



UNDERGRADUATE CURRICULUM APPROVAL PROCEDURES AND CURRICULOG PROCESSES

For the 2023-2024 Academic Catalog Production
Year

June 2022

INTRODUCTION

The purpose of the Curriculum Approval Procedures and Curriculog Processes is to provide information and guidance on matters related to the development, revision, and discontinuation of curriculum. It is intended for use by Faculty, Department/School Chairs, Deans, and other academic administrators who are involved in the development and approval of new and revised curriculum.

This manual contains sections on the program and course related actions, as well as other curricular development components such as new degrees, modifications, specializations, concentrations, minors, certificates, and program codes. The individual sections outline the required actions in order to accomplish the various types of curriculum changes.

All data in this document reflect information as it was available at the publication date. Rights are reserved to revise all announcements contained in this document at its discretion and to make reasonable changes in requirements to improve or upgrade curriculum and Curriculog processes and procedures.

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Oakland University Undergraduate Catalog and Schedule Production Timelines

The Undergraduate Catalog Production commences on **March 1** and concludes **January 14** annually.

Production Deadlines

Course Action Forms (with official COI approval/minutes) - due date for all course updates:

October 1

Proposals for new degree programs and new certificates (with official COI approval/minutes) – due-date, no later than:

October 1

Program modifications for current programs and certificates (with official COI approval/minutes) – due-date, no later than:

October 1

Program curriculum code requests – due-date, no later than:

December 1

Other updates (non-curricular) to the catalog may be applied from **March 1 through January 14**

CURRICULUM PROCEDURES FOR COURSE MANAGEMENT

0000-0049	Course numbers 0000-0049 are designated for skill development courses. (Credits earned in these courses cannot be used to satisfy minimal graduation requirements in any academic program, but are included in the students' grade point average).
0059-0099	Course numbers 0059-0099 are for courses specially designed to enrich academic skills.
1000-2999	Courses numbered 1000-2999 are introductory undergraduate courses primarily for freshmen and sophomores.
3000-4999	Courses numbered 3000-4999 are designed for juniors and seniors.
5000-5999	Courses numbered 5000 and above are primarily for graduate students – qualified undergraduates may enroll in a class numbered 5000-5999 provided they have obtained written permission from department chair or course instructor.
6000-6999	<p>Only graduate students are eligible to elect courses numbered 6000 and above.</p> <p>Courses numbered 6000 – 6999 are primarily for master's students. These courses are restricted to graduate students only.</p>
7000-7999	<p>Upper-level graduate courses</p> <p>Courses 7000 - 7999 are primarily for PhD and professional doctoral students, but with permission of the faculty adviser, qualified master's students may enroll provided they have requisite foundation knowledge and have obtained permission from the department or school offering the course.</p>

8000-8999	Upper-level graduate courses Courses 8000 - 8999 are restricted to PhD and professional doctoral students.
9000-9999	Upper-level graduate courses Courses 9000 - 9999 are reserved for PhD coursework and dissertation research.
Corequisite	A course that must be taken at the same time (same semester) as another course. All courses listed corequisites are required (if it is intended for a student to choose one course from a list of courses, concurrently, then the prerequisite with concurrency should be used rather than a corequisite). Corequisites are often used for a lecture and lab in which the grades are independent of each other. Individual grades are assigned for each of the corequisite courses at the end of the semester.
Cross-list Courses	Two or more courses offered by different departments that have the same course content and experiences, meet together in the same meeting pattern (locations, days, and times of day), and are taught by the same instructor or team of instructors. A student may only receive credit for the most recent enrollment of one of the cross-listed courses. Under this category, courses MUST: <ul style="list-style-type: none"> • have rubrics that reflect the departments offering the courses contain the same title, credits, description, prerequisites, general education attributes (if applicable), and grade options • be implemented within the same course level and preferably with the same course number • NOT be permanently cross listed with special topics or variable content courses (may occur on a semester-by-semester basis) Exceptions can be granted with permission from the Registrar and Provost's office. Example: CNS 6520, Advanced Mind-Body Medicine (two credits); HS 6520, Advanced Mind-Body Medicine (two credits) Students may not receive credit for both courses. For example, students may not register for CNS 6510 if they have completed HS 6510 or vice versa.

Equivalent Courses	Courses that are academically similar enough to other courses that are offered to be considered interchangeable. Typically, equivalent courses occur when a rubric change has been implemented from one catalog year to another. Course descriptions must include a sentence stating “This course is equivalent to...”. Repeat rules apply.
Linked Sections	Two or more sections of the same course that must be taken at the same time (generally a lecture and lab in which the grade for the lecture and lab depends upon each other). Only one grade is assigned at the end of the semester. One or more linked sections may be offered in a semester. When multiple sections are offered, students choose only one section.
Moribund Course	<p>Moribund courses are ones which have not been taught for several years. Such courses are deleted without announcement. The Moribund Course Policy establishes a course archive for moribund courses. A moribund course is one that had not been taught in the previous five years (60 months). A course in the moribund course archive does not appear in the catalog but can still be activated for registration. However, after five years in the moribund course archive, the course is automatically deleted and would require approval of a new course before it can be taught again.</p> <p>The following are the agreed policies and guidelines by UCUI (University Committee for Undergraduate Education) regarding moribund courses:</p> <ul style="list-style-type: none"> ● Courses may stay in the catalog for no more than five years if they have not been taught ● For a period up to five years, courses removed from the catalog because they have not been offered can be reactivated and returned to the catalog with a proposal to UCUI ● Courses returned to the catalog <ul style="list-style-type: none"> ○ must be taught within two years or they will be permanently removed from the catalog [note that if a course is offered within two years and it does not fill, it will still meet the two-year time limit] ○ a request for a new course number must accompany a proposal for a revised course in order to be activated after the two-year limit

	<ul style="list-style-type: none"> • Courses that were removed from the catalog and no request has been filed to reactivate them for a period of five years will be permanently removed from the Catalog <p>A request for a new course number must accompany a proposal for a substantially revised course.</p>
<p>Non- and Substantive Course Changes Process</p>	<p>Non-substantive changes are reviewed within each of the units. New courses and substantive changes to existing courses are evaluated by the Faculty Senate, UCUI, and the Graduate Council.</p> <p>Non-substantive <u>course</u> changes do not alter a student's progress to a degree. They include:</p> <ol style="list-style-type: none"> 1. activation and inactivation of existing non-required courses, 2. minor revision to course catalog descriptions (example below), 3. minor revision to course titles (example below), 4. changing a course number for administrative purposes (e.g., COM 2010 changes to COM 2020 to accommodate a sequencing need), 5. changing the delivery mode, or 6. fixing typos in catalog content. <p>Minor revision to course titles:</p> <p>BE 4300 – Bioprocess Engineering (4)</p> <p>edited to:</p> <p>BE 4300 – Applications of Bioprocess Engineering (4)</p> <p>Minor revision to course catalog descriptions:</p> <p>CRJ 2100 - Criminological Theory (4)</p> <p>Provides foundational knowledge about criminological theory essential for success in more advanced criminal justice courses. Topics include the origins of criminology in the U. S. and both classical and contemporary criminological theoretical approaches to the study of crime, crime causation, and crime control strategies.</p> <p>edited to:</p> <p>CRJ 2100 - Criminological Theory (4)</p>

Provides foundational knowledge about criminological theory essential for success in more advanced criminal justice courses. Topics include ~~the origins of criminology in the U. S. and both~~ classical and contemporary criminological theoretical approaches to the study of crime, crime causation, and crime control strategies.

The review process for non-substantive course changes is expedited. The review process includes the following **actions**:

1. **Approval** from Department Chair / Program Director / Coordinator
2. COI or GCOI chair **informational**
3. Notification to UGE or the Graduate School and the Registrar via **Curriculog** and **update** in Banner
 - Course numbering changes are distributed to the directors of Academic Advising for **informational** purposes.

Substantive course changes alter a student's progress to a degree. They include:

1. addition or deletion of required undergraduate and graduate courses,
2. addition or deletion of course co-/pre-requisites of required courses,
3. addition of graduate courses by programs that do not have a graduate degree,
4. changing course credits,
5. changing rubric,
6. changing course numbering
 - From lower division to upper division or vice versa,
 - From upper division undergrad to grad or vice versa,
7. adding restrictions to a course (e.g., major standing, class standing, etc.)
8. major revision to course catalog descriptions (requires changing the course number),
9. major revision to course titles (requires changing the course number),
10. cross-listing courses between two different departments,
11. adding a graduate course to an undergraduate course (or vice versa; slash course, only 4000/5000 is permitted; send to UCUI and Grad Council),
12. adding a general education attribute for a course (send to Gen Ed committee),
13. reactivation of a moribund course

	<p>The review process for substantive <u>course</u> changes requires action from various committees and administrators. Proposals for courses with substantive changes require a course syllabus, a brief rationale, and catalog copy (submitted in Curriculog). The review process for substantive course changes includes the following actions:</p> <ol style="list-style-type: none"> 1. Department Chair / Program Director / Coordinator approval 2. COI vote 3. College/School Assistant, Associate, and/or Dean approval 4. Various Senate Committees <ul style="list-style-type: none"> • Graduate Council informational (for graduate courses; unless part of a larger program modification), • General Education Committee vote (for general education courses), • UCUI informational (for undergraduate courses; unless part of a larger program modification), • Informational to full Senate (for undergraduate courses; unless part of a larger program modification)
Permission	<p>A requirement for which a student must receive approval from the listed person (e.g., instructor, department chair, adviser, etc.) before taking the desired course. Additional requisites may also apply. If an override for a permission requisite is provided, all other requisites are still enforced independently.</p>
Prerequisite	<p>A course that must be successfully completed before taking a particular course. A prerequisite course must focus on the content needed to be successful in a subsequent course and not used to implement course sequencing. Prerequisites must have a minimum grade or test score to be enforced.</p> <p>Since Fall 2017, all courses should have prerequisites built in CAPP (Degree Works in the future) unless otherwise approved. Some courses may have automatic approval e.g., special topics.</p> <p>A course that must be successfully completed before taking another desired course. A prerequisite course must focus on the content needed to be successful in a subsequent course and not used to implement course sequencing. Prerequisites must have a minimum grade or placement test score to be enforced.</p> <p>Prerequisite Requirements:</p> <ul style="list-style-type: none"> • Prerequisites must be the same for all students (e.g., there cannot be different requirements for different majors). • Unless specifically approved, all sections of a course must have identical requirements. • The course description is used to enforce a prerequisite.

	<ul style="list-style-type: none"> • The minimum course prerequisites must be used in catalog descriptions <ul style="list-style-type: none"> ◦ E.g., if AH 1000 is a prerequisite for AH 2000 and AH 2000 is a prerequisite for AH 3000, then the catalog description for AH 3000 would include ONLY AH 2000, not AH 1000 and AH 2000 • Other requirements must be described in the catalog as either a “restriction” (e.g., major or class standing) or “instructor permission” (e.g., internship or clinical experience), not a prerequisite. • Changing prerequisites to a course necessitates Dean’s approval. • Changes to a prerequisite cannot be made after registration has opened for that semester. <p>If prerequisite parameters are not achieved, the student will receive a registration error and be prevented from registering.</p> <p>Note:</p> <ul style="list-style-type: none"> • ‘In Progress’ courses from an earlier semester satisfy a prerequisite. • Prerequisites are periodically audited throughout the semester and students no longer meeting requisites will be administratively dropped. • Transfer coursework will satisfy prerequisites. <p>Prerequisite Examples:</p> <p>Minimum Grade in Course: Indicate the minimum grade that students must earn in a course for it to be used to satisfy the requirement. Transfer/Test/Other credit is considered a ‘C grade.’ A student's in progress work counts toward the minimum.</p> <p>When a student receives a grade below the minimum value will they not meet the requirement.</p> <p>Indicate whether the minimum grade value applies to specific courses in the list of requisites, or all courses that make up the requisite.</p> <p>Example 1: Prerequisite(s): WRT 1050 with a grade of (C) or higher or placement.</p> <p>Example 2: Prerequisite(s): MIS 3000 or MIS 3010, and MIS 3050 with a minimum grade of (C). MIS 3050 may be taken concurrently.</p>
Prerequisite or Corequisite designation	A course that must be successfully completed before or at the same time as another course. Use this option if a student can take one of

	many options concurrently (corequisites require that all listed courses are taken at the same time).
Repeating	<p>Students may repeat an undergraduate course for grade improvement; credit is permitted only for a repeat of an Oakland University course. The limit is typically three attempts for any individual course, excluding drops or withdrawals. If a course's rubric changes so that it becomes equivalent to a course in a previous catalog, a repeat attempt will apply using the new rubric. The repeat course must be taken on the same grading basis as the first attempt (i.e., a course taken as a letter grade cannot be converted to S/U.)</p> <p>Students do not receive additional credit for a repeated course (except for failing a course since no credit is earned) and cannot repeat a course at another institution for additional credit.</p>
Restrictions	A requirement (other than courses) that must be met in order to take the desired course (e.g., a specific major, college, class standing, etc.). Restrictions must be kept to the most specific requirement. For example, a course restricted by a major restriction does not need to include department or college restrictions because they are redundant.
Slash Courses	<p>Courses that are simultaneously offered at both the upper-division undergraduate level (4000) and graduate level (5000) within the same department.</p> <ul style="list-style-type: none"> • Cross listing for undergraduate courses with graduate courses is strictly limited to 4000-level and 5000-level courses. • Both the 4000-level and the 5000-level must contain the same title, credits, description, and grade options. • Students may not register for the 5000-level course if the student has already received credit for the 4000-level course (and vice versa). • Students enrolled in the 5000-level component must present work that is significantly more rigorous in both depth of study and methodology contrasted to the students enrolled for the 4000-level component. Departments offering slash courses must provide a syllabus that differentiates learning outcome criteria for 4000-level and 5000-level credit. • Graduate course descriptions must include a distinctive statement indicating that the course is slashed with an undergraduate course.

	<p>Example:</p> <p>EED 4240 / EST 5240 – Foreign Language Teaching Methods in Elementary and Middle School (three credits)</p>
<p>Special Credit Offerings</p>	<p>Any activity which bears the OU name and carries with it academic credit, but which:</p> <ul style="list-style-type: none"> • Does not adhere to the semester or session schedule of the University’s official academic calendar or, • Is not offered on the OU campus or at one of the approved extension sites or, • Assesses participants at rates other than those set forth in the University’s official schedule of tuition and fees or, • Requires special arrangements (time, place, special handling) for registration, collection of tuition and fees, grade submission or other academic services or, • Incorporates additional University services such as housing and dining as an integral part of the activity. <p>Among the examples of special credit offerings are:</p> <ul style="list-style-type: none"> • courses which start in one semester or session but do not end in that same semester or session, • two-week or four-week courses during a summer session, • credit-bearing trips to other countries, and • credit-bearing camps or like functions which have special charges in addition to regular tuition.
<p>Special Topics Course</p>	<p>Courses that are only offered for one or two semesters.</p> <p>Special Topics courses are offered to:</p> <ul style="list-style-type: none"> • cover topics of timely interest that will not be made a regular, on-going part of the curriculum. • be taught as experimental courses to gauge interest and will subsequently become a named course within a curriculum. • allow for essential/emergency curriculum changes after the catalog has been published, usually in regard to accreditation needs, and will become a named course in the curriculum for the next catalog cycle. <p>Regulations of Special Topics courses:</p> <ul style="list-style-type: none"> • May only be offered for one or two semesters, after which the course must be evaluated for permanence in the curriculum. • Cross-listing special topics courses using two rubrics within a department may only occur to gauge interest and will subsequently become a named course with one rubric.

	<ul style="list-style-type: none"> • They are NOT to be cross listed with: <ul style="list-style-type: none"> ○ A permanent course. ○ Variable content courses.
<p>Course Action Form and Course Approval Process</p>	<p>Course Action Form</p> <p>The Course Action Form (CAF) indicates that a revision (e.g., number credits, name, description, etc.), activation, or discontinuation of a course and the term to take effect. CAFs, COI, UCUI, and grad council minutes are required for catalog preparation. In addition, the Course Action Form (CAF) tells registrar which semester change/add/end-date a course is effective for description/attributes/prerequisites, et al. All course revisions follow the “Non- and Substantive Course Changes Policy” (noted in this document).</p> <p>NOTE: All course actions require the Assistant/Associate Dean’s final approval, with the exception of “schedule types” and “major restriction” requests.</p> <p>Revisions to courses are processed using CAFs that are submitted electronically in Curriculog using the “New Proposal” link (schedule Curriculog training with Undergraduate Education (oakland.edu/uge/) or 248-370-4083).</p> <p>Curriculog CAFs most commonly used:</p> <ul style="list-style-type: none"> • 01. UG course action form modify existing course • 02. UG course action form - new course • 03. UG course action form end date/delete course • 04b. UG GenEd course action form - general education • 05. 4000/5000 course action form slash course • 12. Grad course action form <p>New courses, course revision or deletion typically stem from an idea by a professor and new potential courses are often first taught as special topics to gauge interest. The appropriate governance process includes the following:</p> <ol style="list-style-type: none"> 1. Approval by Department Curriculum Committee and Department Chair 2. Proposal must be issued to the College/School’s “Committee on Instruction” (COI) or School Assembly via Office of the Dean and includes: <ol style="list-style-type: none"> a) Course Action Form (CAF) b) Letter from department chair expressing departmental support

c) Rationale for course, syllabus, **cost implications (rarely done)**

3. Proposal reviewed by assistant dean and/or associate dean, and checked for:

- a) Course rigor
- b) Reuse of course number
- c) Clarity and length of description
- d) Duplication among departments and other units
- e) Need for additional resources

4. Approvals and further procedures:


- a) COI or school assembly provides approval (with minutes). **Note:** Minutes must be attached to the CAF form and reserved for review by the following assemblies: UCUI (University Committee on Undergraduate Instruction [*as informational item(s) for substantive course changes*]), Undergraduate Education, Registrar Office, Advising Office, and affiliate college/school's department.
- b) Associate or Assistant dean approves CAF.
- c) CAF is issued to the Office of Undergraduate Education for catalog preparation, in accordance with procedures used for the past several years. Revisions pertaining to courses cannot appear in the catalog without the documented approvals.
- d) The Undergraduate Education office reviews the CAF, updates Acalog (online catalog) and Banner (student information system for registration), and forwards to the Office of Registrar for review and processing in CAPP (Curriculum, Advising and Program Planning) or Degree Works (student degree auditing/management system).

Status of the course is now official.

UG Course Action Form - New Course

To create a new course, the academic Department Chair or Secretary will fill out the (Course Action Form [CAF]). The form records the details of the course, describes the proposed change(s), includes the justification of the change, and indicates the recommendations for approval. The proposal to create a new course is completed on the “UG Course Action Form New Course” form.


An online proposal can be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click – New Proposal
- Then navigate to the form, **UG Course Action Form New Course**
- Start Proposal by clicking on  See instructions [here](#)

UG Course Action Form Modifying Existing Course

In the same format for creating a new course proposal, the proposal to modify an existing course is completed on the “UG Course Action Form Modifying Existing Course” form.


An online proposal can be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click - New Proposal
- Then navigate to the form, **UG Course Action Form Modifying Existing Course**
- Start Proposal by clicking on  See instructions [here](#)

UG Course Action Form End Date/ Deleting Existing Course

In the same format for creating a new or modified course proposal, the proposal to end/delete an existing course is completed on the “UG Course Action Form End Date/Delete Course.”

An online proposal can be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click - New Proposal
- Then navigate to the form, **UG Course Action Form End Date/Delete Course**
- Start Proposal by clicking on  See instructions [here](#)


UG GenEd Course Action Form – General Education

All General Education course proposals must be discussed with the department prior to their submission to the General Education committee for review. It is important to note that should General Education attributes be removed from the course at a later date, students may continue to use the course to satisfy their General Education requirements until the catalog in effect at the time of removal expires (six years). Contact Linda Gamage (gamage@oakland.edu) for assistance with applying for a “General Education Course.” **Note:** After a course is approved by the General Education Committee, the committee’s chair will fill in the “UG GenEd Course Action Form – General Education” through Curriculog.

4000/5000 Course Action Form - Slash Course

In the same format for creating a new or modified course proposal, the proposal to create slash courses is completed on the “4000/5000 Course Action Form Slash Course” form. Also, **see “Slash Course Policy”** in this document.


