

How to use the 2022-2023 Certificate Modification Approval Process

General Instructions and Information:

- Read each step carefully.
- Save often using the save icon at the top of the page or the "Save All Changes" button that hovers as you scroll through the page.
- All proposals, if approved, will be effective beginning Fall 2022.
- If any information is missing, incorrect, or steps are incomplete, the registrar will send the proposal back to the originator for correction.
- Red asterisks * indicate that the field is required.

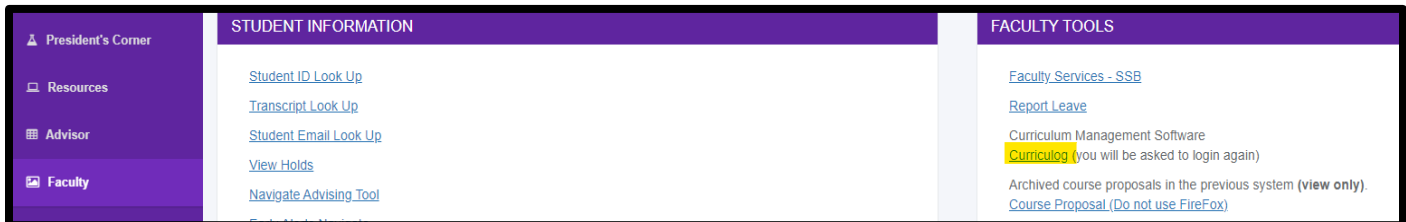
Attachment Requirements:

- SACSCOC Substantive Change Prospectus (may be required)
- Additional supporting documents

Proposal Instructions:

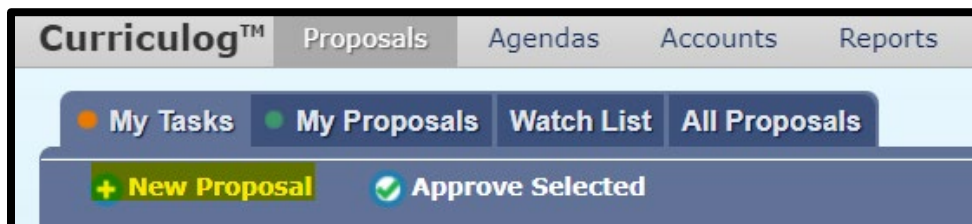
Step 1: Login to *Curriculog* using your SFA credentials.

- The link to Curriculog can be accessed from mySFA on the Faculty tab in the Faculty Tools box.

