How to use the 2022-2023 Program Deletion 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 Fall 2022.
- If any information is missing, steps are incomplete, or information is incorrect, the registrar will send the proposal back to the originator for correction.
- Red asterisks * indicate that the field is required.

Attachment Requirements:

- No attachments are required. You can still attach documents using the icon.
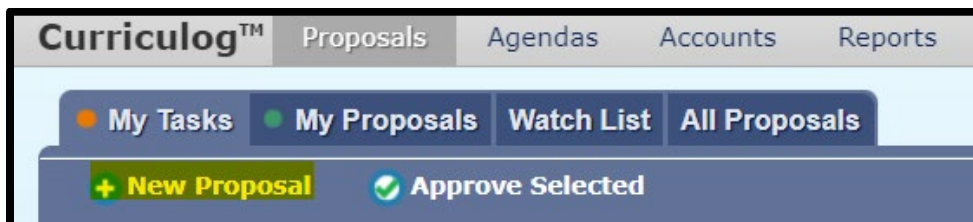
Proposal Instructions:

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

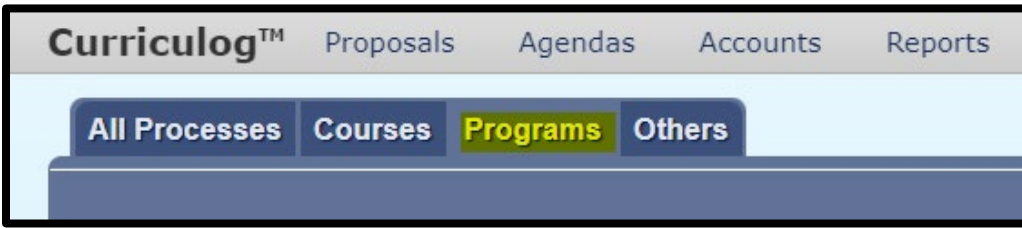- The link to Curriculog can be accessed from mySFA on the Faculty tab in the Faculty Tools box.

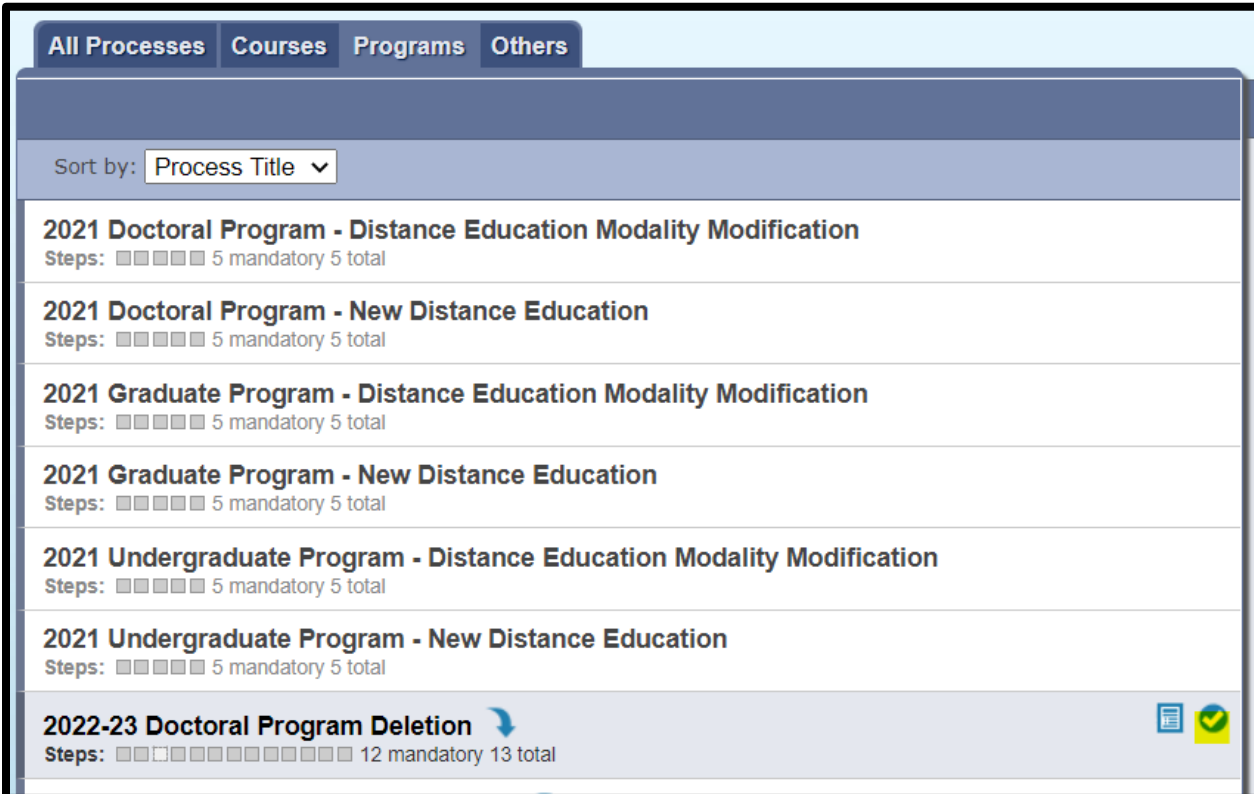- The direct link is: sfasu.curriculog.com