An online proposal can be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
 - Then click - New Proposal
 - Then navigate to the form, **4000/5000 Course Action Form - Slash Course**
- Start Proposal by clicking on  See instructions [here](#)

Moribund Course Reactivation

An online proposal to substantially revise a course from a Moribund (**see Moribund Policy** in this document for information) status can be submitted using the following easy steps:

The “Moribund Course Reactivation Form” must be submitted to the Office of Undergraduate Education before the posted catalog production deadlines: [Catalog Production Deadlines](#)

- Go to <https://oakland.curriculog.com/>
- Then click - New Proposal
- Then navigate to the form, **UG Moribund Course Reactivation Form**
- Start Proposal by clicking on  See instructions [here](#)

SPECIAL CREDIT OFFERING

Regulations Governing Special Credit Offerings

- a) For each special credit offering there shall be designated a faculty contract person who shall be responsible for coordinating all arrangements for the offering and for securing all of the required approvals prior to scheduling the offering or advertising its availability.
- b) If a special credit offering involves a new course or an abbreviated or expanded version of an existing course, the proposed offering must be approved by the department chairperson, the committee on instruction and the dean, according to the normal course-approval mechanism of the sponsoring school or college. If the offering is to carry graduate credit, the approval of the Graduate School is also required. Such offerings must adhere to the Graduate School's provision that no more than one credit per week can be awarded, no matter how intensive is the instruction.
- c) Tuition and fees must be charges according to the University's official tuition and fee schedule in effect at the time the course will be offered. There will be no exceptions to this requirement. Persons preparing advertisements containing cost information should check with the office of Provost prior to submitting a copy for duplication.
- d) If a special credit offering is to involve reimbursed travel for a University faculty or staff member, the University's regular policies governing travel reimbursement shall apply.
- e) If a faculty or staff member incurs reimbursable expenses in connection with conducting a special credit offering, the University's regular policies governing reimbursement and documentation shall apply.
- f) Any special services such as, special registration procedures, travel arrangements, housing or dining facilities and multiple room assignments required in connection with a special credit offering must be arranged by the sponsoring academic unit.
- g) Before special service fees, to cover additional expenses such as travel can be assessed, the written approval of the Provost or his designee is required. In many instances, approval of the Board of Trustees will be necessary. Thus, a proposer should submit a proposed budget and recommended fee schedule to the office of the Provost at least 60 days in advance of preparing advertisements for the activity.
- h) Special credit offerings are to be funded out of the regular instructional budget of an academic unit except that special service fees may be charged participants, as provided above, in order to defray unusual expenses associated with such offerings.
- i) Before the Registrar will issue section numbers or schedule a special credit offering, before any advertisements bearing Oakland University's name are published, and before any money is collected from program participants, the written approval of the Provost or his or her designee is required.

1. Requesting a Special Credit Offering


OU offers many courses defined as "Special Credit Offerings." The section number of these courses are 800 series. A "Special Credit Offering" form is required for each course and is approved first by either Graduate Study or Undergraduate Education. The proposal to request a special credit offering should be discussed with the "Special Credit Offering" form's originator.

This individual could be the same as the Department Chair/Secretary. In turn, the proposal must be discussed with the College/School Dean, Assistant Dean/ Associate Dean Representative, Academic Affairs, and Undergraduate Education. Once approved, the course is routed to the Office of the Registrar for activation.

Please note, the rules below MUST be followed when requesting a Special Credit Offering:

- Course descriptions in Banner need to match course syllabi for accreditation purposes
- Time periods of courses need to be monitored for compliance with federal financial aid
- Course forms for courses with irregular meeting times need a rationale that will be provided to the Office of Undergraduate Education

An online proposal to request a Special Credit Offering can be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click – New Proposal
- Then navigate to the form, **UG Special Credit Offering Request**
- Start Proposal by clicking on  See instructions [here](#)

CURRICULUM PROCEDURES FOR PROGRAMS' MANAGEMENT

The following describes the curriculum management processes for undergraduate programs. All undergraduate proposals must be reviewed by UCUI (University Committee on Undergraduate Instruction). All approved proposals must be submitted to the Office of Undergraduate Education on or before the posted undergraduate catalog production deadlines <https://oakland.edu/uge/undergraduate-catalog/>

Please note that the following terms are not used in curriculum development:

- "area of concentration" (use "concentration")
- "emphasis" "focus"
- "modified" "option"
- "specialty" (use "specialization")
- "track"

Non- and Substantive Program Modifications Process

<p>Non- and Substantive Program Modifications Process</p>	<p>Non-substantive changes are reviewed within each of the units. New programs and substantive changes to existing programs are evaluated by the Faculty Senate, UCUI, Graduate Council, Board of Trustees, MASU, and HLC.</p> <p>Non-substantive <u>program</u> modifications do not alter a student's progress to a degree. They include:</p> <ol style="list-style-type: none">1. activation and inactivation of existing non-required elective courses,2. Adding or removing new non-required elective courses,3. minor revision to course catalog descriptions (see "Non-substantive and Substantive Course Changes" in this document),4. minor revision to course titles (see "Non-substantive and Substantive Course Changes" in this document),5. fixing typos to catalog content,6. Admission requirements such as eliminating or adding a standardized exam.
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The review process for non-substantive program changes is expedited. The review process includes the following **actions**:

1. **Approval** from Department Chair / Program Director / Coordinator
2. COI or GCOI chair **informational**
3. Notification to UGE or the Graduate School and the Registrar via **Curriculog** and **update** in Banner
4. Course numbering changes are distributed to the directors of Academic Advising for **informational** purposes.

Substantive program changes alter a student's progress to a degree. They include:

1. Merging or splitting a program,
2. Renaming a program,
3. addition, deletion, or substitution of required undergraduate or graduate courses within the program,
4. Changing the number of required electives
5. Changing total number of credits for the program,
6. Elimination of a "pre-major,"
7. Deleting, creating, or suspending a concentration, specialization, or minor,
8. Deleting or suspending a degree,
9. Change of rubric for all courses in a program,
10. Changing or adding a delivery mode for a program

The review process for substantive program changes requires action from various committees and administrators. Proposals for programs with substantive changes require a brief rationale that describes the modification and catalog copy (submitted in Curriculog).

	<p>The review process for substantive program changes includes the following actions:</p> <ol style="list-style-type: none"> 1. Department Chair / Program Director / Coordinator approval 2. COI vote 3. College/School Assistant, Associate, and/or Dean approval 4. Various Senate Committees <ul style="list-style-type: none"> • Graduate Council vote (for graduate programs), • UCUI vote (for undergraduate programs), • Senate steering, informational • Budget • Planning • Full Senate vote
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Request to Modify, Merge or Split an Approved Undergraduate Program Form

The proposal to modify, merge or split an approved undergraduate program should be formally discussed amongst the appropriate College/Schools’ officials. Academic units wishing to modify the curriculum of an existing undergraduate program or renaming, merging, or splitting a program must fill out the “UG Request to Modify an Approved Undergraduate Program” form.


If the proposed program would change the delivery method of the program to either fully online (50 percent or more of the courses have content that is 75 percent or more online) or blended (50 percent or more of the courses have content that is 10 percent - 74 percent online), the proposal must also be discussed with e-Learning Center’s Director before continuing the process.

Please ensure before submitting this form that the following information is included:

- Copy of the current program(s)
- List proposed program changes and a copy of the proposed program
- Please provide a budget if you answered that additional resources are needed
- Provide any other information you believe would be useful to UCUI/University Senate.

An online proposal must be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click - New Proposal

- Then navigate to the following form, according to need:
 - **UG Request to Modify an Approved Undergraduate Program**
- Start Proposal by clicking on  See instructions [here](#)

Create, Modify, or Delete a Concentration, Minor or Specialization Forms


The proposal to create a Concentration, Minor or Specialization program should be formally discussed amongst the appropriate College/Schools' officials. Academic units wishing to create, modify, or delete a Concentration, Minor, or Specialization must submit the following forms:

- "UG Request to Create, Modify or Delete a Concentration
- "UG Request to Create, Modify or Delete a Minor"
- "UG Request to Create, Modify or Delete a Specialization

If the proposed program would change the delivery method of the program to either fully online (50 percent or more of the courses have content that is 75 percent or more online) or blended (50 percent or more of the courses have content that is 10 percent - 74 percent online), the proposal must also be discussed with e-Learning Center's Director before continuing the process.

Note: Provide any other information you believe would be useful to UCUI/University Senate.

An online proposal must be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click - New Proposal
- Then navigate to the appropriate form:
 - **Request to Create, Modify or Delete a Concentration**
 - **Request to Create, Modify or Delete a Minor**
 - **Request to Create, Modify or Delete a Specialization**
- Start Proposal by clicking on  See instructions [here](#) for Concentration, [here](#) for Minor, or [here](#) for Specialization

Approval of New Off Campus Site or Relocation of an Existing Off Campus Site to New Off Campus Site Form

NOTIFICATION – OFF CAMPUS “SITES AND LOCATIONS”

The Higher Learning Commission (HLC) requires that institutions seek approval from the commission prior to initiating delivery of instruction to students at locations apart from the maincampus. This

approval process ensures students in a graduate program at an off-campus location have consistent access to Title IV federal student aid. Therefore, OU must identify off-campus sites to the U.S. Department of Education (USDE).

HLC Definition - Off Campus Sites:

A site is a place where instruction is taking place and students can do one or more of the following:

- Complete 50 percent or more of the courses leading to a degree program
- Complete a full degree program (degree site) OR
- Complete 50 percent or more of the courses leading to a Title IV eligible graduate certificate.

A site also includes physical locations where students can complete a degree started at another institution (known as a degree completion site) even if the degree completion program provides less than 50 percent of the courses leading to a degree program.

HLC Definition - Course Locations:

- At a course location students can only complete less than 50 percent of a degree program.
- Course locations may include places where high school students receive college instruction through dual enrollment arrangements.
- Course locations do NOT include places that offer only non-credit courses.

Study Abroad sites are not to be reported to the Commission. Campuses, sites, and course locations outside the U.S. where foreign nationals receive instruction are reported to the Commission and require prior approval by the Commission.

Oakland University provides several options for off-campus learning. Such as, we have agreements with Baldwin Center, C.S. Mott Community College, Delta College, Genesee Intermediate School District, Henry Ford Community College, Macomb Community College, Michigan State University, Oakland Community College, St. Clair Community College, and Wayne State University. Please find the attached for a full list of the courses offered in each of these university or visit

<https://www.oakland.edu/uge/agreements/agreements/>

1. Offer Program at New Campus Site or Relocation of an Existing Off-Campus Site to New Off-Campus Site

Undergraduate programs planning to establish a NEW off-campus site or RELOCATE an existing off-campus site must seek approval from the Higher Learning Commission (HLC). Per the recommendation of HLC, institutions should plan to file requests for approval of new or relocated sites at least 90 days before matriculating students at the site.


Undergraduate programs must complete this proposal, including the pro forma budget, and submit an electronic copy to UCUI (University Committee for Undergraduate Instruction) for presentation as an information item. This proposal must be prepared by the academic department and approved by the academic dean BEFORE submitting to UCUI. UCUI will confirm that academic and other corresponding requirements are in position, consult with the Director of Financial Aid and submit the recommendation to the Provost. The Provost will grant consent and notify UCUI that the new site location or the relocation of an existing site location may be submitted to the HLC for final approval.

There is no required approval, outside the institution, for off-site courses (Course Locations) that do not constitute an off-campus site program, or for non-credit offerings. Following presentation, UCUI will forward the proposal to the Provost for approval.

REMINDER: The instruction delivery method for the programs may be face-to-face or combined with partially online instruction. OU requires approval of the higher Learning Commission (HLC) to offer a New or Existing undergraduate program FULLY online.

Although an off-campus site typically does not have a full range of administrative and student services offered by facility personnel, administrative and student services must be ensured to students enrolled in undergraduate programs at off-campus site locations.

An online proposal must be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click – New Proposal
- Then navigate to the form, **Approval of New Off Campus Site or Relocation of an Existing Off Campus Site to New Off Campus Site**
- Start Proposal by clicking on  See instructions [here](#)

Discontinue or Suspend Approved Undergraduate Academic Program Form

Academic units wishing to discontinue or suspend an approved undergraduate academic program must fill out the “UG Discontinue or Suspend Approved Undergraduate Academic Program” form and submit to UCUI and University Senate committees for review.

If the proposed program’s delivery method was either fully online (50 percent or more of the courses have content that is 75 percent or more online) or blended (50 percent or more of the courses have content that is 10 percent - 74 percent online), the proposal must also be discussed with e-Learning Center’s Director before continuing the process.


Note: Provide any other information you believe would be useful to UCUI/Senate committees.

An online proposal can be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click – New Proposal

Then navigate to the form, **Discontinue or Suspend Approved Undergraduate**

Academic Program

Start Proposal by clicking on  See instructions [here](#)

Creating a New Undergraduate Degree Program

The Academic Vice President encourages proposals for new degree programs since continuing program development is vital to the University. Nominally, the process will take about two years. The process for planning and establishing a new undergraduate degree program at OU is governed by the policies and procedures of Oakland University's academic senate governance committees, OU Board of Trustees, President's Council, School's Professional Accreditation Affiliate, Higher Learning Commission, and the US Department of Education.

All new academic programs leading to a new undergraduate degree must go through a series of internal and external reviews and approval processes before the new undergraduate degree program can be implemented and marketed to potential students. This policy outlines the basic steps an academic unit must take to obtain the appropriate levels of approval.

The timing of the proposal submission is crucial in meeting the projected date to start the new degree program. To meet this timeline, it is crucial to have a well-reasoned and documented proposal. The purpose of these guidelines is to help academic units develop good proposals and to clarify the approval process. The timeline presented in this document is a general guide for new program development.

The new degree proposal is a detailed description of the new program as outlined below. While writing the proposal, it is important to remember that it is the principal document used in the approval process for the program. Therefore, it must be written so that it is suitable and sufficient for two different audiences:

- 1) Various faculty and administrative bodies within the university, and
- 2) A consultant, usually an expert in the field

Any questions regarding the preparation of the proposal should be referred to Kristin Landis-Piwowar, Interim Associate Provost for Quality Assurance and Accreditation.

Undergraduate Programs

A minimum of 120 credits are required for the bachelor's degree, however some majors require a higher number. At least 32 of these credits must be at the 3000 level or above, and at least 32 credits must be completed at Oakland University. An overall grade-point average of 2.00 in courses taken at the University is required, however some programs require a higher GPA. In addition to specific degree requirements, the University's requirements in writing proficiency, general education and diversity must also be completed.

Guidelines – How to Create a Proposal for New Undergraduate Programs

To meet a two-year timeline of developing a new program, it is crucial to have a well- reasoned and documented proposal. The following describes the process for developing a proposal for a new degree program and the internal and external steps for approval.

The purpose of these guidelines is to help academic units develop good proposals and to clarify the approval process. The proposal is a detailed description of the new program as outlined below. When writing the proposal, it is important to remember that it is the principal document used in the approval process for the program. Therefore, it must be written so that it is suitable and sufficient for two different audiences. 1) Various faculty and administrative bodies within the university, and 2) external reviewers (Board of Trustees, HLC, Professional Accreditors, MASU), usually an expert in the field.


New Degree Programs and Majors – Process

1. Proposal originates in department
 - Dean is always consulted first, and s/he often consults with the Provost at this point
 - Early drafts often reviewed with Associate Dean and Assistant Dean for suggestions
 - Departments have guidelines and can access successful proposals for reference
 - Final draft approved by department and forwarded by Department Chair COI
2. Proposal sent to Office of the Dean
 - Reviewed by Assistant Dean and then Associate Dean
 - Reviewed with comment by Dean
 - Department Chair appraised of any missing or incomplete sections
 - Final draft sent to Office of the Dean and again reviewed by Dean, Associate and Assistant Deans
3. Proposal sent to COI/school assembly for review and recommendation for approval
 - Concerns detailed in letter for Department Chair; Chair and proposal Author(s)
 - Chair and proposal Author(s) invited to meet with COI/school assembly
 - Discussion and recommendation for approval
4. Proposal presented to Dean who presents proposal to executive committee for review and scheduling with CAS assembly, unless there remain outstanding questions
5. Proposal sent to assembly
 - Copies of full proposal available for review in Office of the Dean
 - Main body of proposal presented to all assembly members
 - Proposal placed on the WEB for review
 - If recommended for approval after second reading
6. Dean forwards the proposal to the Provost and UCUI

7. UCUI makes written recommendation to the Provost
 - Review by Senate Planning Review Committee
 - Review by Senate Budget Review Committee
 - Often these two committees and UCUI review simultaneously
8. Full Senate Review
 - Two readings
 - Recommends approval
9. Provost recommends to President
10. President recommends to Board of Trustees
 - Provost sends memo to Registrar directing him/her to add data to system as needed
 - Registrar determines curriculum codes in consultation with Dean
 - Registrar obtains CIP codes from Director of Institutional Research and Assessment
 - Registrar obtains financial aid status from Director of Financial Aid

Review by the Academic Affairs Officers Committee of the President's Council of the State Universities of Michigan

An online proposal must be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click - New Proposal
- Then navigate to the form, **UG Proposal for a New Undergraduate Degree**
- Start Proposal by clicking on  See instructions [here](#)

Creating a New Undergraduate Certificate Program

An approved Oakland University undergraduate certificate program is a focused course of study that extends, by depth or breadth, knowledge within a specific subject area or discipline. These programs are designed for non-matriculating students who are seeking a basic understanding of the subject area or discipline described in the certificate. Students pursuing these programs must meet undergraduate admission requirements or provide a letter of support from a faculty member within the program offering the certificate. To download a proposal template please visit. [General Proposal Template for New Certificate Programs](#)

Oakland University certificate programs are not to be confused with state, vocational, or professional certifications. Completing a certificate shall not provide students with the same knowledge gained from a degree program. In addition, certificate programs must meet the following criteria:

- Approved undergraduate certificate programs are limited to departments and schools authorized to offer undergraduate degrees. An approved undergraduate certificate must be associated with an undergraduate degree program. The proposal to create a new undergraduate certificate program should be formally discussed amongst the appropriate College/Schools' officials. The proposal must be formally discussed with the Department Chair, Undergraduate College/School Curriculum Committee Chair, Assistant/Associate Dean or Designee, and UCUI. The University Committee for Undergraduate Instruction (UCUI) reviews all proposal requests to create a new undergraduate certificate program. Proposals must be approved by the appropriate academic department, and the College or Schools, BEFORE the University Committee for Undergraduate Instruction can submit a formal recommendation to the Provost for Senate notification. Note, if courses are offered online the proposal must also be discussed with e-Learning Center's Director.

Certify that the form has been reviewed and approved by the appropriate administrators and Department and College/School committees:

- Dept. Chair or Director
- Chair of College/School Curriculum Committee
- Chair of University Committee for Undergraduate Instruction (UCUI)
- Undergraduate certificates proposals are approved by the Committee on Undergraduate Instruction (UCUI). The proposing area may request a checklist of materials required for a proposed certificate program from the Office of Undergraduate Education
- An approved undergraduate certificate shall require no less than 55 percent of its credit hours selected from the courses applicable to the undergraduate degree with which it is associated
- A maximum of four undergraduate credit hours from a regionally accredited institution other than Oakland University may be applied to an approved undergraduate certificate

- A maximum of four graduate credits from Oakland University may be applied to an approved undergraduate certificate
- A maximum of eight credits used to satisfy one approved undergraduate certificate may be applied toward another approved undergraduate certificate
- Oakland University credits used in meeting requirements for an undergraduate or graduate degree may not be counted again in meeting the requirements for an approved undergraduate certificate. However, credits taken as part of an approved undergraduate certificate program may be counted toward a subsequent degree program
- All other policies and procedures pertaining to undergraduate degree programs, such as credit age, grading, student appeal process, course repeats, etc., shall apply to an approved undergraduate certificate program

Students who intend to complete an approved undergraduate certificate program at the end of the semester must apply for graduation during the posted application period for the semester. The academic unit offering the approved undergraduate certificate will certify to the Office of the Registrar that a student has met the requirements for the certificate.

Approved undergraduate certificates will not be awarded or recognized at university commencements ceremonies, but will be indicated on the student's transcript and distributed through the Academic Records Office on dates to be announced.