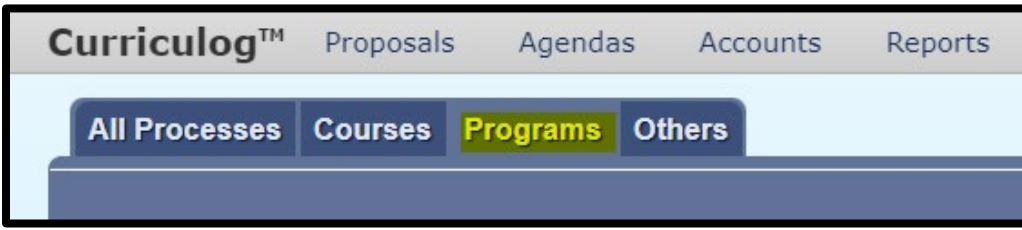


- The direct link is: sfasu.curriculog.com

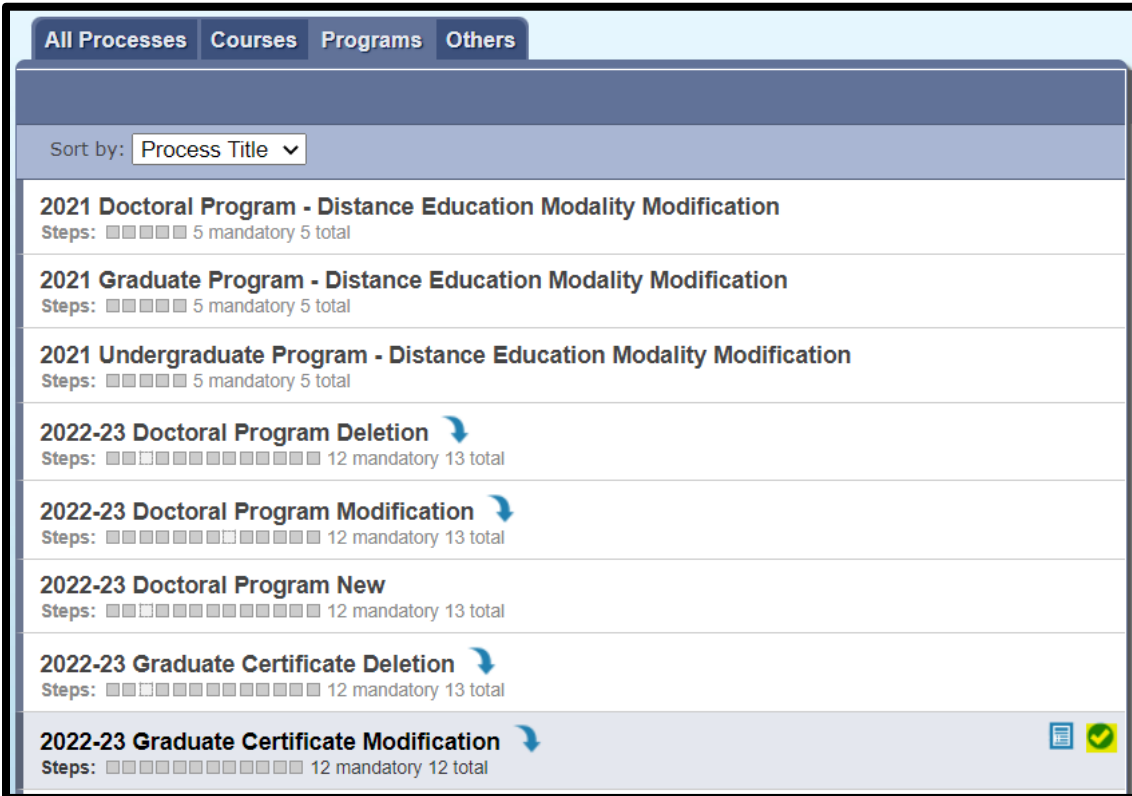
Step 2: Select "New Proposal" from your dashboard. This will take you to a list of approval processes to being your proposal.




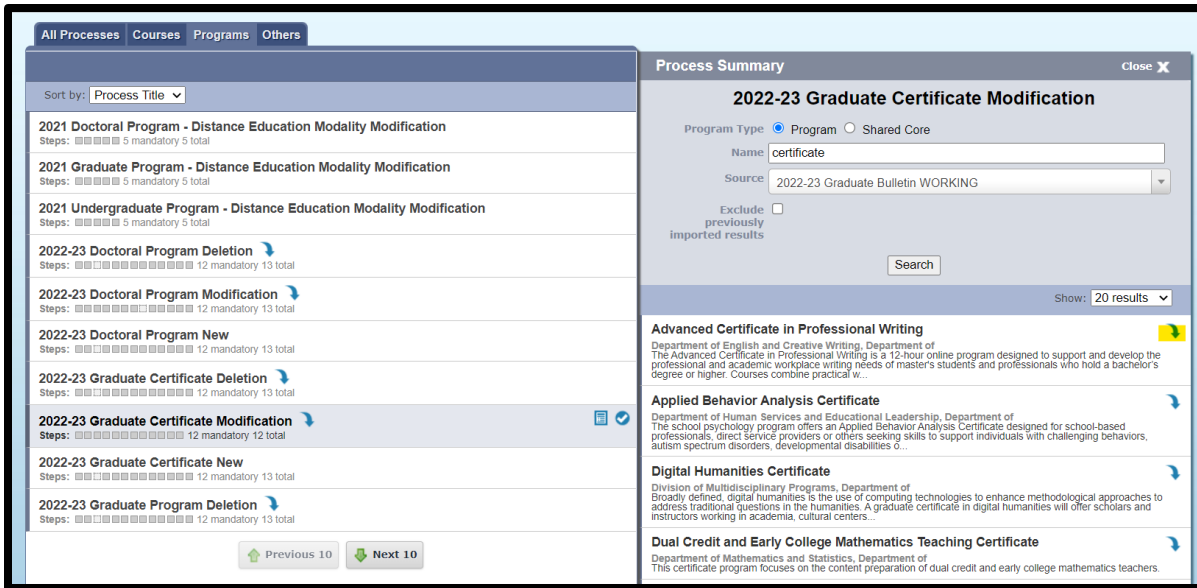
Step 3: Select "Programs" from the approval process tabs.



