslist/conjoin is being removed

10. Subject Code Conversion (e.g. MEAM>ME, LIT>SPAN/ENG)
    a. Use the following form(s):
       i. The "Single Course – Create New" form,
    b. Instructions:
       i. Select the appropriate department and subject code, then fill in as much of the form as possible with applicable details.
       ii. Where not applicable, use N/A, zeros, or other placeholder data to bypass required fields

11. Reactivating a discontinued course
    a. Use the following form(s):
       i. Use the "Single Course – Modify Existing"
    b. Instructions:
       i. Import the discontinued course from the Catalog
       ii. Only fill in all required fields.
       iii. Then launch, make edits and approve.

12. Adding a missing crosslisted/conjoined course after initial proposal reaches the Department step in the workflow.
    a. Use the following form(s):
       i. UG/UG or GR/GR - use the "Crosslisted Courses" form
         or
       ii. UG/GR - use the "Conjoined Courses" form
    b. Instructions:
       i. Import the missing crosslisting/conjoined course into the form.
       ii. Mention the crosslisted/ conjoined course in the proposal.
       iii. Be sure to make the same changes that were already made to the other course
       iv. Do NOT set up a "child" crosslisted/conjoined course in this instance, because the crosslisted/conjoined course already exists further down in the workflow

Note: Whenever using the "Conjoined Courses" form, much of the data in the "child" course will not be automatically prepopulated from the "parent" course, even when the parent was imported from the Catalog. In large part, the child course will need to be populated through manual data entry