Combined Bachelor/master's degree Programs

Approved Combined Bachelors/Master's degree programs are characterized as an articulated curriculum that combines an existing undergraduate degree with an existing master's degree, offered by the same or different departments. The combined degree program should be designed for students who are high academic achievers and must create an integrated learning experience, rather than merely the completion of a certain number of graduate and undergraduate credits.

A proposal for a combined bachelors/master's program must be approved by the college or school(s) housing the academic program; be recommended to the Provost by both the Graduate Council and UCUI for implementation; and be presented as an informational item to the Senate.


Please contact Irene Shabazz (shabazz@oakland.edu) for further information on requesting the Combined Bachelor/Master's Degree program.

CURRICULUM CODES

Curriculum Code Action Form

Upon the approval of a new academic program, i.e., degree, minor, etc., a curriculum code (also identified as major, minor, specialization, certificate, or concentration codes) must be created. The code is added to the University's database (Banner) under the appropriate modules (Student, Admissions, and other reporting mechanisms). Academic departments must fill out the "UG Curriculum Code Action" form. Likewise, if the academic department ends an academic program, the department is required to fill out the "UG Curriculum Code Action" form to remove the curriculum code.


An online proposal must be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click – New Proposal
- Then navigate to the form, **UG Curriculum Code Action Form**
- Start Proposal by clicking on  See instructions [here](#)

Rubric Code Request

Rubric codes are identified as the course's acronym (example: ACC for "Accounting"). When the academic department decides to create or delete a rubric from their program, they must submit a request by filling out the "UG Request to Modify an Approved Undergraduate Program" and approved by UCUI. After approvals, complete a memo noting the "rationale," "proposed new rubric/or rubric to delete," and "a list of courses this change will impact." This memo should be addressed to the UCUI chair. See sample memo [here](#).

An online proposal must be submitted using the following easy steps:

- Go to <https://oakland.curriculog.com/>
- Then click - New Proposal
- Then navigate to the form, **UG Request to Modify an Approved Undergraduate Program**
- Start Proposal by clicking on  See instructions [here](#)
- Please select Add or Delete Rubric under this form and follow the instructions.

Note: Provide any other information that you believe would be useful to the committee

Appendices

Curriculog Forms' Instructions

Course Action Form – New Course

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following “My Tasks” “My Proposals” “Watch List” “All Proposals”:

Click on the link “New Proposal” to begin the process.

The screenshot displays the Curriculog web application interface. At the top, there is a navigation bar with tabs for "Proposals", "Agendas", "Accounts", and "Reports". Below this, a secondary navigation bar contains buttons for "My Tasks", "My Proposals", "Watch List", and "All Proposals". A "Filter by:" dropdown menu is set to "All Tasks", and an "Advanced Filter" button is visible. A prominent blue button labeled "+ New Proposal" is located in the upper right of the main content area. The main content area lists three proposals:

- Bachelor of Integrative Studies**: 08. UG Request to Modify an Approved Undergraduate Program. Last Activity: Feb 17, 2022 7:47 AM by Irene Shabazz.
- BS in Health Systems**: 19. UG Proposal for a New Undergraduate Degree. Last Activity: Feb 17, 2022 7:47 AM by Irene Shabazz.
- CSI - 2100 - Computers and Society**: 02. UG Course Action Form - New Course. Last Activity: Nov 11, 2021 8:37 PM by Lunjin Lu.

On the right side of the interface, there is a "My Recent Notifications" section with a dropdown arrow. It contains three notifications:

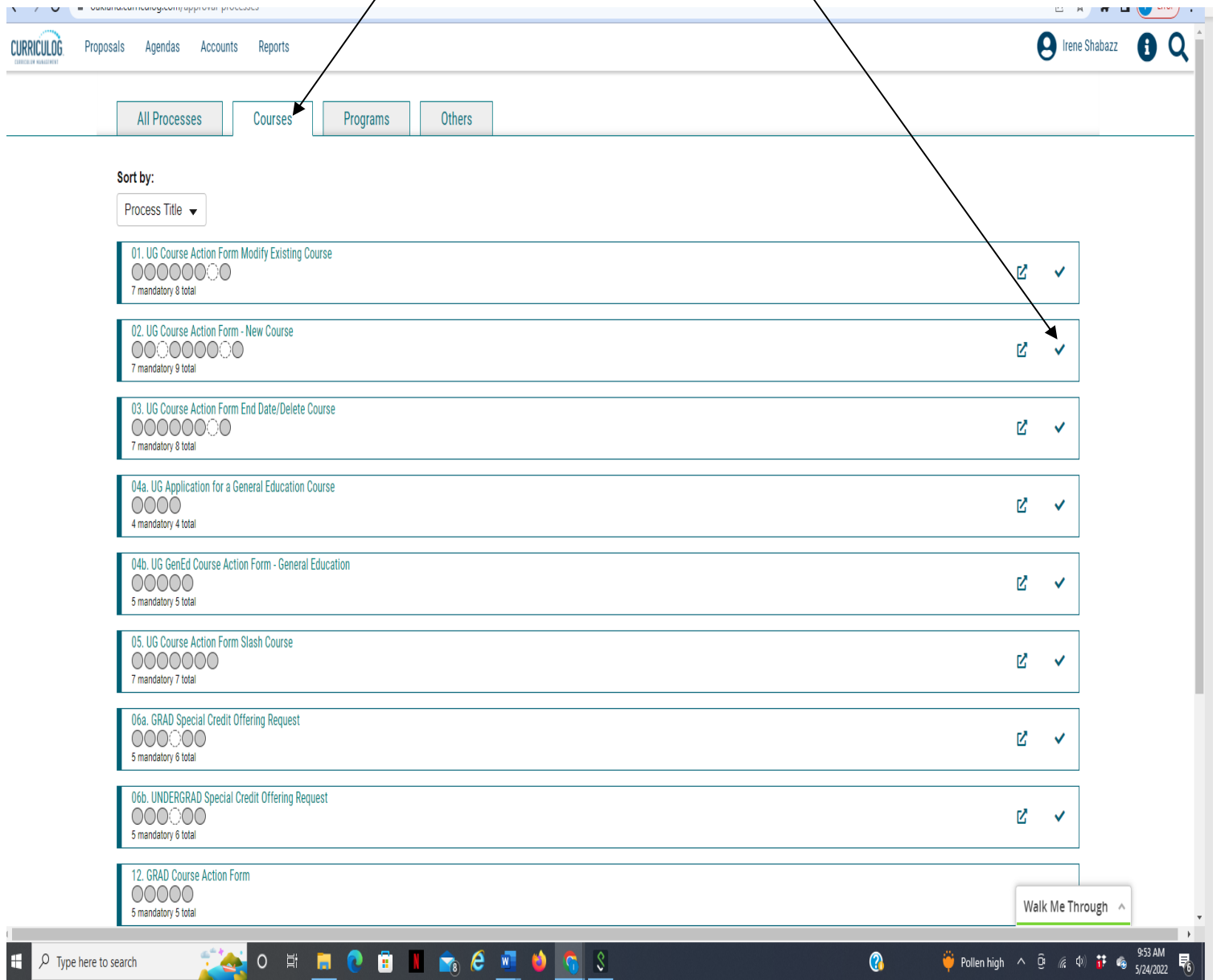
- Feb 24**: **Approved:** The proposal, POM - 3430H - Operations Management, with the step of Undergraduate Education has been approved and is moving on to the Curriculum Coordinator step. [Click here](#) to view the proposal.
- Feb 24**: **Decision:** Irene Shabazz has decided to approve your proposal, POM - 3430H - Operations Management. [Click here](#) to view the proposal.
- Feb 24**: **Edit:** Irene Shabazz has made an [description \(30 character\)](#) field

A "Walk Me Through" button is visible at the bottom of the notification area.

Choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

In this case, you would choose the "Courses" Tab. Then choose "02. UG Course Action Form - New Course"



To begin a new proposal, choose the "CHECK" icon.

The screenshot shows a web browser window with the URL oakland.curriculog.com/approval-processes. The page header includes the Curriculog logo and navigation links for Proposals, Agendas, Accounts, and Reports. A user profile for Irene Shabazz is visible in the top right. Below the header, there are tabs for All Processes, Courses, Programs, and Others. A 'Sort by:' dropdown menu is set to 'Process Title'. The main content area displays a list of proposal types, each with a progress indicator (circles) and a 'CHECK' icon (a checkmark inside a square) on the right side. An arrow points from the text above to the 'CHECK' icon of the second item in the list.

Proposal Title	Mandatory	Total	Action
01. UG Course Action Form Modify Existing Course	7	8	CHECK
02. UG Course Action Form - New Course	7	9	CHECK
03. UG Course Action Form End Date/Delete Course	7	8	CHECK
04a. UG Application for a General Education Course	4	4	CHECK
04b. UG GenEd Course Action Form - General Education	5	5	CHECK
05. UG Course Action Form Slash Course	7	7	CHECK
06a. GRAD Special Credit Offering Request	5	6	CHECK
06b. UNDERGRAD Special Credit Offering Request	5	6	CHECK
12. GRAD Course Action Form	5	5	CHECK

Walk Me Through

When you are completing a proposal to create a new item, you will need to fill in all required fields within the form. **Note:** Required fields are noted with an asterisk (*).

Please note the following instructions on completing the form:

Effective Semester

Indicate when the course is scheduled to begin, i.e., Fall, 2023 for example.

Rationale – Indicate reason for the proposed update.

Schedule of Classes

Indicate when course will be offered during the academic year (required for the schedule classes), i.e., Fall, Winter or Summer.

Prefix* - This is a drop-down menu. Choose the appropriate course acronym (example: ACC – Accounting).

Code* - Indicate course number here (example: 1000).

The screenshot shows a web browser window with the URL 'd.curriculog.com/proposal:7440/form'. The browser tabs include 'Oakland University Login', 'Oakland University Mail - Perform', and 'Oakland University - Calendar'. The page has a navigation bar with 'Agendas', 'Accounts', and 'Reports'. The main form area contains the following sections:

- Effective Semester**: A text input field.
- Rationale (250-word limit)**: A rich text editor with a toolbar containing options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, quote, and insert table.
- Please indicate when this course will be offered in the schedule of classes (check all that apply):**: Three radio button options: Fall, Winter, and Summer.
- Prefix***: A dropdown menu with the text 'Select an option'.
- Code***: A text input field.

Arrows from the text boxes on the left point to the corresponding fields in the form: 'Effective Semester' points to the text input; 'Rationale' points to the rich text editor; 'Schedule of Classes' points to the radio button options; 'Prefix*' points to the dropdown menu; and 'Code*' points to the text input field.



Select an option

Please note the following:

Department* - This is a drop-down menu. Choose the department of which your course resides in (example: Department of Accounting and Finance, etc.).

Banner Title* Add Banner title here, 30 - character limit (abbreviations may apply).

Catalog Title – Add course's full title: Displays how the title will appear in the on-line catalog.

Credit Hours – Apply Credit Hours here. (Displays course's required credits.)

Choose one*: Choose if the course is a program requirement or elective.

Department*

Select an option

Banner Title (30 characters: appears in Schedule of Classes and transcript)*

Catalog Title (Unabbreviated - full title appears in the on-line catalog)

Credit Hours

Choose one:*

- Required course (for major, minor, concentration or certificate)
- General elective

oakland.curriculog.com/proposal:7426/form

Proposals Agendas Accounts Reports

Registration Requisite Overview

Requisites enforce content knowledge; enter only if applicable

Requisite Definitions

Link to [REQUISITE DEFINITIONS](#)

Prerequisite(s) for CAPP/Degree Works

Please describe the course(s) or test(s) a student must take before taking this course. Include minimum grades and scores. Course prerequisites must have a minimum grade; the lowest grade is a D by default if none is provided.

Prerequisite course(s) (must be successfully completed before taking this course):

Minimum grade requirements in order to satisfy prerequisite listed above

Prerequisite or Corequisite (student has 2 requisite options: 1. "Prerequisite" - must be successfully completed before taking this course; or 2. "Corequisite" - must be taken at the same time this course is offered):

Corequisite (must be taken at the same time (same semester) as this course is offered):

Requisite – Apply course requisite, if applicable.

REQUISITE Definitions Link: Provides detailed definitions of the following:

- “Prerequisites”
- “Prerequisites or Corequisites”
- “Corequisites”

Steps to Approval

Files

Crosslistings

Proposal Lookup

oakland.curriculog.com/proposal:7438/form

Proposals Agendas Accounts Reports

Does this requisite revision impact registration for the program's current students?

Yes No

If yes, provide explanation

Linked Sections

Link to: [SECTIONS DEFINITION](#)

Linked Sections?

Yes No

Test Score(s) (must be successfully completed before taking this course)

Note the requisite revisions' impact on registration for the program's current students.

Indicate status of linked course(s), if applicable. **LINKED SECTIONS** Definition Link: Provides detailed definition of "Linked Sections."

Indicate status of course **test score(s)**, if applicable.

Steps to Approval
Files
Assistings
Proposal Lookup

Permission

Permission Definition

Link to: [PERMISSION DEFINITION](#)

This can be used by itself or in addition to any other course requisite. Permission only satisfies a permission requisite and does not satisfy any other requisite. This is set up at the section level typically by your departmental assistant.

Do all sections require permission?

Yes No

Restrictions

Restrictions Definition

Link to: [RESTRICTIONS DEFINITION](#)

Warning! All restrictions inhibit ability to register by identified student population.

Apply course permission, if applicable.

PERMISSION Definition Link: Provides detailed definition of "Permission."

Apply course restrictions, if applicable.

RESTRICTIONS Definition Link: Provides detailed definition of "Restrictions."

- Steps to Approval
- Files
- Crosslistings
- Proposal Lookup

Please describe the major(s) or minor(s) a student must meet or not meet to take this course. You can either include certain students or exclude certain students.

MAJOR or MINOR Restrictions: Please describe

MAJOR(s) or MINOR(s): Choose Include or Exclude

Include Exclude

Please describe the class standing(s) that must be met or not met to take this course.

CLASS STANDING(s): Choose from dropdown menu

CLASS: Choose Include or Exclude

Include Exclude

Classroom Reservation

Classroom Reservation?

Yes No

Provide **Major or Minor** restrictions, if applicable (for further assistance contact the Registrar Services (regservices@oakland.edu)).

Provide **Class Standing** (Freshman, Sophomore, Junior, Senior, etc.) restrictions, if applicable. Choices are provided in the form of a drop-down menu.

Indicate if classroom(s) are reserved.

- Steps to Approval
- Files
- Crosslistings
- Proposal Lookup

As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating **“Save All Changes”** at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

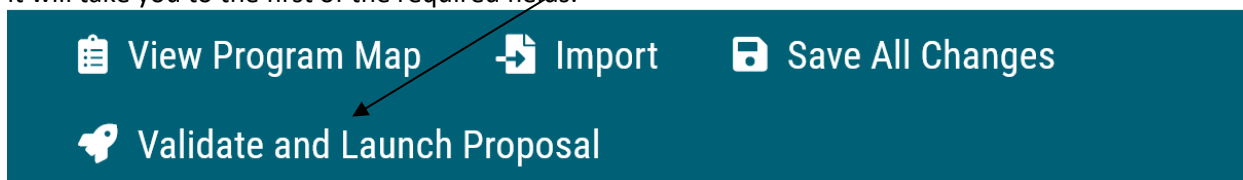
Active-Visible



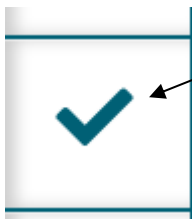
In addition, you will be required to add the relevant documentation to your proposal. This is acquired with the use of the Files tab. The **Files** tab will allow you to attach documentation (**attach syllabus**) relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the **“Validate and Launch” icon from the upper left corner**. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click **“Show me,”** it will take you to the first of the required fields.



Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a **decision**, select the Decisions tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin **"1234"**. The proposal will move to the next person in line to approve.

The screenshot displays the Curriculog web application interface. The main content area shows the 'Your Decision' section with radio buttons for 'Approve' (selected), 'Reject', 'Hold', 'Suspend', 'Cancel', and 'Custom Route'. Below this is a text area for comments and a 'Make My Decision' button. A modal window titled 'Enter your signature' is overlaid, asking the user to enter a signature pin. The background shows the 'Proposal Toolbox' and 'Current Step Activity' section, which includes a 'Step Summary' indicating 50% approval (1 out of 2 users) and a list of participants with approval counts.

Course Action Form – Modify Existing Course

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following “My Tasks” “My Proposals” “Watch List” “All Proposals”:

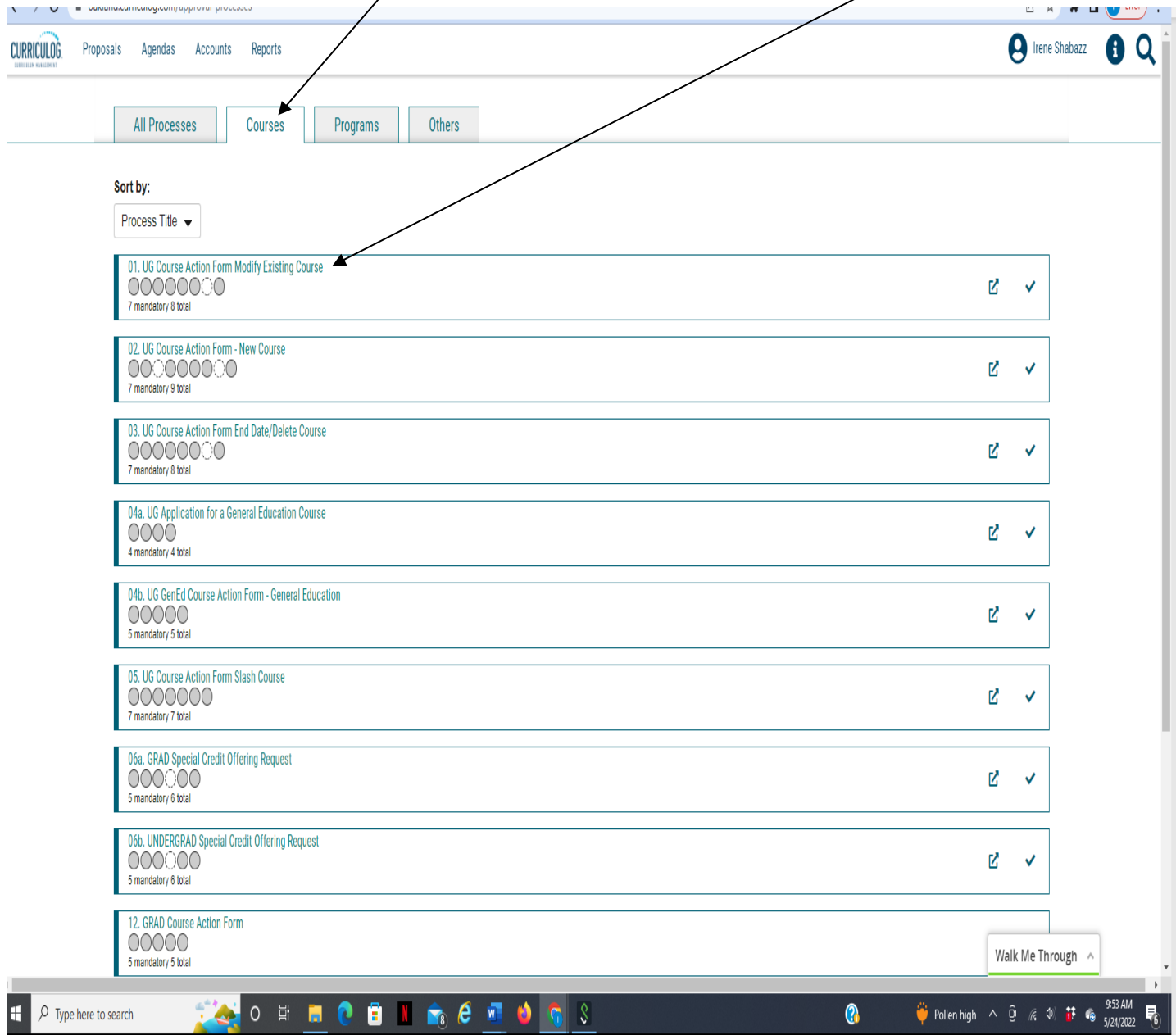
The screenshot displays the Curriculog web application interface. At the top, there is a navigation bar with the Curriculog logo and several menu items: "Proposals", "Agendas", "Accounts", and "Reports". To the right of the navigation bar are icons for user profile, information, and search. Below the navigation bar, there are four main navigation tabs: "My Tasks", "My Proposals", "Watch List", and "All Proposals". Each tab has a colored dot next to it. Below the tabs, there is a "Filter by:" section with a dropdown menu set to "All Tasks" and an "Advanced Filter" button. To the right of the filter section is a prominent blue button with a white plus sign and the text "New Proposal". Below the filter section, there is a list of three proposals, each in a card format. The first proposal is for "Bachelor of Integrative Studies" (08. UG Request to Modify an Approved Undergraduate Program) with a last activity of Feb 17, 2022 7:47 AM by Irene Shabazz. The second proposal is for "BS in Health Systems" (19. UG Proposal for a New Undergraduate Degree) with a last activity of Feb 17, 2022 7:47 AM by Irene Shabazz. The third proposal is for "CSI - 2100 - Computers and Society" (02. UG Course Action Form - New Course) with a last activity of Nov 11, 2021 8:37 PM by Lunjin Lu. To the right of the proposals list, there is a "My Recent Notifications" section with a dropdown arrow. It shows three notifications: one approved proposal (Feb 24), one decision (Feb 24), and one edit (Feb 24). At the bottom of the screenshot, a Windows taskbar is visible with various application icons and the system clock showing 6:27 PM on 2/24/2022.