Step 4: Find the Certificate Modification Approval Process for your level and select "Start Proposal" icon.



Step 5: To start the proposal, you will need to select the program to import by searching for a specific program. Click on the  icon beside the program information to select a program. This will pull up the program information on the side panel. Select "Build Proposal" to move forward.




Step 6: Provide required proposal information. This information is necessary for each proposal’s review in the curriculum cycle.

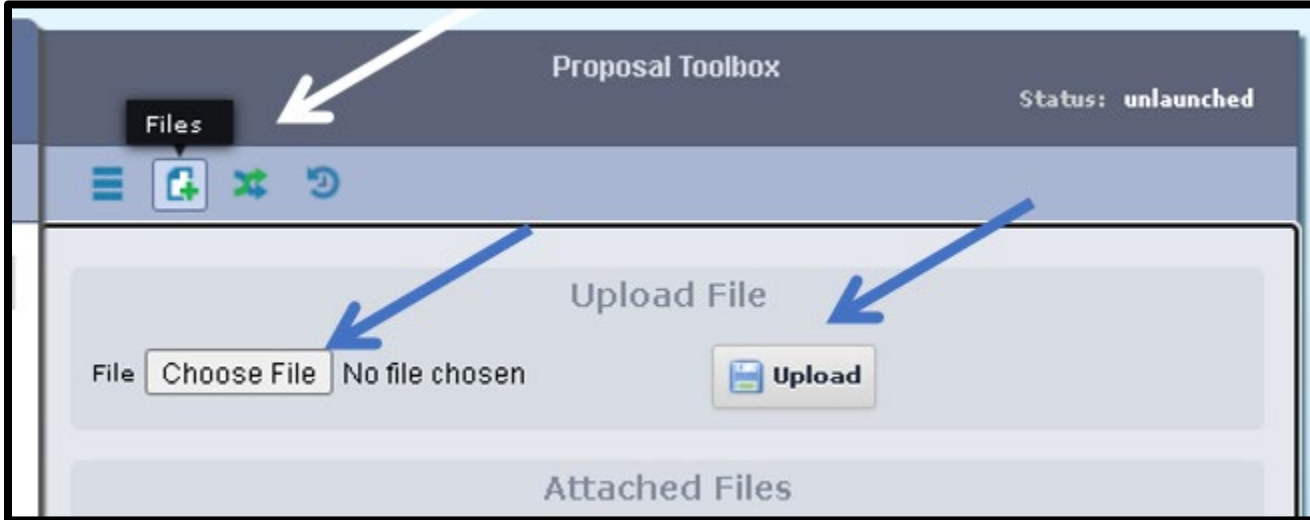
- For the “Type of Program” question listed under “Step 1” in the proposal template, select “Program” as “Shared Core” is not available.
- Select all modifications that are being made in the proposal. **Please read the list carefully.** If you are wishing to modify something that was not added to the list, select other and provide details in the ‘If Other’ field.
- Rationale: Use this field to discuss the changes that you are wanting to make and why.
- Other required fields as indicated by the red asterisk *.