Step 2: Select "New Proposal" from your dashboard. This will take you to a list of approval processes to being your proposal.
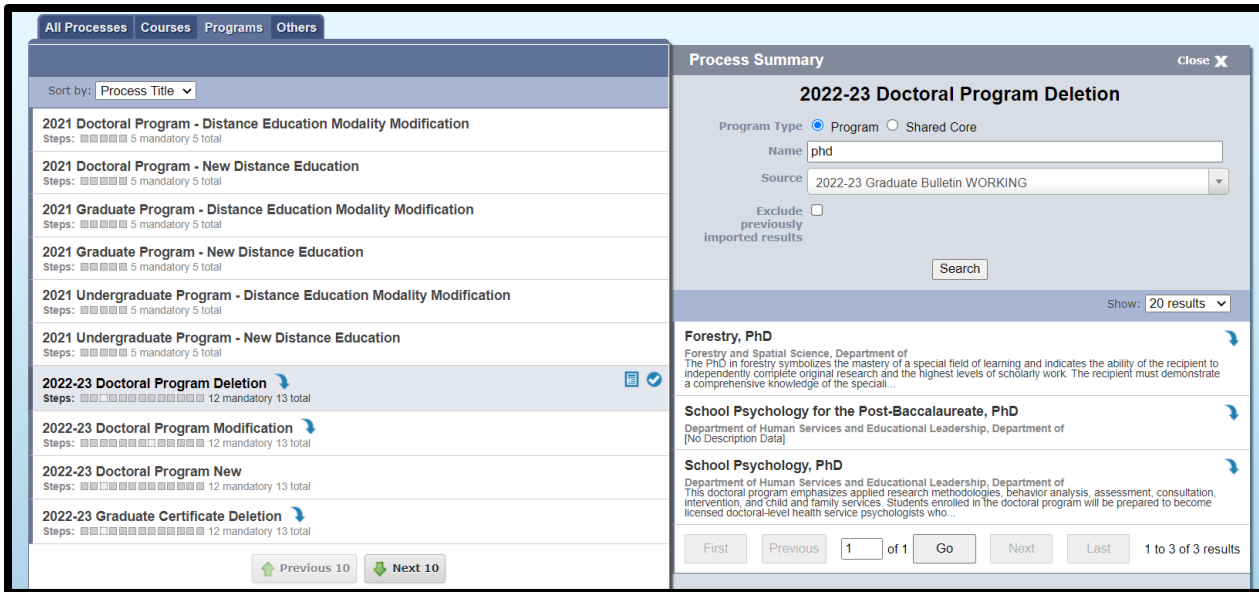
Step 3: Select "Programs" from the approval process tabs.

Step 4: Find the Program Deletion 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 program type under "Step 1" in the proposal template, select "Program" as "Shared Core" is not available.
- Rationale: Use this field to discuss the reason for deletion and other information regarding the decision to delete.
- The Center for Teaching and Learning (CTL) has added a required question within the proposal. If you select "yes" to their question, you will need to answer the following CTL question. This will route your proposal to CTL as an additional approval step.
- Other required fields are indicated by the red asterisk *.

Step 7: If desired, attach supporting documentation.