Click on the link “New Proposal” to begin the process.

Choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

In this case, you would choose the "Courses" Tab. Then choose "01. UG Course Action Form Modify Existing Course"



To begin a new proposal, choose the "CHECK" icon.—

The screenshot shows the Curriculog web application interface. At the top, there is a navigation bar with the Curriculog logo and menu items: Proposals, Agendas, Accounts, and Reports. The user's name, Irene Shabazz, is displayed in the top right corner. Below the navigation bar, there are filter buttons for "All Processes", "Courses", "Programs", and "Others". A "Sort by:" dropdown menu is set to "Process Title". The main content area displays a list of proposal types, each with a progress indicator (a row of circles) and a "CHECK" icon (a checkmark inside a square) on the right side. An arrow from the text above points to the "CHECK" icon of the first item.

Proposal Title	Progress	Mandatory	Total	Action
01. UG Course Action Form Modify Existing Course	○○○○○○○●	7 mandatory	8 total	🔗 ✓
02. UG Course Action Form - New Course	○○○○○○○●	7 mandatory	9 total	🔗 ✓
03. UG Course Action Form End Date/Delete Course	○○○○○○○●	7 mandatory	8 total	🔗 ✓
04a. UG Application for a General Education Course	○○○○	4 mandatory	4 total	🔗 ✓
04b. UG GenEd Course Action Form - General Education	○○○○○	5 mandatory	5 total	🔗 ✓
05. UG Course Action Form Slash Course	○○○○○○○	7 mandatory	7 total	🔗 ✓
06a. GRAD Special Credit Offering Request	○○○○○●	5 mandatory	6 total	🔗 ✓
06b. UNDERGRAD Special Credit Offering Request	○○○○○●	5 mandatory	6 total	🔗 ✓
12. GRAD Course Action Form	○○○○○	5 mandatory	5 total	🔗 ✓

Walk Me Through ^

When you are filling in a proposal to create a new item, you will need to fill in all required fields (or import course from Banner if your revisions are extensive [see import instructions below] within the form. **Note:** Required fields are noted with an asterisk (*).

How to Import an Existing Course:

After accessing the “Course Action Form – Modify Existing Course” form, choose the **Import** link:

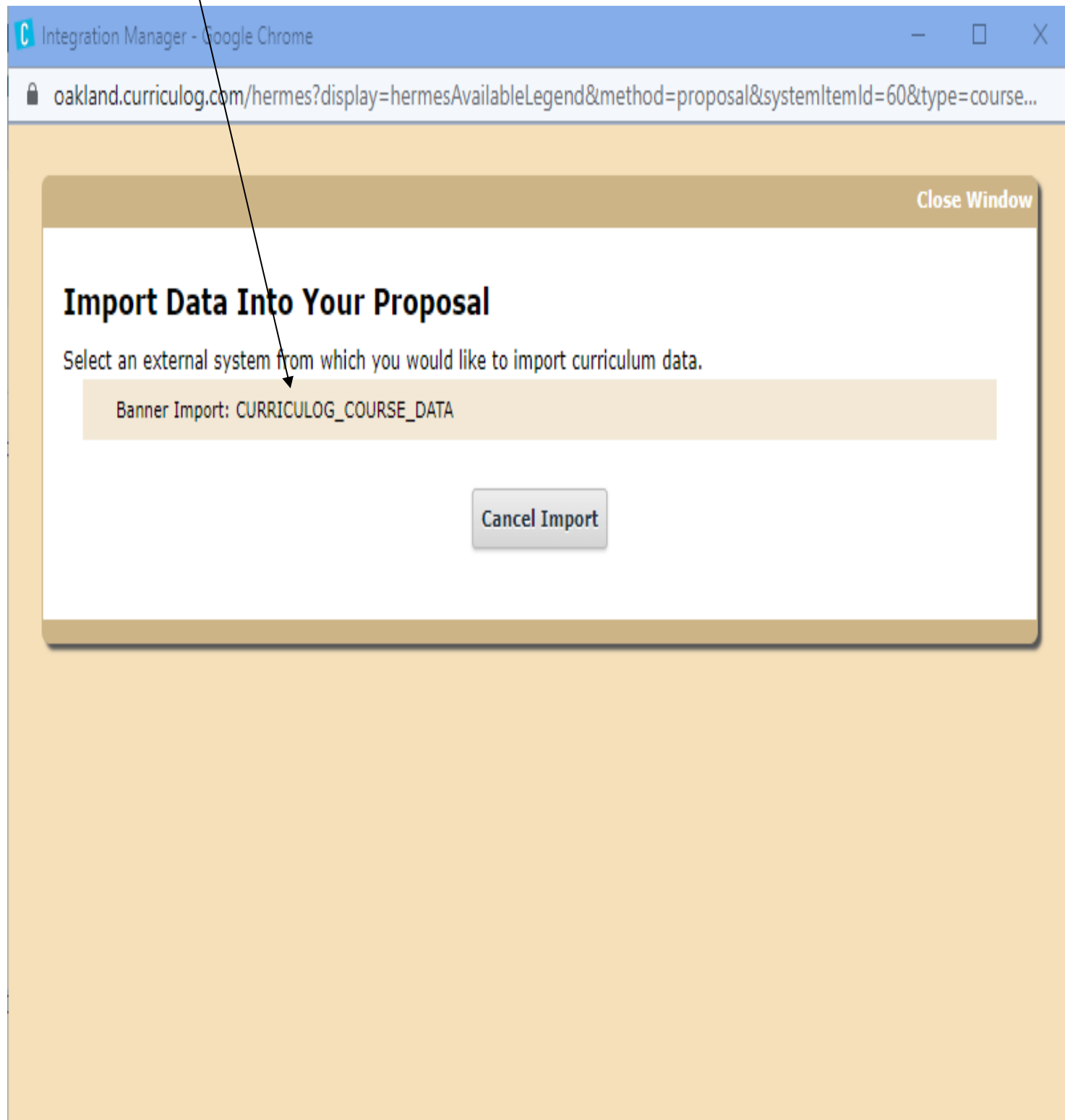
The screenshot shows the top navigation bar with the following options: Import, Run Impact Report, Save All Changes, and Validate and Launch Proposal. Below this is a 'Proposal Help' dropdown menu and an 'Instructions' section with an upward arrow. The 'Instructions' section contains the following steps:

1. Fill out form for new course.
2. Save all changes. Validate and launch.
3. Scroll through form and fill red boxes with necessary information.
4. Validate and launch again.
5. Continue to fill out form and save.
6. Include learning outcomes and upload most recent syllabus for Higher Learning Commission (HLC) reporting. Navigate to files (paperclip) at right. Browse and upload. Save.
7. When you are done navigate to right and click decisions (check mark). Click "Approve" radio button. Add comment. Click "Make My Decision" box. PIN 1234.

Below the instructions is the 'UG Course Action Form' section with an upward arrow. It contains the following fields:

- Effective Semester**: A text input field.
- Rationale (250 character limit)**: A text input field.

Choose "CURRICULOG_COURSE_DATA"



Choose "Search Available Curriculum"

The image shows a web-based search interface for 'CURRICULOG_COURSE_DATA'. At the top right, there is a 'Close Window' button. The main heading is 'Search CURRICULOG_COURSE_DATA', followed by the instruction: 'Using the faceted search below, locate the course or program you would like to import into this proposal.' Below this is a 'Filter Courses' section. It includes a 'Search all courses' text, an 'Or add filter' dropdown menu currently set to 'Filter by field', and a 'Sort Results By' section with three selected filters: 'BAN_CRSE_NUMB', 'BAN_SUBJ_CODE', and 'BAN_TITLE'. There are also 'Start Date' and 'End Date' input fields. At the bottom left of the filter section is a checkbox labeled 'Exclude previously imported items'. At the bottom of the interface are three buttons: 'Search Available Curriculum', 'Select Another External System', and 'Cancel Import'. A callout box from the top left points to the 'Search Available Curriculum' button.

Search for your course of choice, then choose "Import This Item"

The screenshot shows a web browser window titled "Integration Manager - Google Chrome" with the URL "oakland.curriculog.com/hermes?display=hermesAvailableLegend&method=proposal&systemItemId=60&type=course..". The main content area displays a list of course-related items, each with a checkbox on the right. An arrow points from the text "Import This Item" in the top-left corner to the "Import This Item" button at the bottom of the interface.

Item	Checkbox
» UG Course Action Form Modify Existing Course: Online	<input type="checkbox"/>
» UG Course Action Form Modify Existing Course: A-Audit, P-Satisfactory/Unsatisfactory, S-Grade Mode	<input checked="" type="checkbox"/>
» UG Course Action Form Modify Existing Course: THA 101 Equivalent Courses	<input checked="" type="checkbox"/>
» UG Course Action Form Modify Existing Course: [no data] Attributes	<input type="checkbox"/>
» UG Course Action Form Modify Existing Course: Foundation course for theatre majors. Lectures, Catalog Description (30 - 50 word length requirement)	<input checked="" type="checkbox"/>
» UG Course Action Form Modify Existing Course: Include-, 2282-Pre-Acting, 2284-Pre-Musical Theatre, 2286-Pre-Theatre, 2295-Pre-Theatre Design & Tech	<input checked="" type="checkbox"/>
» UG Course Action Form Modify Existing Course: [no data] Class	<input type="checkbox"/>
» UG Course Action Form Modify Existing Course: [no data] Degree	<input type="checkbox"/>
» UG Course Action Form Modify Existing Course: [no data] Program	<input type="checkbox"/>
» UG Course Action Form Modify Existing Course: [no data] Campus	<input type="checkbox"/>

Buttons at the bottom: Import This Item, Return to Search, Select Another External System, Cancel Import

The curriculum system will import the course's description from Banner, i.e., "description," etc.

Catalog Description and Learning Outcomes

Catalog Description - 30 to 50 word limit

B *I* U | x_2 x^2 | I_x | $\frac{1}{2}$ $\frac{3}{2}$ | $\frac{1}{2}$ $\frac{3}{2}$ | $\frac{1}{2}$ $\frac{3}{2}$ | $\frac{1}{2}$ $\frac{3}{2}$ | $\frac{1}{2}$ $\frac{3}{2}$ | ABC

Normal

|

Examination of the central theoretical and conceptual approaches to the study of international politics, and a focused exploration of how those contending approaches account for specific international phenomena such as war and peace, economic interaction, and the emergence of international organizations and global governance.

General Education Requirement(s): Satisfies the university

Please note the following instructions on completing other sections of the form:

The screenshot shows a web browser window with the URL `oakland.curriculog.com/proposal:7440/form`. The page has a navigation bar with "CURRICULOG CURRICULUM MANAGEMENT" and tabs for "Proposals", "Agendas", "Accounts", and "Reports". The "Proposals" tab is active.

Effective Semester
[Text input field]

Rationale (250 character limit)
[Rich text editor with toolbar containing bold, italic, underline, link, unlink, list, link, unlink, quote, quote, ABC, and image icons]

Please indicate when this course will be offered in the schedule of classes (check all that apply):
 Fall Winter Summer

Select Modification (check all that apply)
 Title Credit Hours Equivalency Cross-listing Course Description
 Linked Courses Corequisite Prerequisite or Corequisite Prerequisite Permission
 Major/Minor Restriction Class Standing Restriction Attribute Test Score

Prefix* [Dropdown menu with "Select an option" selected]

Code* [Text input field]

Effective Semester – Indicate when the course is scheduled to begin, i.e., Fall, 2023, for example.

Rationale – Indicate reason for the proposed modification

Schedule of Classes - Indicate when course will be offered during the academic year (required for the schedule classes), i.e., Fall, Winter or Summer

Select Modification – Provide proposed change(s)

Prefix* - This is a drop-down menu. Choose the appropriate course acronym (example: ACC – Accounting). **Note:** If you are importing the course, this will be prefilled.

Code* - Indicate course number here (example: 1000, etc.). **Note:** If you are importing the course, this will be prefilled.

New Proposal 5/24/2022 10:16

oakland.curriculog.com/proposal:7424/form

CURRICULOG
COLLEGE OF MANAGEMENT

Proposals Agendas Accounts Reports

Select an option

Department*

Select an option

Banner Title (30 characters: appears in Schedule of Classes and transcript)*

Catalog Title (Unabbreviated - full title appears in the on-line catalog)

Credit Hours

Choose one*:

Required course (for major, minor, concentration or certificate)

General elective

Please note the following:

Department* - This is a drop-down menu. Choose the department in which your course resides in (example: Department of Accounting and Finance, etc.).

Banner Title* Apply Banner title here, 30-character limit (abbreviations may apply). – required for the “Schedule of Classes” and “Student Transcript”. **Note:** If you are importing the course, this will be prefilled.

Catalog Title – Apply course’s full title here: Displays how the title will appear in the on-line catalog. **Note:** If you are importing the course, this will be prefilled.

Credit Hours – Apply credit hours here: Displays course’s required credits. **Note:** If you are importing the course, this will be prefilled.

Choose one*: Choose if the course is a program requirement or elective.

Equivalencies

Equivalency: Courses that are academically similar enough to other courses that are offered to be considered interchangeable. Typically, equivalent courses occur when a rubric change has been implemented from one catalog year to another, offered in different academic areas, and oftentimes are cross-listed. Course descriptions must include a sentence stating "This course is equivalent to..."

Is this course equivalent with another course or courses?

Yes No

List equivalent courses here:

Proposed cross-listed course(s) if applicable

Catalog Description and Learning Outcomes

Catalog Description - 30 to 50 word limit

Rich text editor with toolbar (Bold, Italic, Underline, etc.)

Learning Outcomes

Please note the following:

Equivalencies* - Indicates course is equivalent with another course or course(s).

Catalog Description and Learning Outcomes
Apply course description and learning outcomes. Course description must have a 30 - to 50- word limit.
Note: If you are importing the course, the course description will be prefilled.

Note: Learning outcomes and syllabus are required for courses with substantive modifications (see "Substantive Course Changes" section of this document).

Registration Requisite Overview

Requisites enforce content knowledge; enter only if applicable

Requisite Definitions

Link to: [REQUISITE DEFINITIONS](#)

Prerequisite(s) for CAPP/Degree Works

Please describe the course(s) or test(s) a student must take before taking this course. Include minimum grades and scores. Course prerequisites must have a minimum grade; the lowest grade is a D by default if none is provided.

Prerequisite course(s) (must be successfully completed before taking this course):

Minimum grade requirements in order to satisfy prerequisite listed above

Prerequisite or Corequisite (student has 2 requisite options: 1. "Prerequisite" - must be successfully completed before taking this course; or 2. "Corequisite" - must be taken at the same time this course is offered):

Corequisite (must be taken at the same time (same semester) as this course is offered):

Requisite – Apply course requisite, if applicable.

REQUISITE Definitions Link:
Provides definitions of the following:

- “Prerequisites”
- “Prerequisites or Corequisites”
- “Corequisites”

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oakland.curriculog.com/proposal:7438/form

CURRICULOG COLLEGE OF MANAGEMENT

Proposals Agendas Accounts Reports

Does this requisite revision impact registration for the program's current students?

Yes No

If yes, provide explanation

B I U $x_2 x^2 I_x z^n$ $\frac{1}{x}$ $\frac{1}{x^2}$ $\frac{1}{x^3}$ $\frac{1}{x^4}$ $\frac{1}{x^5}$ $\frac{1}{x^6}$ $\frac{1}{x^7}$ $\frac{1}{x^8}$ $\frac{1}{x^9}$ $\frac{1}{x^{10}}$ $\frac{1}{x^{11}}$ $\frac{1}{x^{12}}$ $\frac{1}{x^{13}}$ $\frac{1}{x^{14}}$ $\frac{1}{x^{15}}$ $\frac{1}{x^{16}}$ $\frac{1}{x^{17}}$ $\frac{1}{x^{18}}$ $\frac{1}{x^{19}}$ $\frac{1}{x^{20}}$ $\frac{1}{x^{21}}$ $\frac{1}{x^{22}}$ $\frac{1}{x^{23}}$ $\frac{1}{x^{24}}$ $\frac{1}{x^{25}}$ $\frac{1}{x^{26}}$ $\frac{1}{x^{27}}$ $\frac{1}{x^{28}}$ $\frac{1}{x^{29}}$ $\frac{1}{x^{30}}$ $\frac{1}{x^{31}}$ $\frac{1}{x^{32}}$ $\frac{1}{x^{33}}$ $\frac{1}{x^{34}}$ $\frac{1}{x^{35}}$ $\frac{1}{x^{36}}$ $\frac{1}{x^{37}}$ $\frac{1}{x^{38}}$ $\frac{1}{x^{39}}$ $\frac{1}{x^{40}}$ $\frac{1}{x^{41}}$ $\frac{1}{x^{42}}$ $\frac{1}{x^{43}}$ $\frac{1}{x^{44}}$ $\frac{1}{x^{45}}$ $\frac{1}{x^{46}}$ $\frac{1}{x^{47}}$ $\frac{1}{x^{48}}$ $\frac{1}{x^{49}}$ $\frac{1}{x^{50}}$ $\frac{1}{x^{51}}$ $\frac{1}{x^{52}}$ $\frac{1}{x^{53}}$ $\frac{1}{x^{54}}$ $\frac{1}{x^{55}}$ $\frac{1}{x^{56}}$ $\frac{1}{x^{57}}$ $\frac{1}{x^{58}}$ $\frac{1}{x^{59}}$ $\frac{1}{x^{60}}$ $\frac{1}{x^{61}}$ $\frac{1}{x^{62}}$ $\frac{1}{x^{63}}$ $\frac{1}{x^{64}}$ $\frac{1}{x^{65}}$ $\frac{1}{x^{66}}$ $\frac{1}{x^{67}}$ $\frac{1}{x^{68}}$ $\frac{1}{x^{69}}$ $\frac{1}{x^{70}}$ $\frac{1}{x^{71}}$ $\frac{1}{x^{72}}$ $\frac{1}{x^{73}}$ $\frac{1}{x^{74}}$ $\frac{1}{x^{75}}$ $\frac{1}{x^{76}}$ $\frac{1}{x^{77}}$ $\frac{1}{x^{78}}$ $\frac{1}{x^{79}}$ $\frac{1}{x^{80}}$ $\frac{1}{x^{81}}$ $\frac{1}{x^{82}}$ $\frac{1}{x^{83}}$ $\frac{1}{x^{84}}$ $\frac{1}{x^{85}}$ $\frac{1}{x^{86}}$ $\frac{1}{x^{87}}$ $\frac{1}{x^{88}}$ $\frac{1}{x^{89}}$ $\frac{1}{x^{90}}$ $\frac{1}{x^{91}}$ $\frac{1}{x^{92}}$ $\frac{1}{x^{93}}$ $\frac{1}{x^{94}}$ $\frac{1}{x^{95}}$ $\frac{1}{x^{96}}$ $\frac{1}{x^{97}}$ $\frac{1}{x^{98}}$ $\frac{1}{x^{99}}$ $\frac{1}{x^{100}}$

Linked Sections

Link to: [SECTIONS DEFINITION](#)

Linked Sections?