Step 7: Curriculum and General Program Information- Do not alter items that have not been selected for modification in the “Requested Modifications” field.

- Curriculum Schema and Degree Map is changed in the “Curriculum” field.
 - General steps and information found in the proposal template.
 - The Office of Institutional Effectiveness is the first step after the originator in the undergraduate modification proposals.
- “General Program Information” field is where the title, description, hours, and prerequisites can be changed.

Step 8: Attach any required or additional supporting documentation.

- SACSCOC Substantive Change Prospectus (**may be required**)
- Any optional supporting documentation
- Select the Files icon  to navigate to the files area. Select "Choose File" and use the file navigation to select your documentation. **Select the Upload button to attach your documents.**



- Scroll back down and select the check box in the Attachments area.


Step 5.

****Attention****

A Substantive Change Prospectus *may* be required.

Please review the [SFA Substantive Change Policy 4.10](#) to see what can constitute a substantive change and pages 27-30 of the [SACSCOC Substantive Changes Policy Statement](#) to review the required components of a prospectus.

If you are unsure if your modification requests constitute a substantive change, contact the Associate Provost at 936.468.2707 for guidance.


The substantive change prospectus, if required, and additional supporting documents can be attached to this proposal by using the Proposal Toolbox in top right corner and clicking .

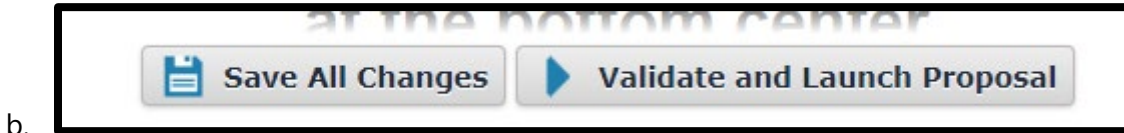
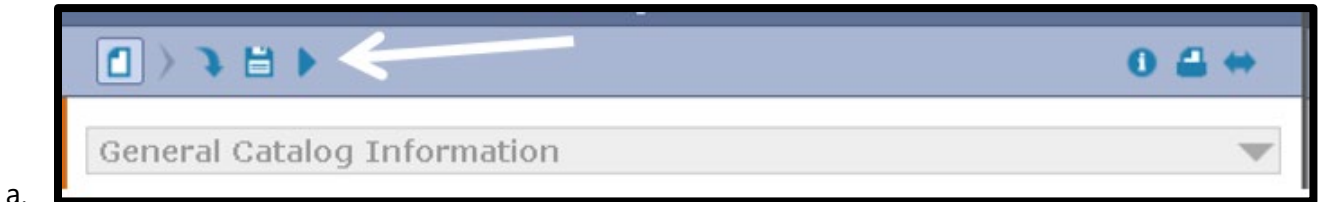
Attachments (select all that apply):

- I have attached additional supporting documents.
- I have attached a required Substantive Change Prospectus.
- I have not attached any supporting documents.