- Select the Files icon at the top of the page 📄.
- Select "Choose File" and use the file navigation to select your documentation.
- Select the Upload button to attach your documents.
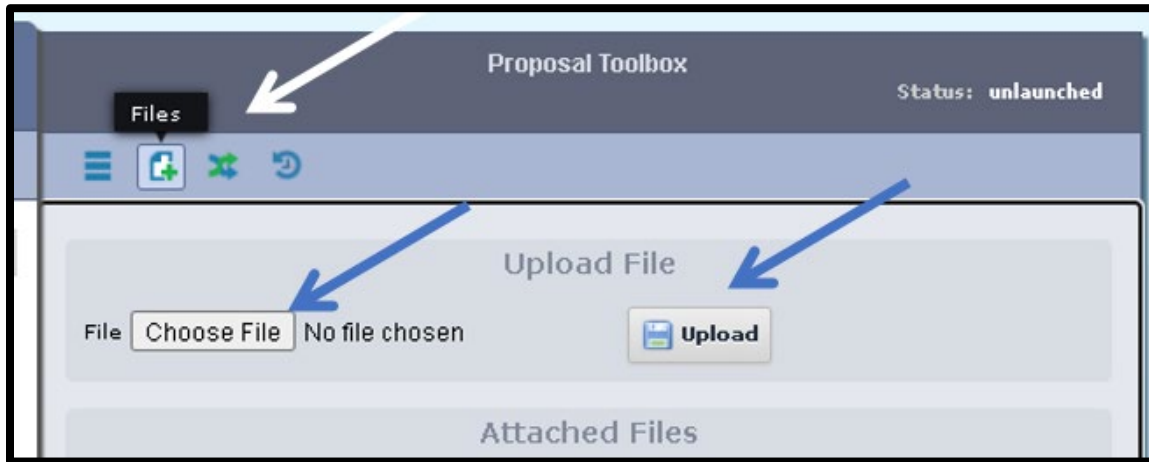

- Scroll back down and select the check box in the "Attachments" area.
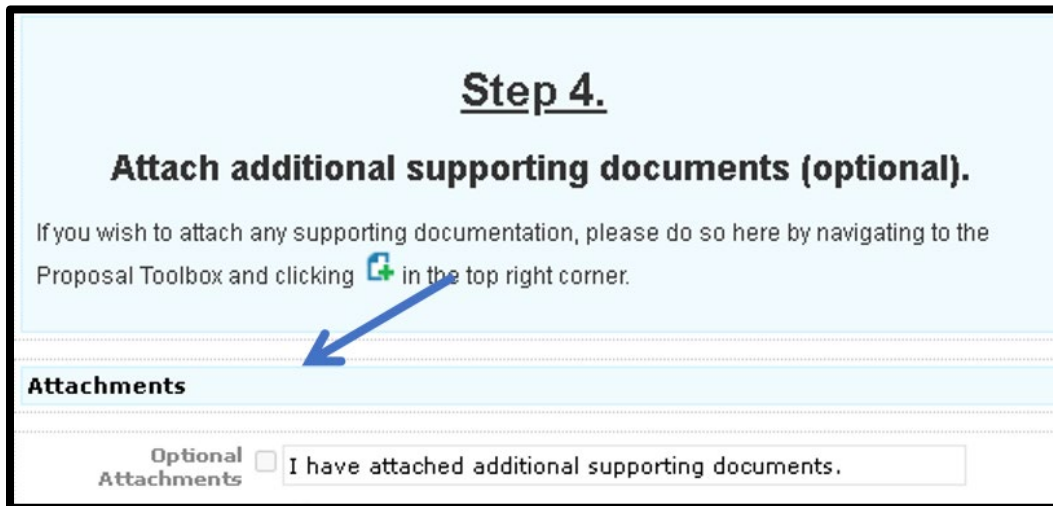
Step 8: Save your changes by clicking on the save icon at the top of the page or by clicking the "Save All Changes" button that hovers as you scroll through the page.

Step 9: 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.
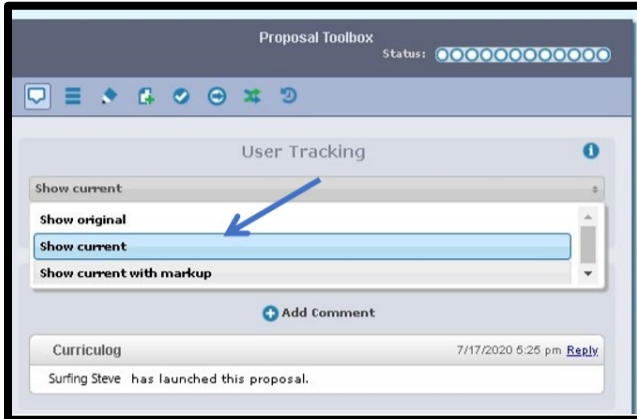
a.