Yes No

Test Score(s) (must be successfully completed before taking this course)

Note the requisite revision's impact on registration for the program's current students.

Indicate status of linked course(s), if applicable. **LINKED SECTIONS Definition** Link: Provides detailed definition of "Linked Sections."

Indicate status of course test score(s), if applicable.

Permission

Permission Definition

Link to: [PERMISSION DEFINITION](#)

This can be used by itself or in addition to any other course requisite. Permission only satisfies a permission requisite and does not satisfy any other requisite. This is set up at the section level typically by your departmental assistant.

Do all sections require permission?

Yes No

Restrictions

Restrictions Definition

Link to: [RESTRICTIONS DEFINITION](#)

Warning! All restrictions inhibit ability to register by identified student population.

Apply course permission, if applicable. **PERMISSION Definition Link:** Provides detailed definition of "Permission."

Apply course restrictions, if applicable. **RESTRICTIONS Definition Link:** Provides detailed definition of "Restrictions."



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oakland.curriculog.com/proposal7438/form

CURRICULOG
COLLEGE MANAGEMENT

Proposals Agendas Accounts Reports

Please describe the major(s) or minor(s) a student must meet or not meet to take this course. You can either include certain students or exclude certain students.

MAJOR or MINOR Restrictions: Please describe

MAJOR(s) or MINOR(s): Choose Include or Exclude

Include Exclude

Please describe the class standing(s) that must be met or not met to take this course.

CLASS STANDING(s): Choose from dropdown menu

CLASS: Choose Include or Exclude

Include Exclude

Classroom Reservation

Classroom Reservation?

Yes No

Provide **Major or Minor** restrictions, if applicable (for further assistance contact Registrar Services (regservices@oakland.edu)).

Provide **Class Standing** (Freshman, Sophomore, Junior, Senior, etc.) restrictions, if applicable. Choices are provided in the form of a drop-down menu.

Indicate if classroom(s) are reserved.

As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating **“Save All Changes”** at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

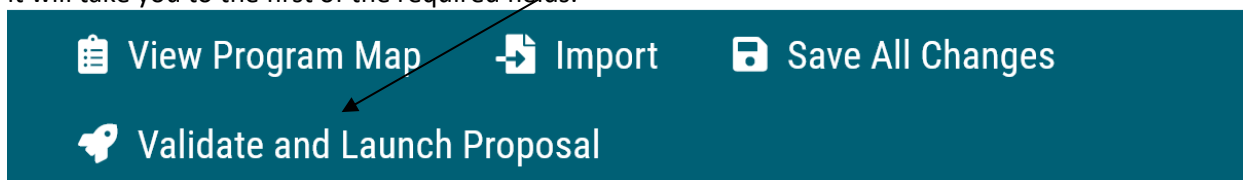
Active-Visible



In addition, you will be required to add the relevant documentation to your proposal. This is acquired with the use of the **“Files”** tab. The **Files** tab will allow you to attach documentation (attach syllabus if revisions are substantive) relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the **“Validate and Launch”** icon from the upper left corner. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click **“Show me,”** it will take you to the first of the required fields.



Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a **decision**, select the Decisions tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin **"1234"**. The proposal will move to the next person in line to approve.

The screenshot displays the Curriculog interface for a proposal titled "ACC - 2000 - Intro to Financial Accounting". The "Your Decision" section is active, showing options to Approve, Reject, Hold, Suspend, Cancel, or Custom Route. The "Approve" option is selected. Below the decision options is a text area for comments and a "Make My Decision" button. The "Current Step Activity" section shows the originator as Irene Shabazz and a status of "Working". A "Need Help?" button is located in the bottom right corner of the proposal view.

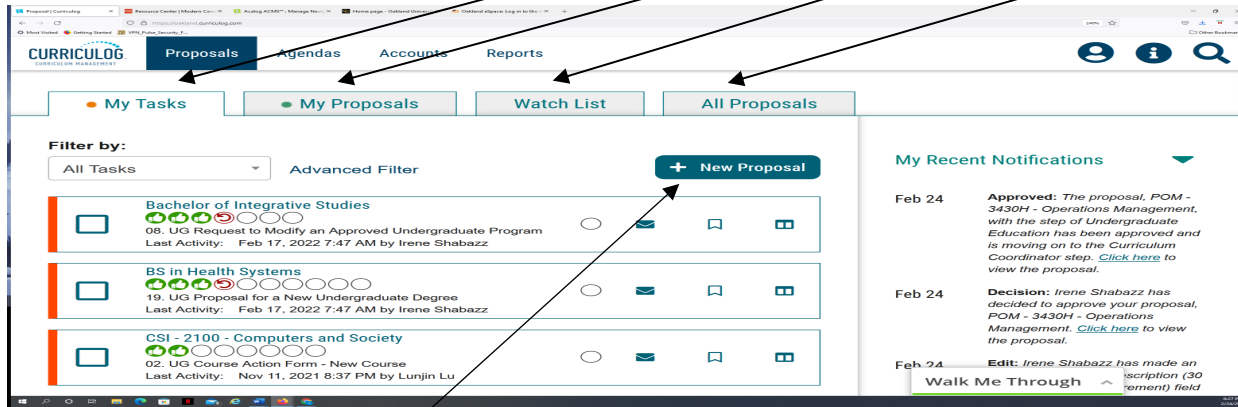
Course Action Form – End Date/Delete Course

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following “My Tasks” “My Proposals” “Watch List” “All Proposals”:

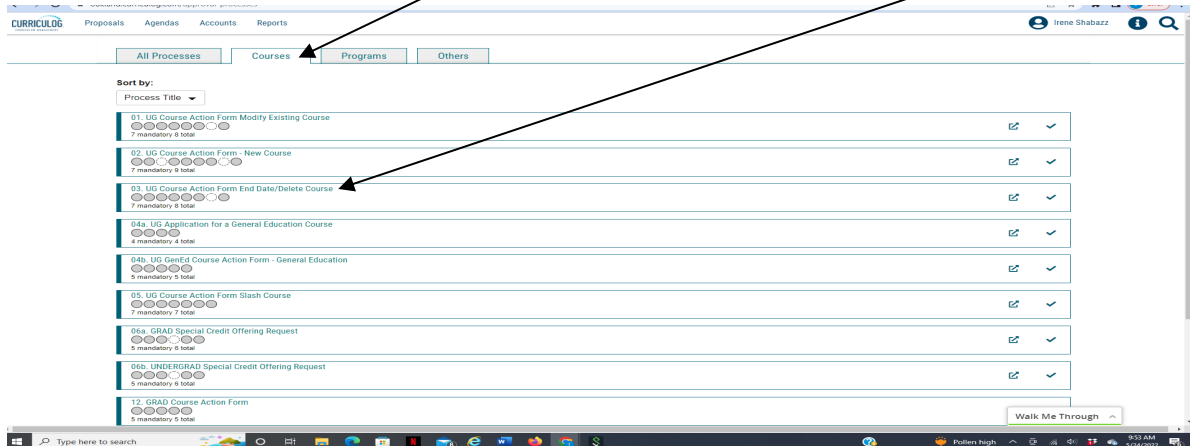


Click on the link “New Proposal” to begin the process.

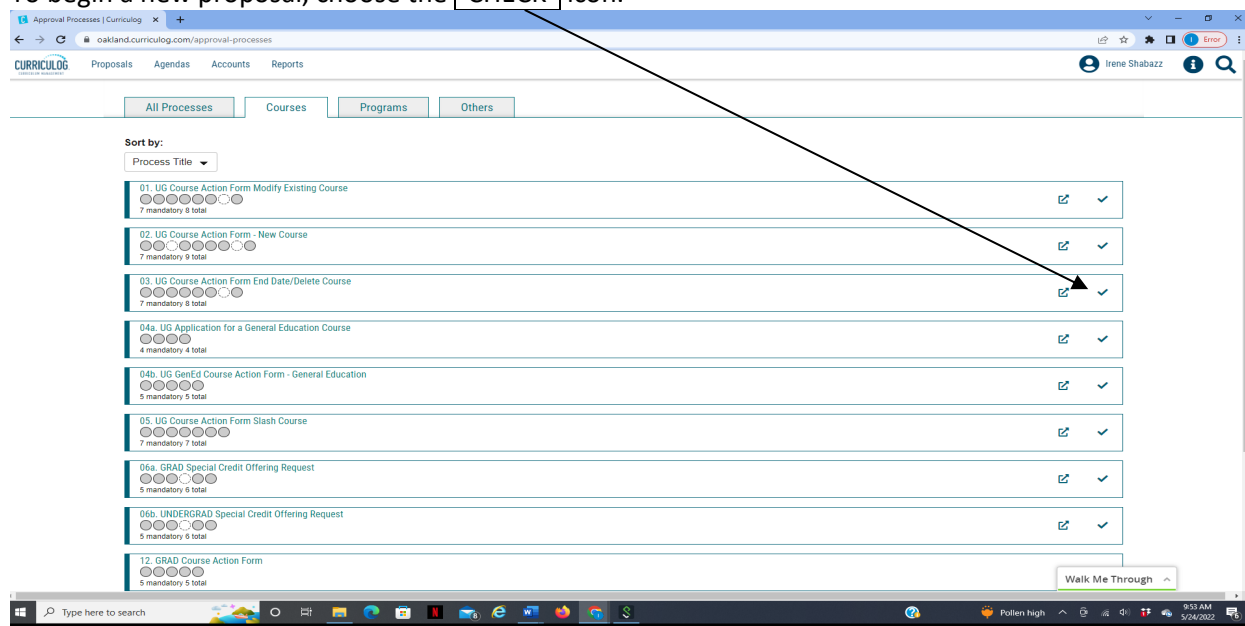
Choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the ‘blank’ type. These processes will not allow you to import or export information.

In this case, you would choose the “Courses” Tab. Then choose “03. UG Course Action Form End Date/Delete Course”



To begin a new proposal, choose the "CHECK" icon.



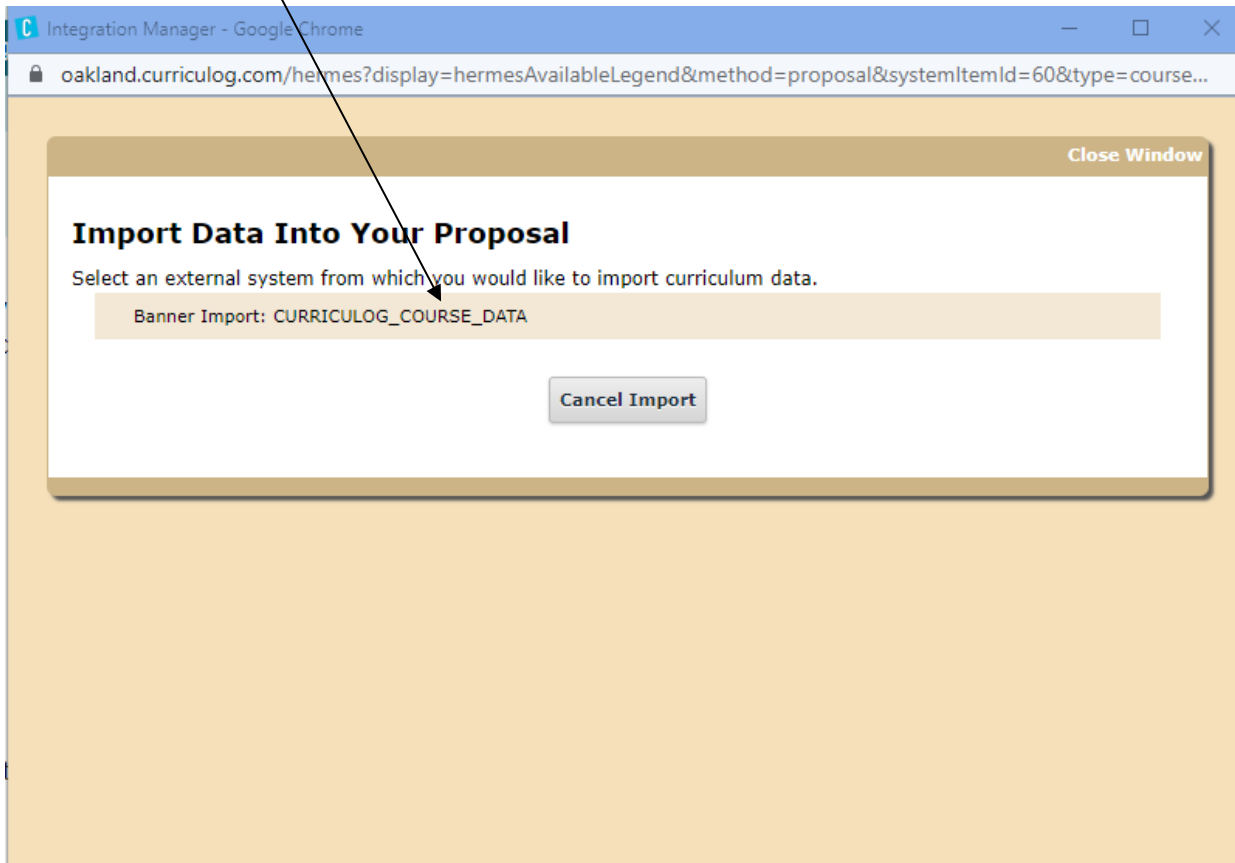
Once you have access to the form, you will need to import the course from Banner.

How to Import an Existing Course:

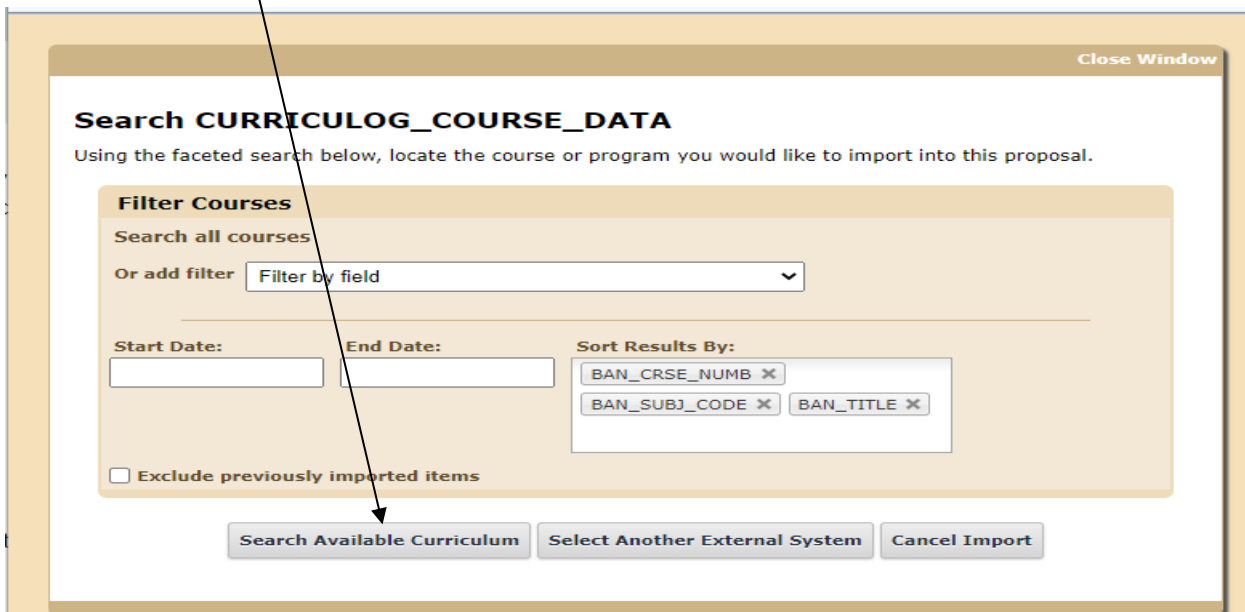
After accessing the "Course Action Form – End Date/Delete Course" form, choose the **Import** link:



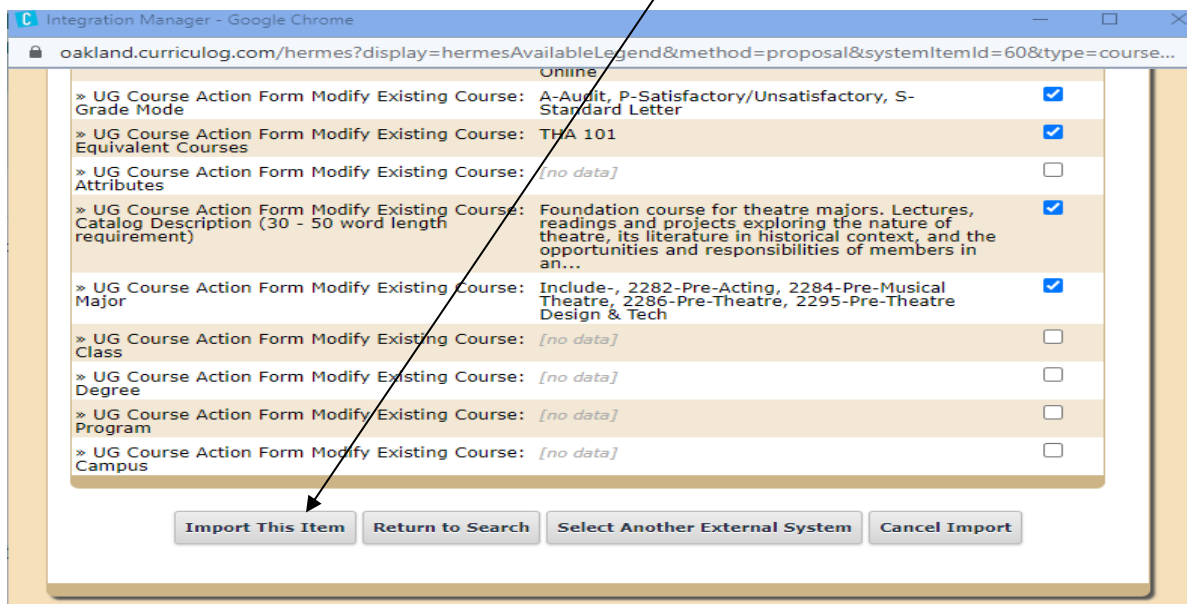
Choose "CURRICULOG_COURSE_DATA"



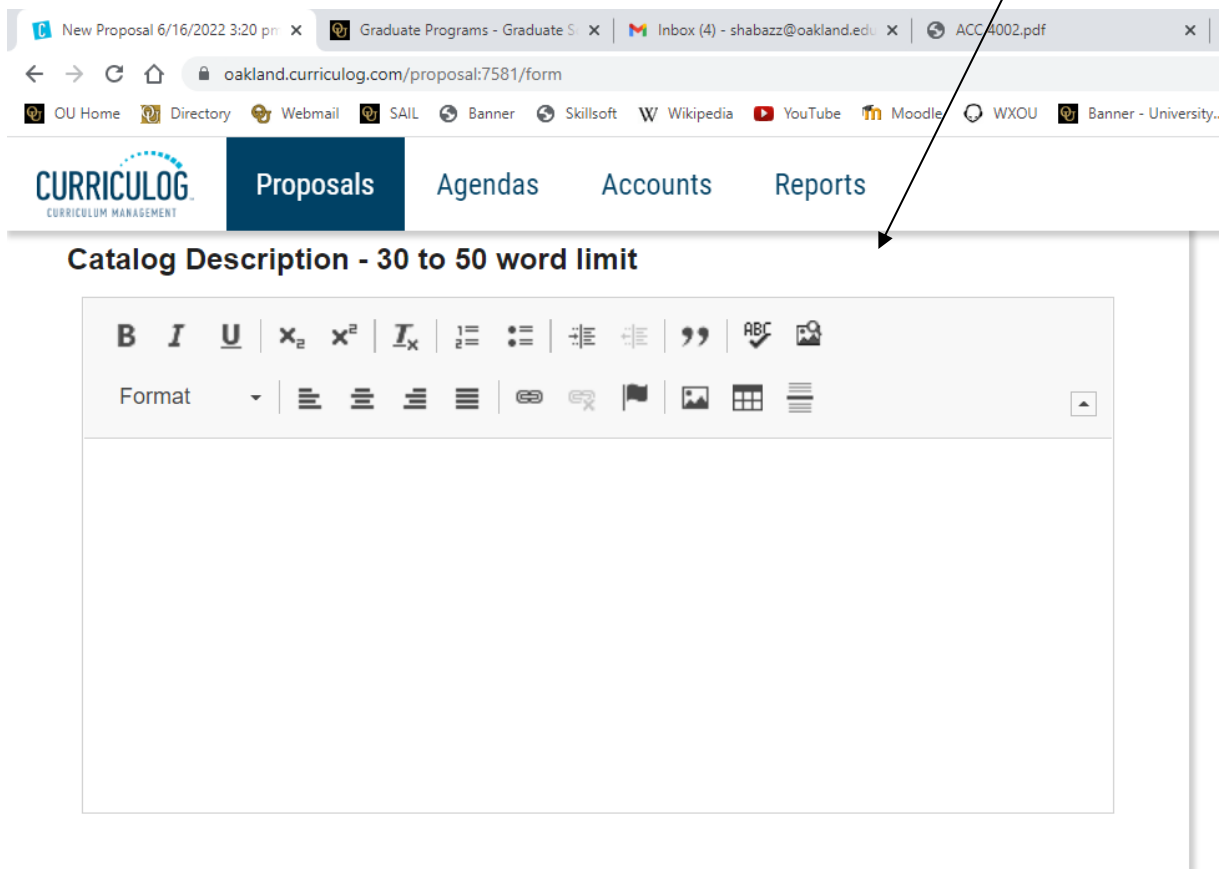
Choose "Search Available Curriculum"



Search for your course of choice, then choose "Import This Item"



The curriculum system will import the course's description from Banner, i.e., "description," etc.