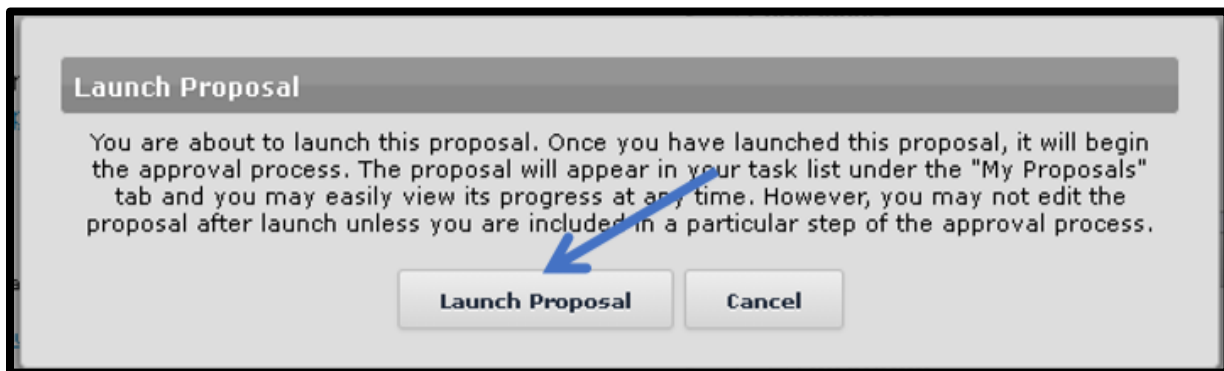
Step 9: Save your changes by using the save icon at the top of the page or by using the "Save All Changes" button that hovers as you scroll through the page.

Step 10: Launch proposal.

- You can either scroll to the top of the page and click the  icon or select the "Validate and Launch" button that hovers as you scroll through the page to launch your proposal.



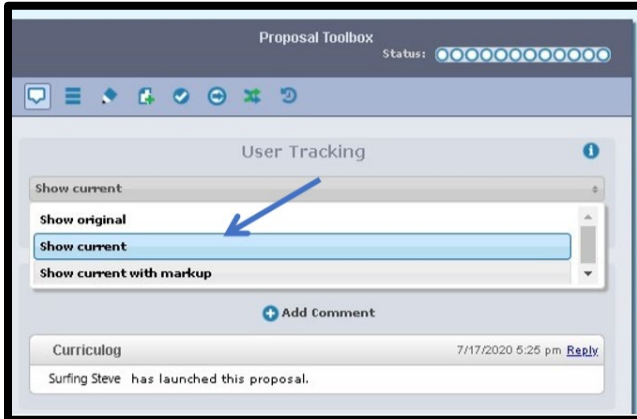
- Select "Launch Proposal" in the popup.



- You must launch your proposal and then make a decision before the proposal can move on in the approval hierarchy.


Step 11: Review your changes.

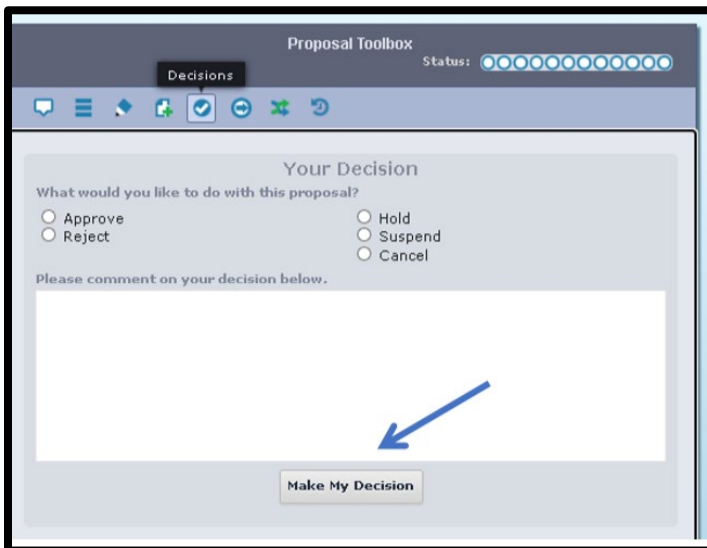
- You can use the User Tracking area on the right-hand side of the page. Change the dropdown menu from "Show current" to "Show current with markup" to see what changes have been made.



- All changes made since beginning the proposal will show in bold colored text.



Step 12: Make a decision by scrolling to the top of the page and selecting the  icon at the top right-hand corner. If you are satisfied with your proposal, select "Approve" and then select "Make My Decision"



****End of instructions****