b.
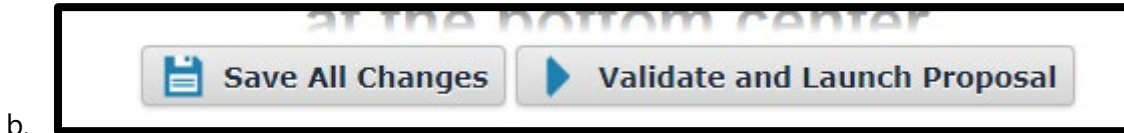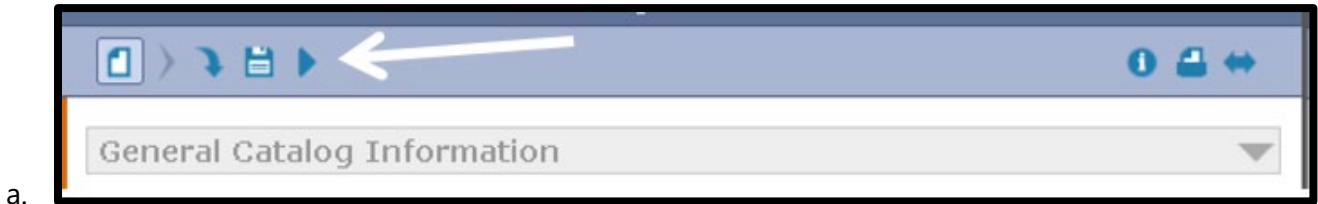
- Select "Launch Proposal" in the popup.
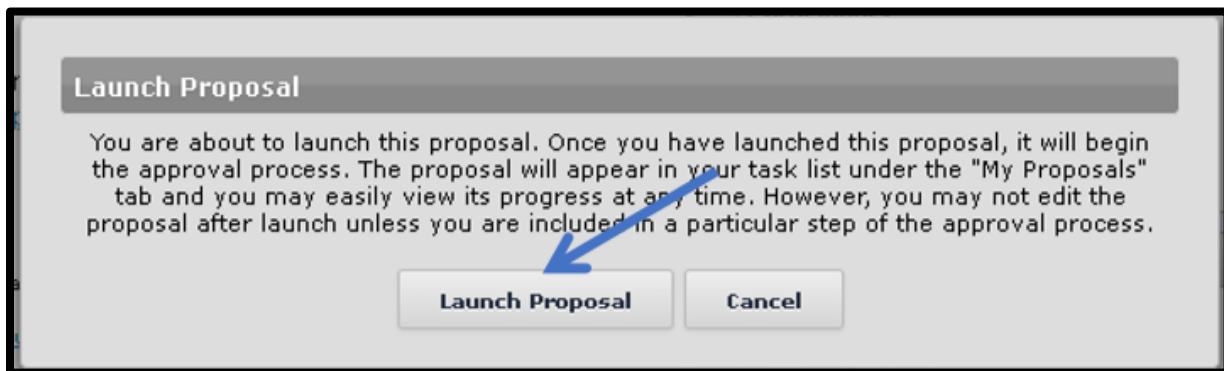
- You must launch your proposal and then make a decision before the proposal can move on in the approval hierarchy.
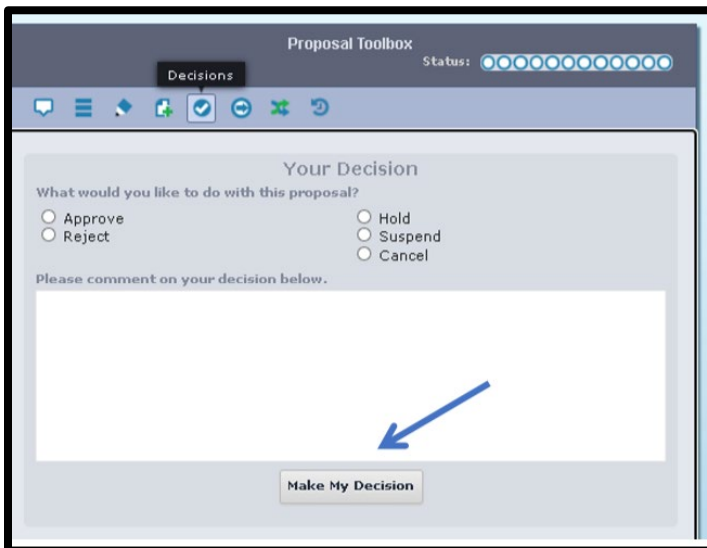
Step 10: Review your changes.

- 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 11: 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