Please fill in the following:

Effective Semester

Rationale (250-word limit)

Please complete the following:

Effective Semester – Indicate when the course is scheduled to end, i.e., Fall, 2023.

Rationale – Indicate reason for the proposed change.

Be sure to save your work often by using the save at either the top of the page, or the floating **“Save All Changes”** at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

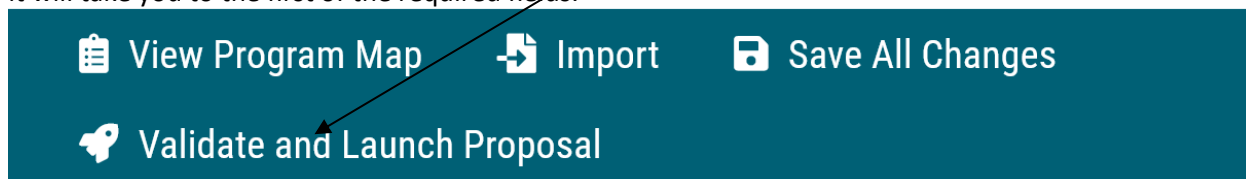
Active-Visible



In addition, you will be required to add the relevant documentation to your proposal. This is acquired with the use of the **Files** tab. The Files tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



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Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a decision, select the **Decisions** tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin "1234". The proposal will move to the next person in line to approve.

The screenshot displays the Curriculog web application interface. The main window shows a proposal for "ACC - 2000 - Intro to Financial Accounting". A "Your Decision" dialog box is open, with "Approve" selected. A "Current Step Activity" panel shows the originator "Irene Shabazz" and a 50% approval requirement. A "Need Help?" button is visible at the bottom right.

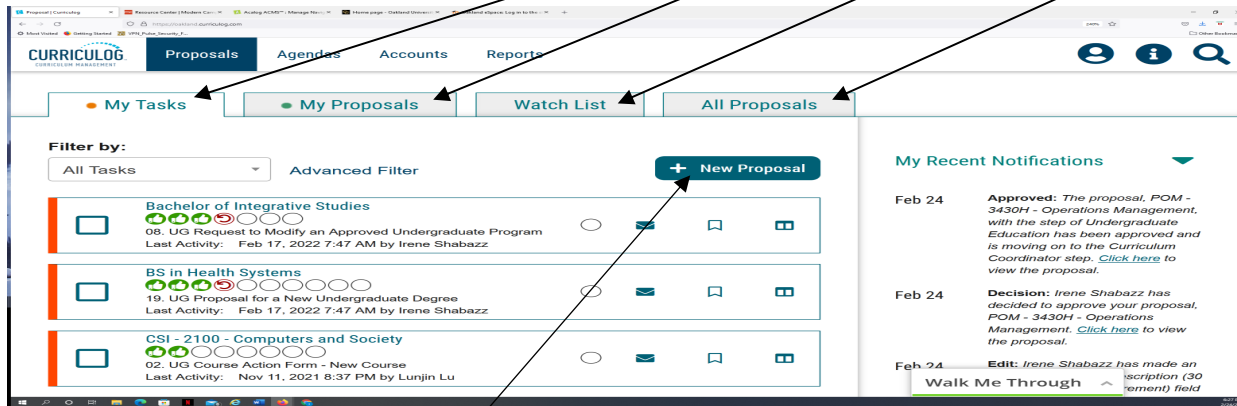
4000/5000 Course Action Form – Slash Course

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following **“My Tasks”** **“My Proposals”** **“Watch List”** **“All Proposals”**:

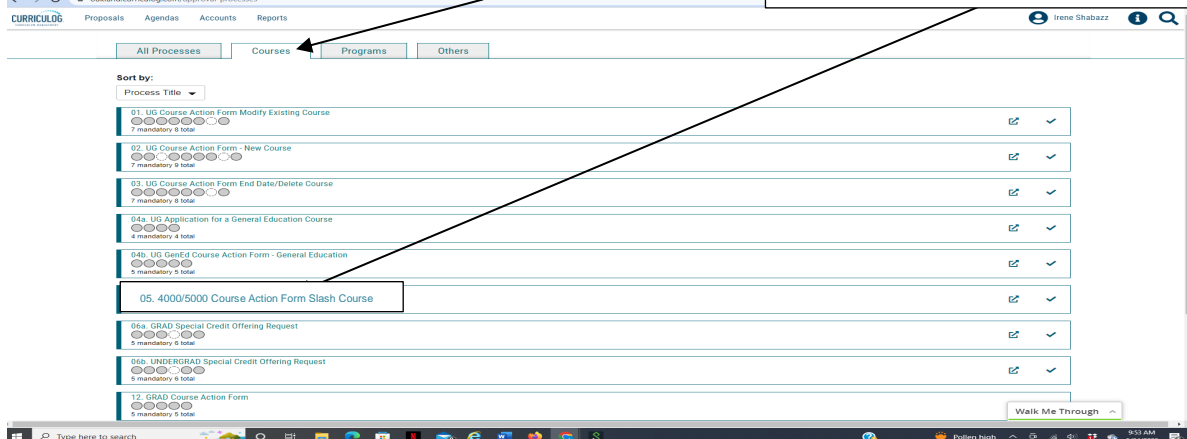


Then click on the link **“New Proposal”** to begin the process.

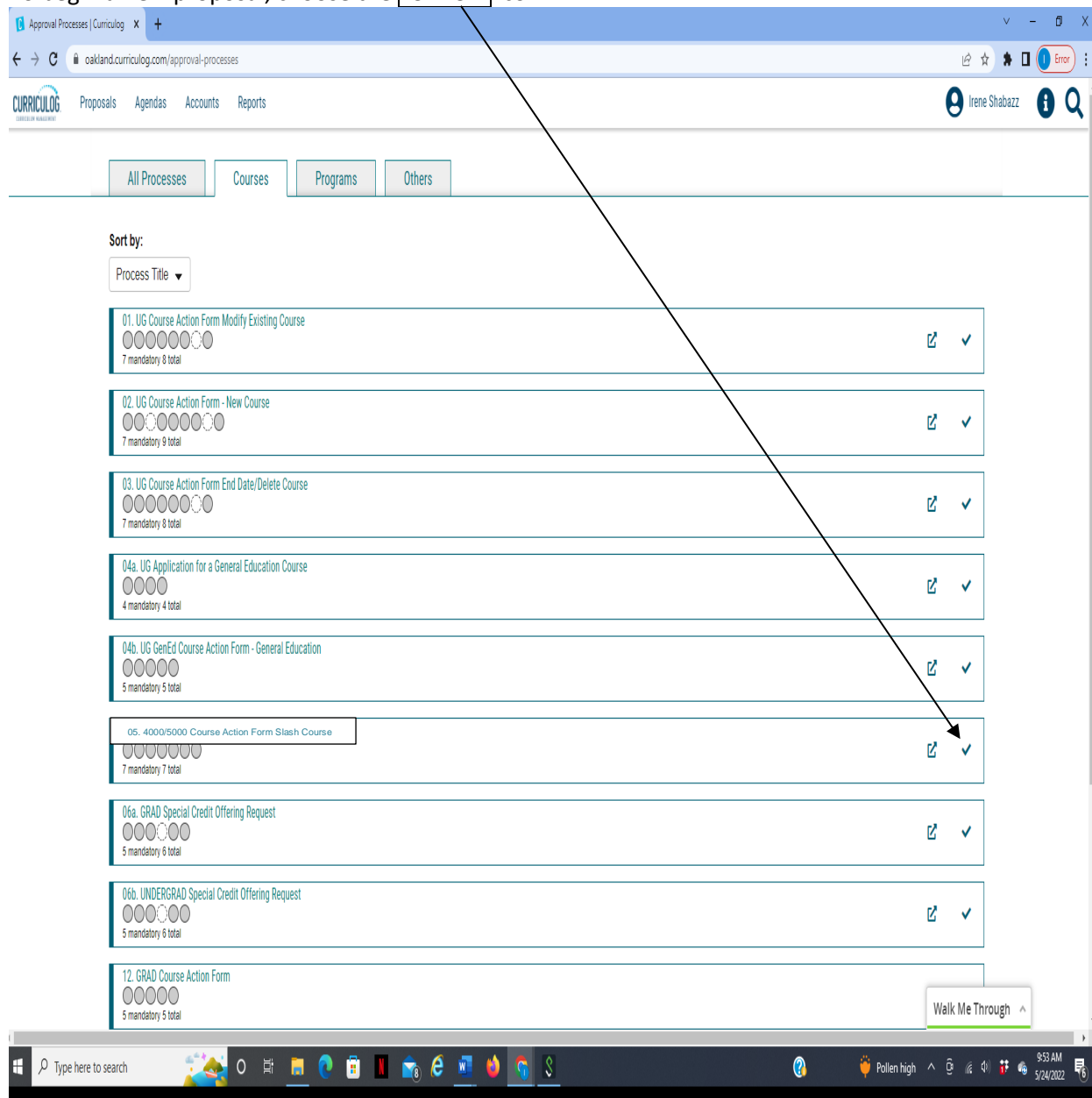
Then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

In this case, you would choose the **“Courses”** Tab. Then choose **05. 4000/5000 Course Action Form Slash Course**

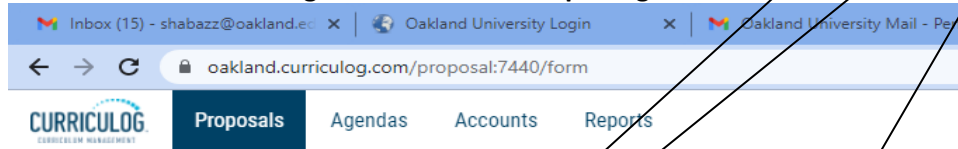


To begin a new proposal, choose the "CHECK" icon.



When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. **Note:** Required fields are noted with an asterisk (*).

Please note the following instructions on completing the form:



Effective Semester

Rationale (250-word limit)

Rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), text color, background color, bulleted list, numbered list, link, unlink, insert image, and table. Below the toolbar is a large text area for entering the rationale.

Please indicate when this course will be offered in the schedule of classes (check all that apply):

Fall Winter Summer

Prefix*

4000 Level Code*

Prefix*

5000 Level Code*

Effective Semester – Indicate effective semester, i.e., Fall, 2023.

Rationale – Indicate reason for the proposed change.

Schedule of Classes - Indicate when course will be offered during the academic year (required for the schedule classes), i.e., Fall, Winter or Summer.

Prefix* - This is a drop-down menu. Choose the appropriate courses' acronym, for both Undergraduate and Graduate courses (example: ACC – Accounting).

Code* - Apply courses' number for both Undergraduate and Graduate (example: 1000, etc.).

Registration Requisite Overview

Requisites enforce content knowledge; enter only if applicable

Requisite Definitions

Link to: [REQUISITE DEFINITION](#)

Prerequisite(s) for CAPP/Degree Works

Please describe the course(s) or test(s) a student must take before taking this course. Include minimum grades and scores. Course prerequisites must have a minimum grade; the lowest grade is a D by default if none is provided.

Prerequisite course(s) (must be successfully completed before taking this course(s):

Prerequisite for Graduate Course:

Prerequisite for Undergraduate Course:

Minimum grade requirements in order to satisfy prerequisite(s) listed above:

Requisite – Apply course requisite, if applicable.

REQUISITE Definition Link:

Provides a detailed definition of a “prerequisite”:

Browser tabs: Inbox (3) - shabazz@oakland.edu, Oakland University Login, Oakland University Mail - Perform, Oakland University - Calendar

Address bar: oakland.curriculog.com/proposal:7438/form

Navigation: CURRICULOG, Proposals, Agendas, Accounts, Reports

Does this requisite revision impact registration for the program's current students?

Yes No

If yes, provide explanation

Rich text editor toolbar with options: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Table border, Table background color.

Note the requisite revision's impact on registration for the program's current students, if applicable.

As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating “Save All Changes” at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

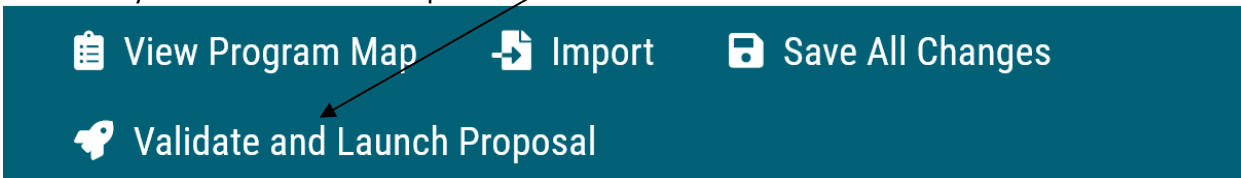
Active-Visible



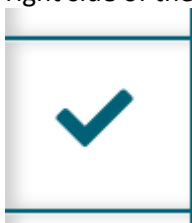
In addition, you will be required to add the relevant documentation to your proposal. This is acquired with the use of the Files tab. The Files tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the “Validate and Launch” icon from the upper left corner. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click “Show me,” it will take you to the first of the required fields.



Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a decision, select the **Decisions** tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin "1234". The proposal will move to the next person in line to approve.

The screenshot displays the Curriculog interface for a proposal titled "ACC - 2000 - Intro to Financial Accounting". A modal window titled "Enter your signature" is open, prompting the user to "Please enter your signature pin to approve this proposal." The pin field contains the text "1234". The background shows the "Proposal Toolbox" with the "Your Decision" tab selected. The "Your Decision" section includes radio buttons for "Approve", "Reject", "Hold", "Suspend", "Cancel", and "Custom Route". The "Current Step Activity" table shows the user "Irene Shabazz" as the originator, with a status of "Working".

Originator	Status
Irene Shabazz	Working

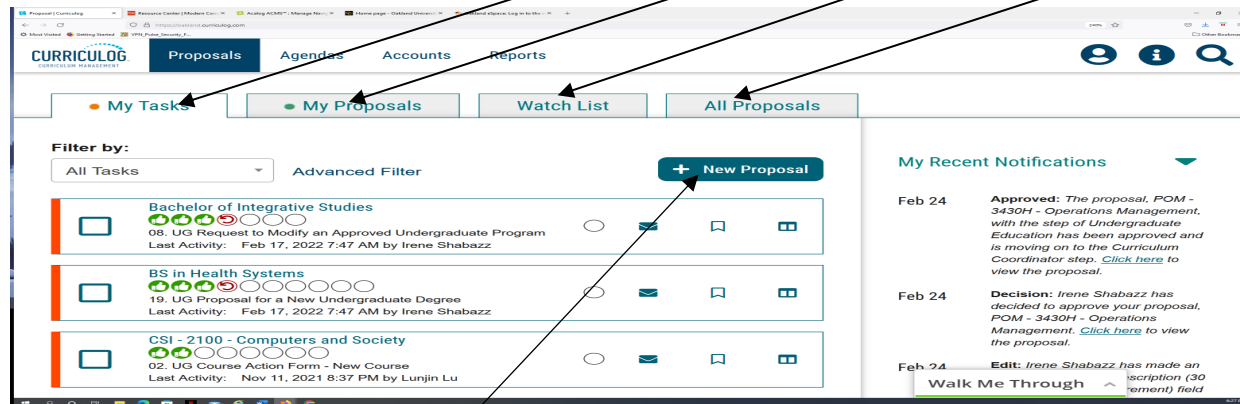
Undergraduate Special Credit Offering Request

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following **“My Tasks”** **“My Proposals”** **“Watch List”** **“All Proposals”**:

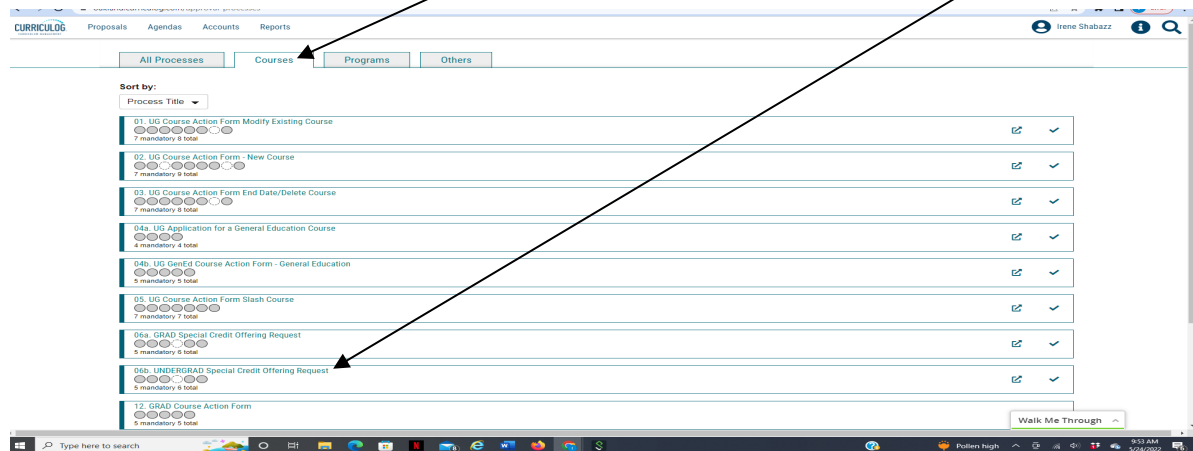


Then click on the link **“New Proposal”** to begin the process.

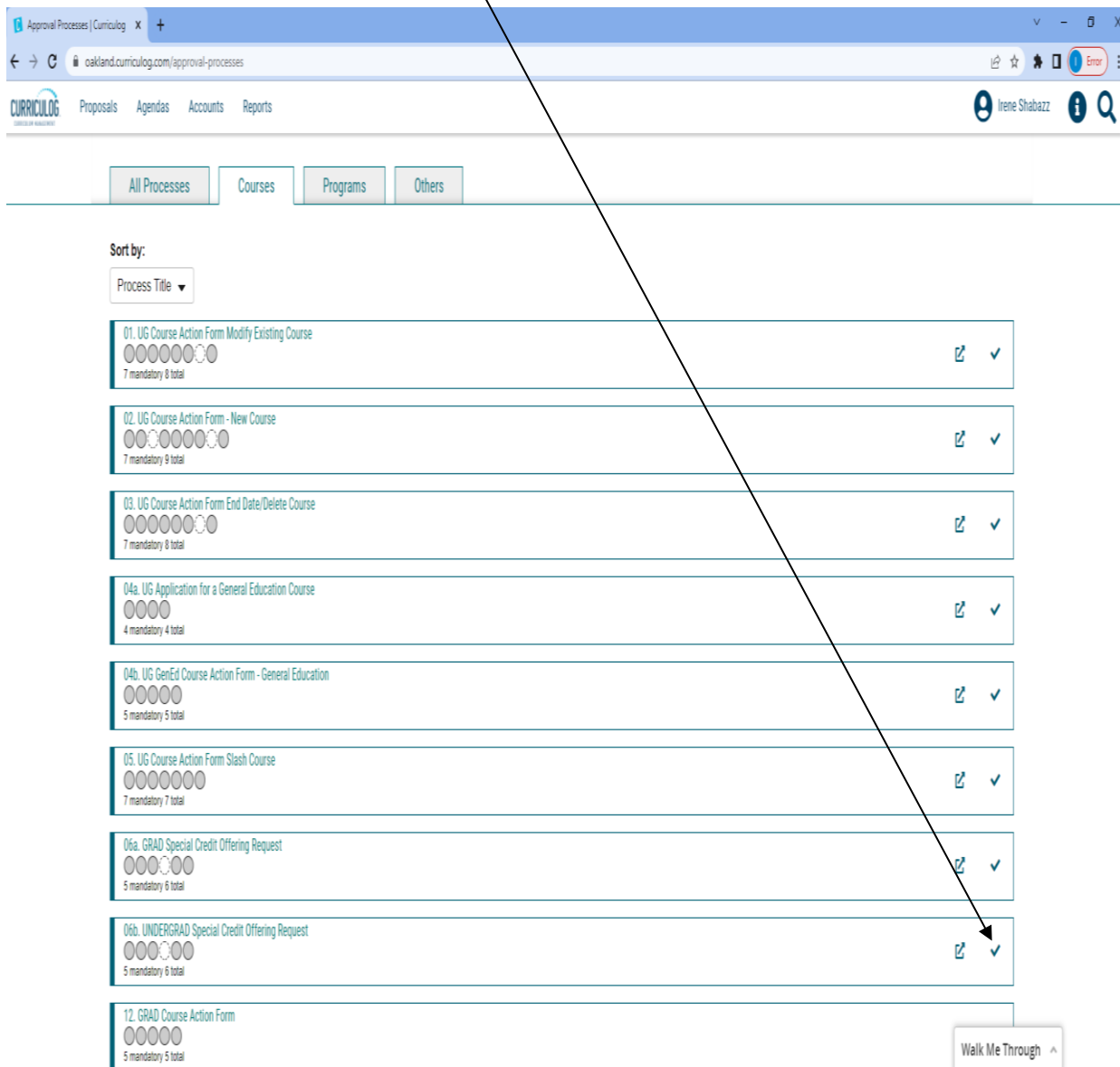
Then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

In this case, you would choose the **“Courses”** Tab. Then choose **“06b. Undergraduate Special Credit Offering Request”**



To begin a new proposal, click the "CHECK" icon.



When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. **Note:** Required fields are noted with an asterisk (*). For in-depth assistance in completing the form, please contact Ryan Ghedotte (rghedotte@oakland.edu).

As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating "Save All Changes" at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

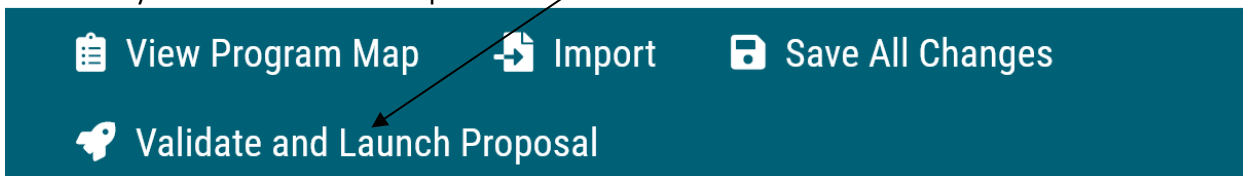
Active-Visible



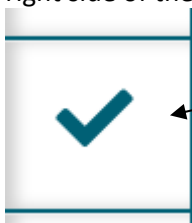
In addition, you will be required to add the relevant documentation to your proposal. This is acquired with the use of the Files tab. The Files tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



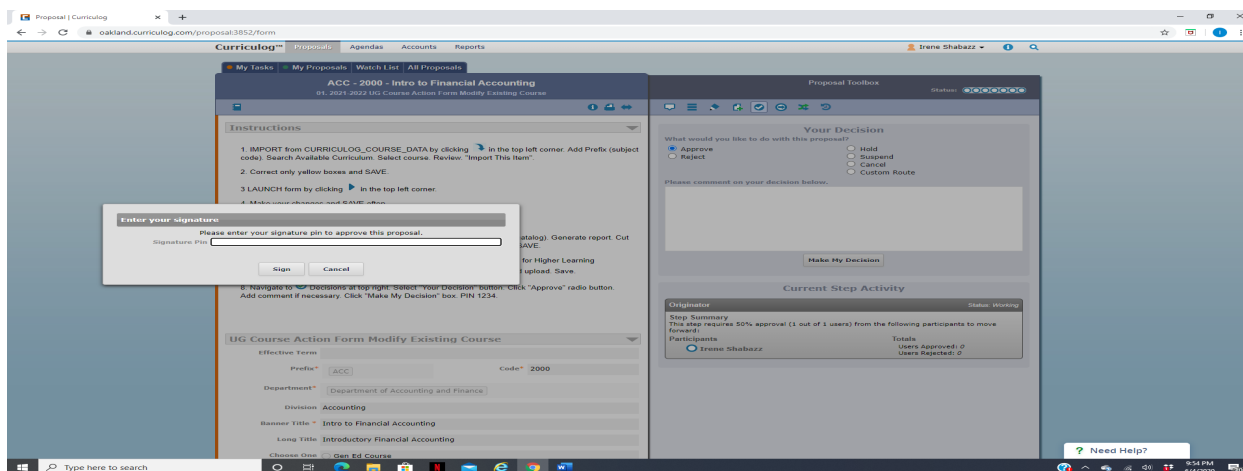
Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the "Validate and Launch" icon from the upper left corner. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click "Show me," it will take you to the first of the required fields.



Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a decision, select the **Decisions** tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin **"1234"**. The proposal will move to the next person in line to approve.



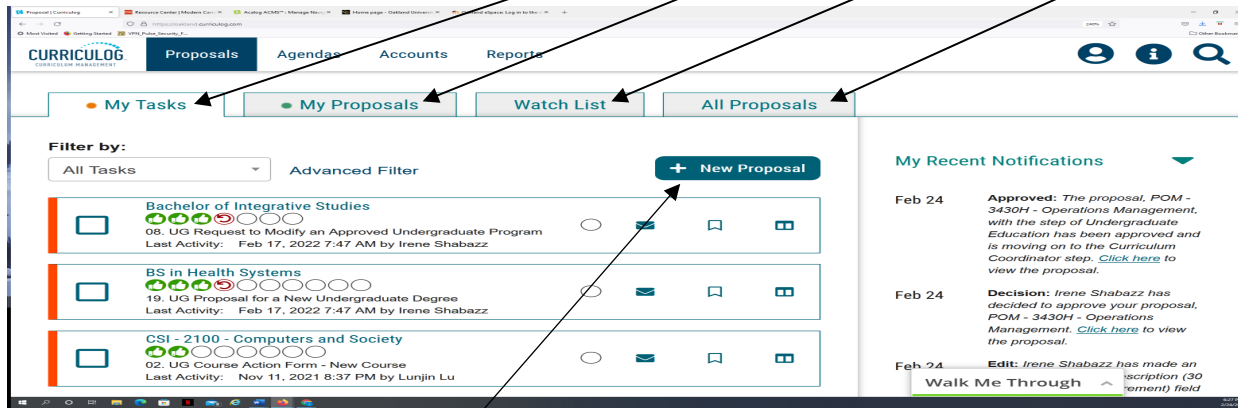
UG Moribund Course Reactivation Form

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following **“My Tasks”** **“My Proposals”** **“Watch List”** **“All Proposals”**:

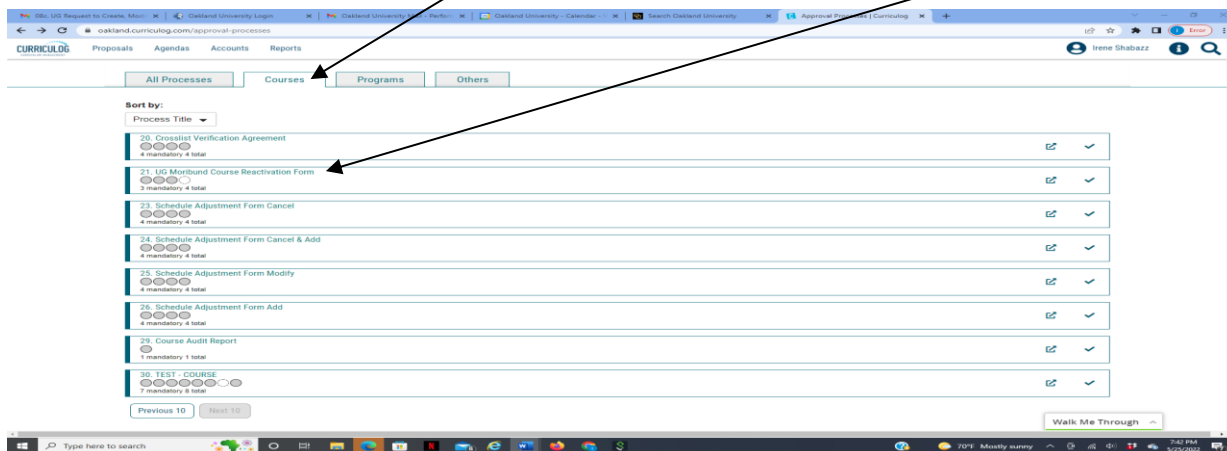


Then click on the link **“New Proposal”** to begin the process.

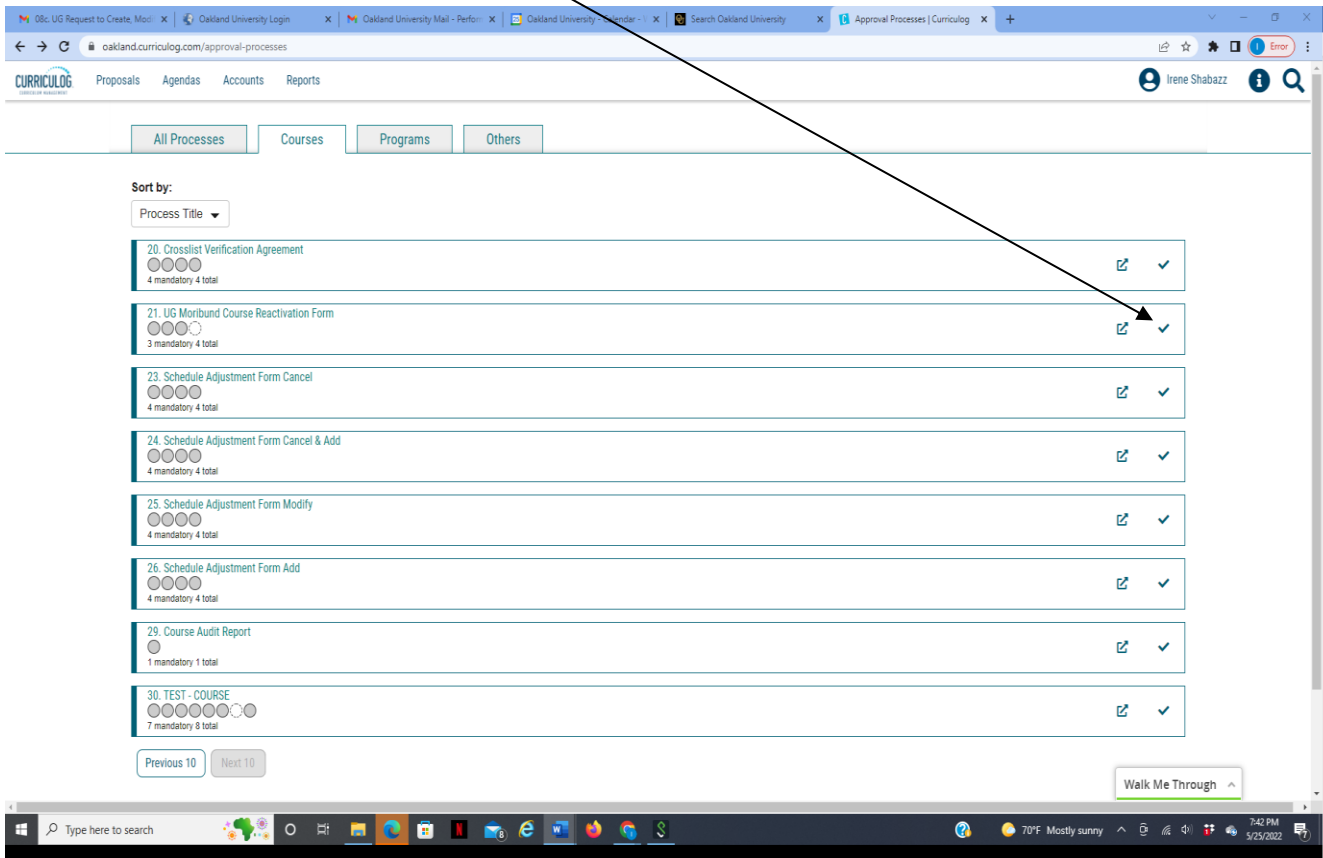
Then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

In this case, you would choose the **“Courses”** Tab. Then choose **“21. UG Moribund Course Reactivation Form”**



To begin a new proposal, click the "CHECK" icon.



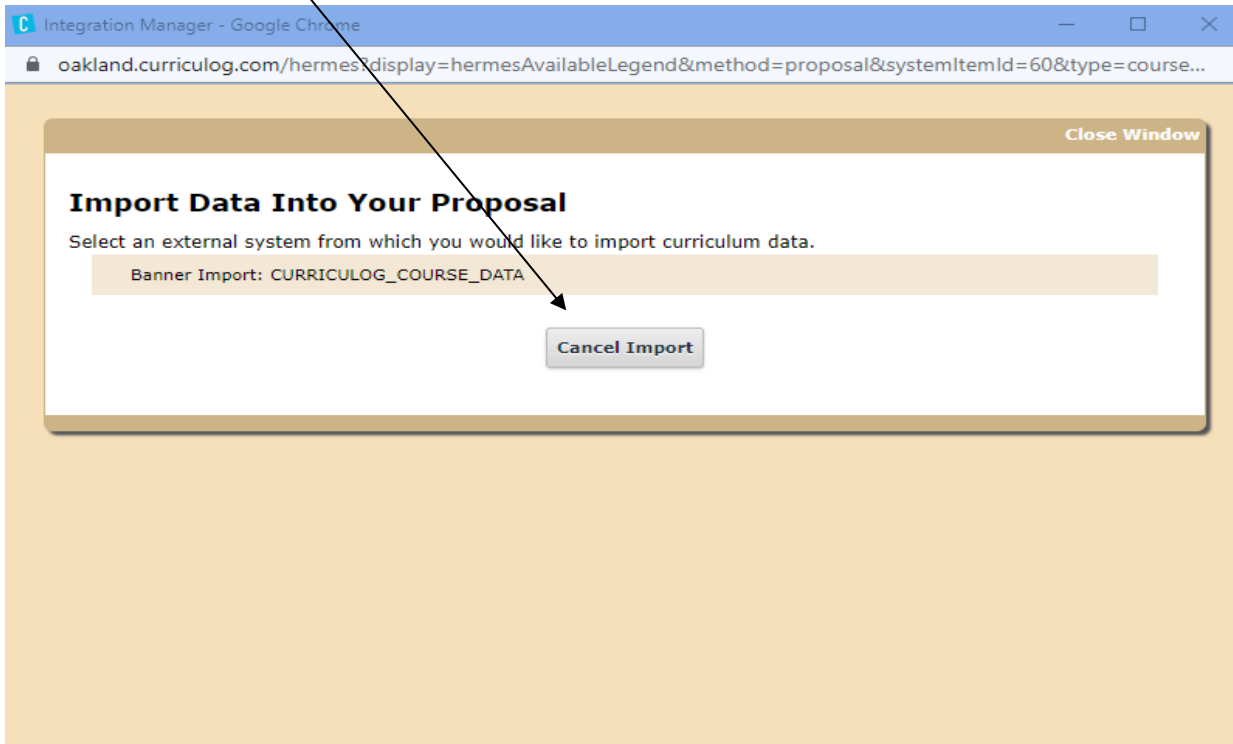
When you are filling in a proposal to create a new item, you will need to import course from Banner [see import instructions below]. **Note:** Required fields are noted with an asterisk (*).

How to import an existing course:

After accessing the “Course Action Form – Modify Existing Course” form, choose the **Import** link:



Choose **"CURRICULOG_COURSE_DATA"**

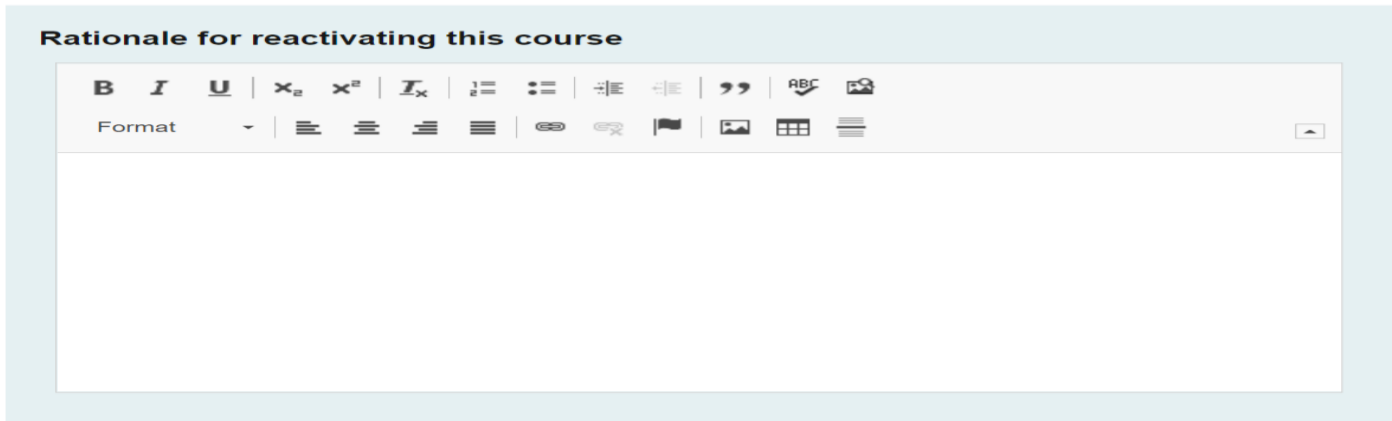


Choose "Search Available Curriculum"

Search for your course of choice, then choose "Import This Item"

The curriculum system will import the course's description from Banner, i.e., "title," "description," etc.

After importing the course, fill in the following:

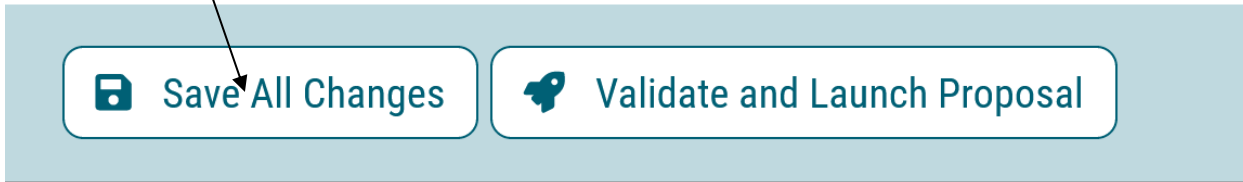


The image shows a rich text editor interface with a title bar that reads "Rationale for reactivating this course". Below the title bar is a toolbar containing various text formatting icons such as bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), strikethrough (ABC), bulleted list, numbered list, indent, outdent, quote, and link. Below the toolbar is a large, empty text area for entering the rationale.

As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating "Save All Changes" at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

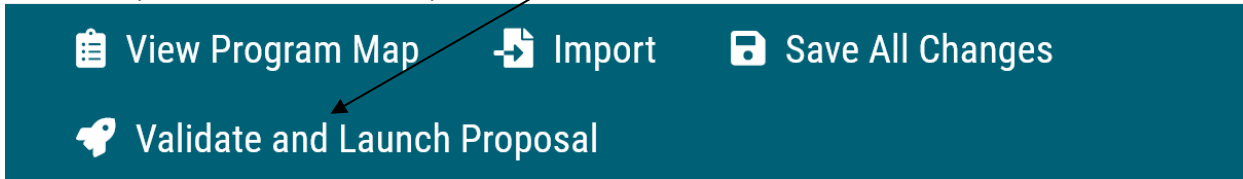
Active-Visible



In addition, you will be required to add the relevant documentation to your proposal. This is acquired with the use of the Files tab. The Files tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



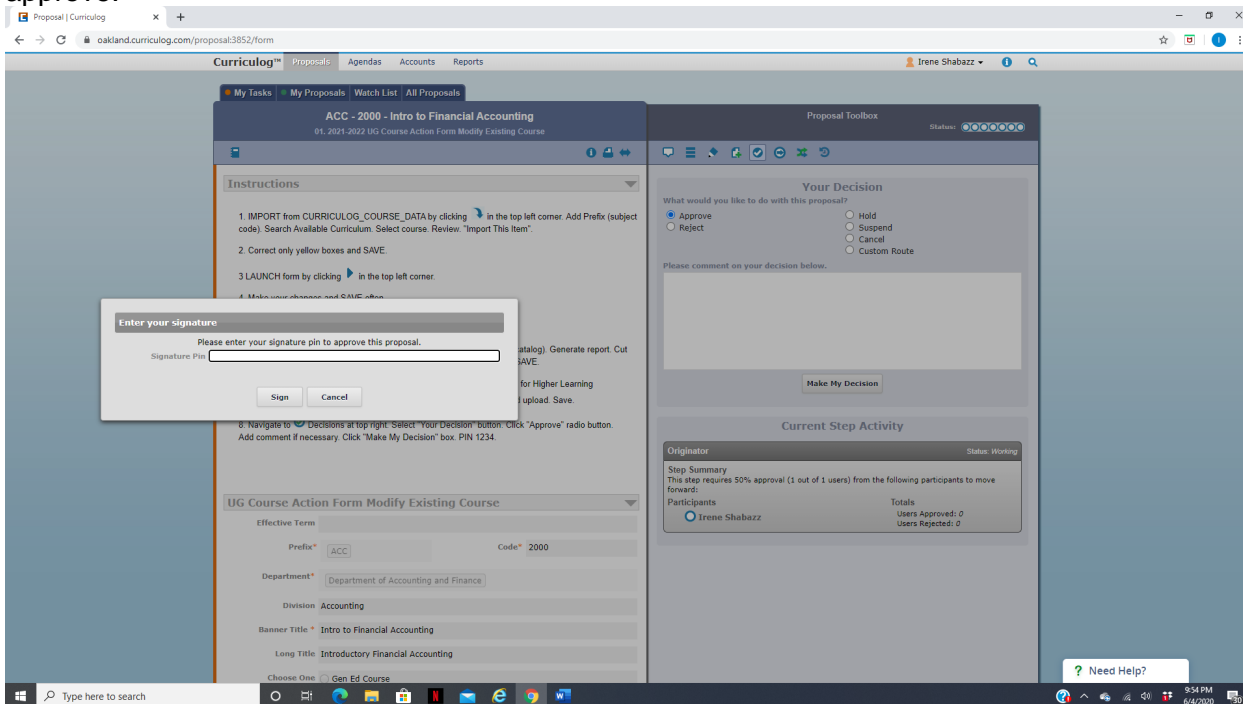
Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the "Validate and Launch" icon from the upper left corner. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click "Show me," it will take you to the first of the required fields.



Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a decision, select the Decisions tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin "1234". The proposal will move to the next person in line to approve.



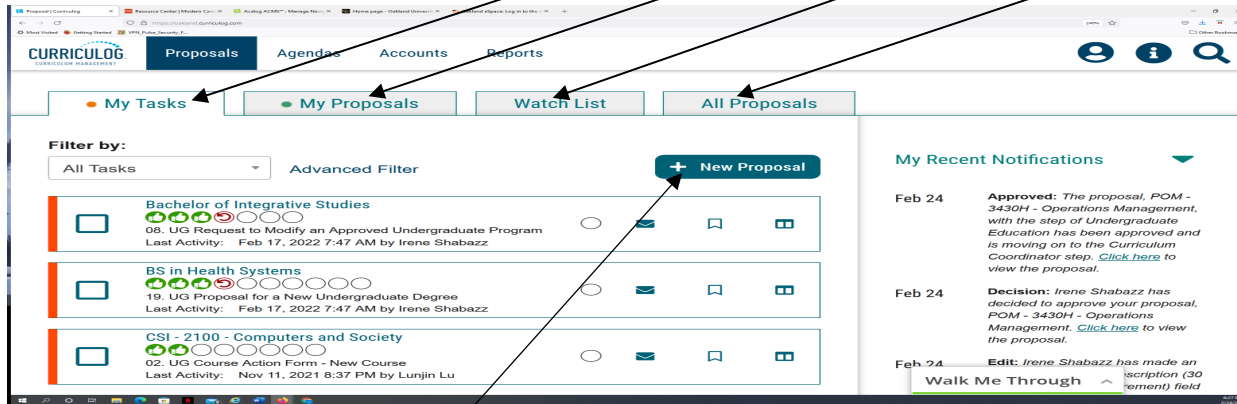
07. Undergraduate Curriculum Code Action Form

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following **“My Tasks”** **“My Proposals”** **“Watch List”** **“All Proposals”**:

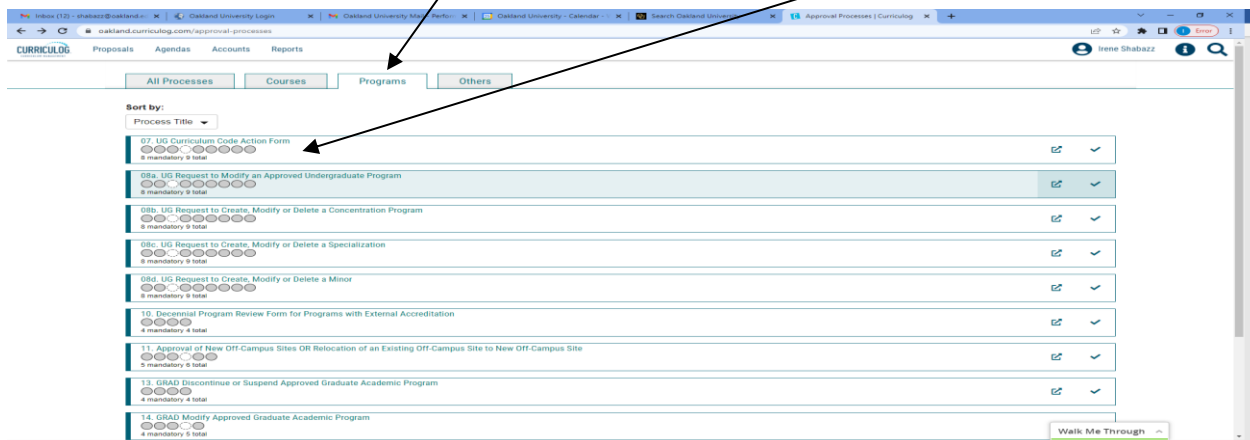


Then click on the link **“New Proposal”** to begin the process.

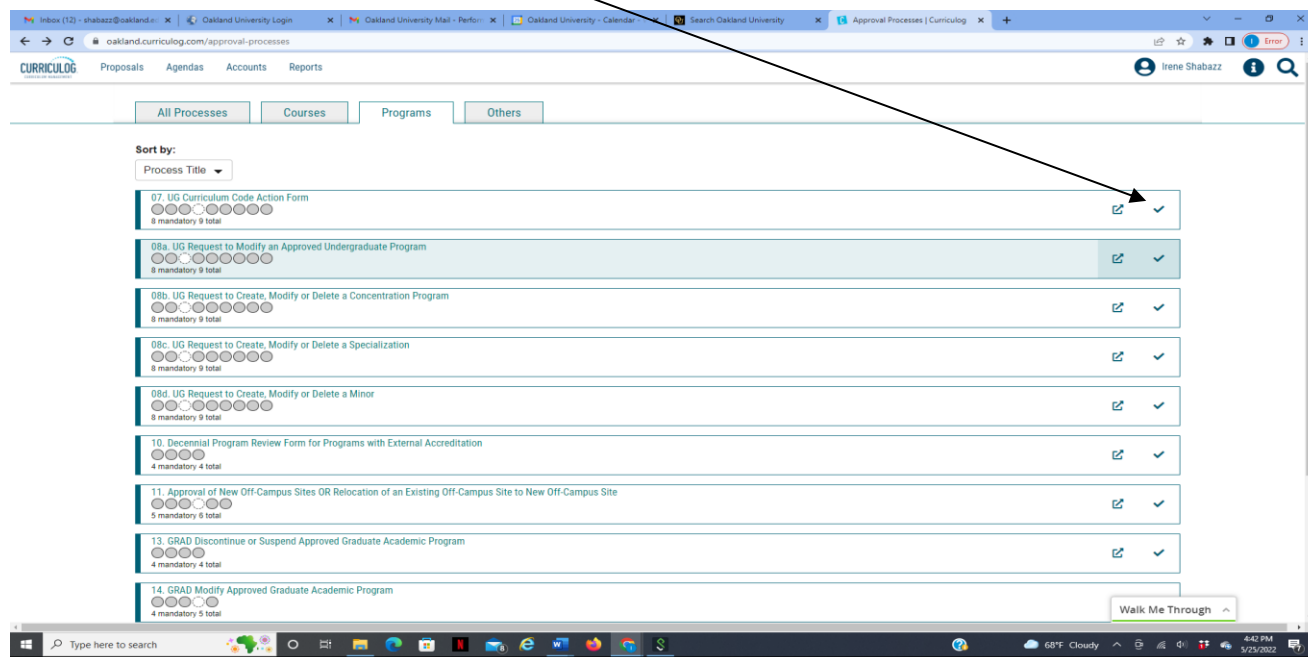
Then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

In this case, you would choose the **“Programs”** Tab. Then choose **“07. UG Curriculum Code Action Form.”** Curriculum Code request is processed by the Assistant/Associate Dean, or Designee.



To begin a new proposal, click the "CHECK" icon.



When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. **Note:** Required fields are noted with an asterisk (*). If you are new to completing the form, please contact Irene Shabazz (shabazz@oakland.edu).

As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating "Save All Changes" at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

Active-Visible



Save All Changes

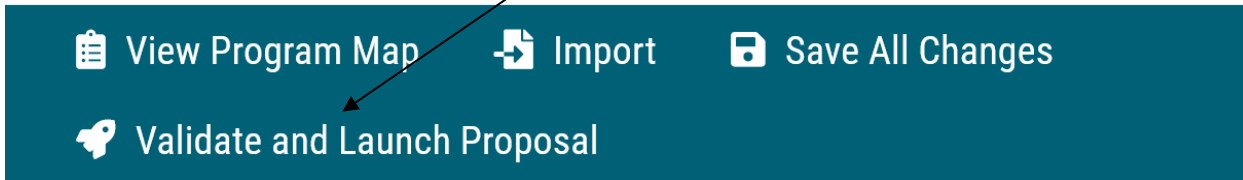


Validate and Launch Proposal

In addition, you will be required to add the relevant documentation to your proposal. This is acquired with the use of the Files tab. The **Files** tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the **“Validate and Launch” icon from the upper left corner**. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click “Show me,” it will take you to the first of the required fields.



Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a decision, select the **Decisions** tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin "1234". The proposal will move to the next person in line to approve.

The screenshot displays the Curriculog web application interface. A modal window titled "Enter your signature" is open, prompting the user to "Please enter your signature pin to approve this proposal." with a text input field and "Sign" and "Cancel" buttons. The background shows the "Your Decision" section with radio buttons for "Approve", "Reject", "Hold", "Suspend", "Cancel", and "Custom Route". The "Approve" option is selected. Below this is a "Current Step Activity" section showing the originator Irene Shabazz and a summary of the step.

Enter your signature

Please enter your signature pin to approve this proposal.

Signature Pin:

Sign Cancel

Your Decision

What would you like to do with this proposal?

Approve Hold

Reject Suspend

Cancel

Custom Route

Please comment on your decision below.

Make My Decision

Current Step Activity

Originator: Irene Shabazz Status: Working

Step Summary: This step requires 50% approval (1 out of 1 users) from the following participants to move forward:

Participants	Totals
<input checked="" type="radio"/> Irene Shabazz	Users Approved: 0 Users Rejected: 0

08a. UG Request to Modify an Approved Undergraduate Program

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

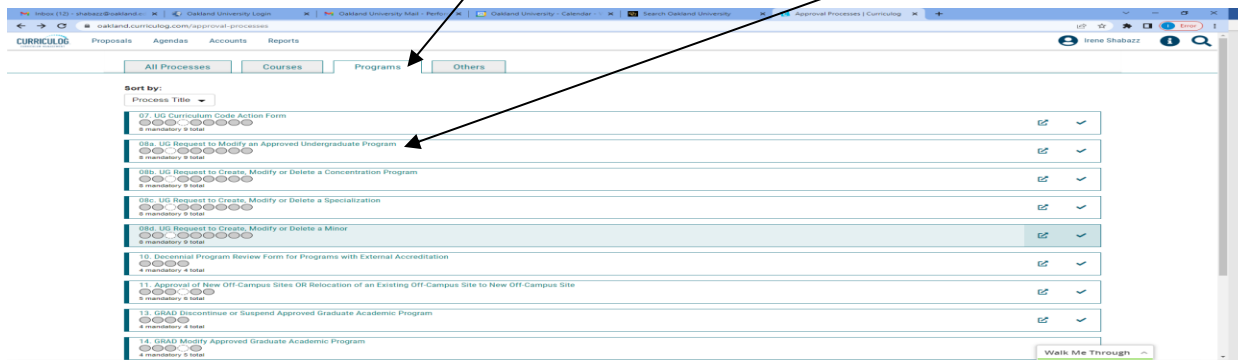
Once signed in, you will see the following "My Tasks" "My Proposals" "Watch List" "All Proposals":



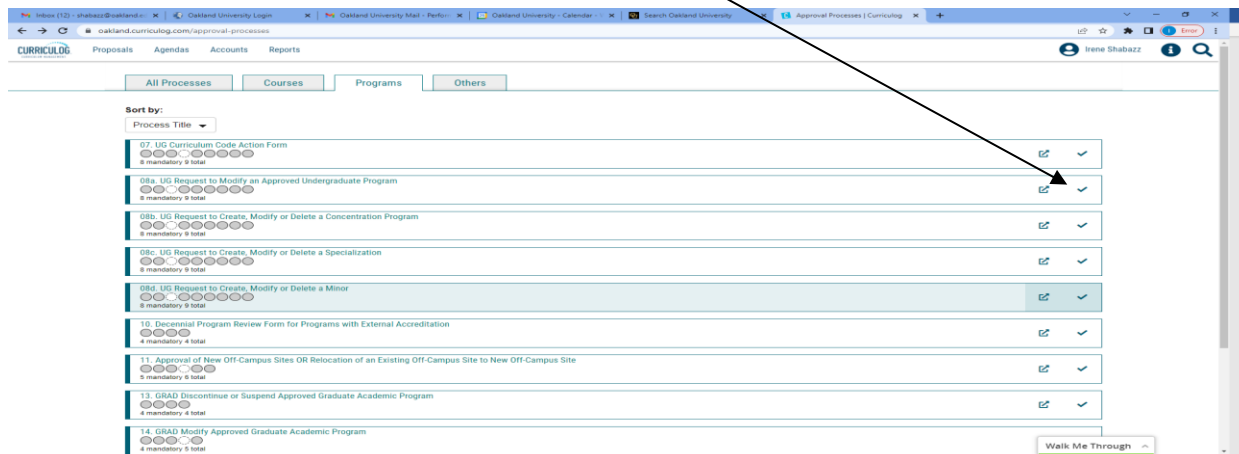
When you need to create a new proposal, from your Dashboard you will need to click on the link for "New Proposal." Then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

In this case, you would choose the "Programs" Tab. Then choose "08a. UG Request to Modify an Approved Undergraduate Program"



To begin a new proposal, click the new proposal **icon.**



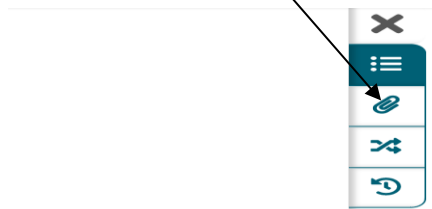
When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. Required fields are noted with an asterisk. As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating **“Save All Changes”** at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

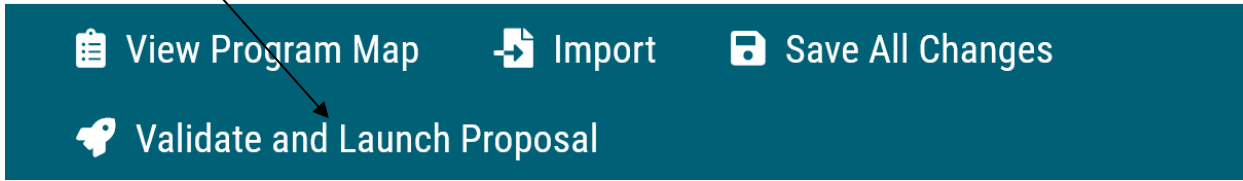
Active-Visible



In addition, you will be required to add the relevant documentation to your proposal. This is acquired by with the use of the **Files** tab. The Files tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



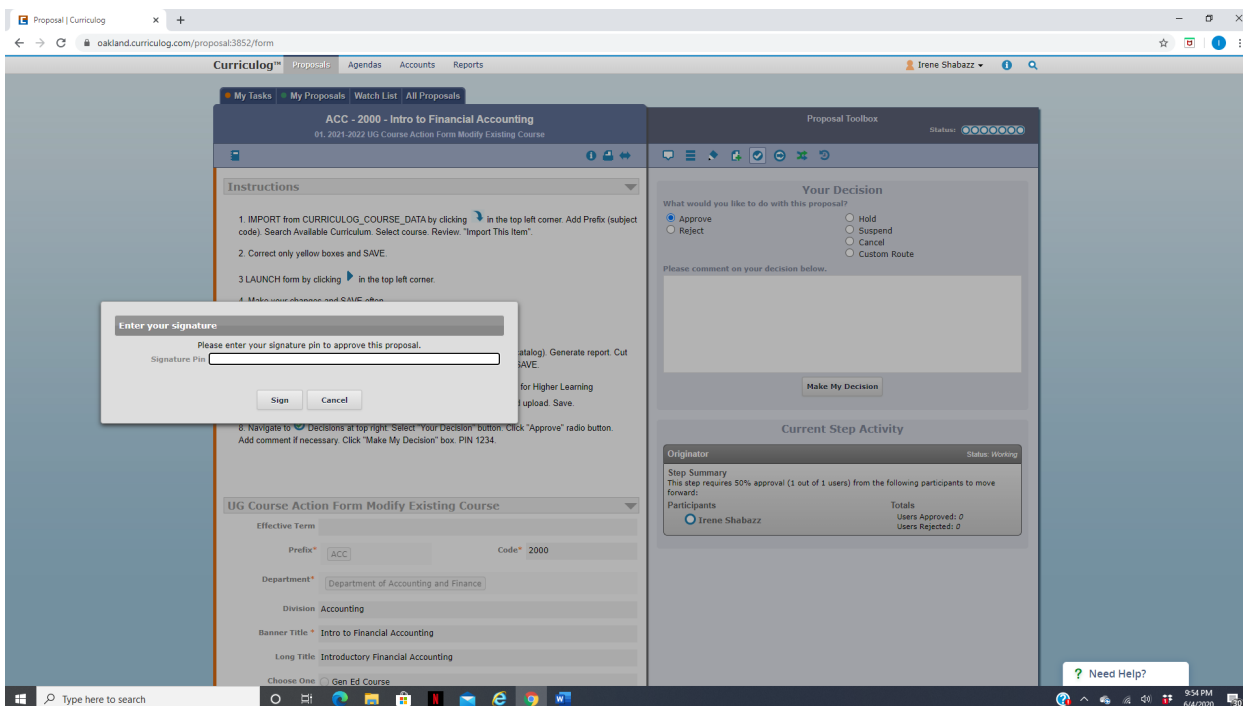
Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the "Validate and Launch" icon from the upper left corner. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click "Show me," it will take you to the first of the required fields.



Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a decision, select the "Decisions" tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin "1234". The proposal will move to the next person in line to approve.



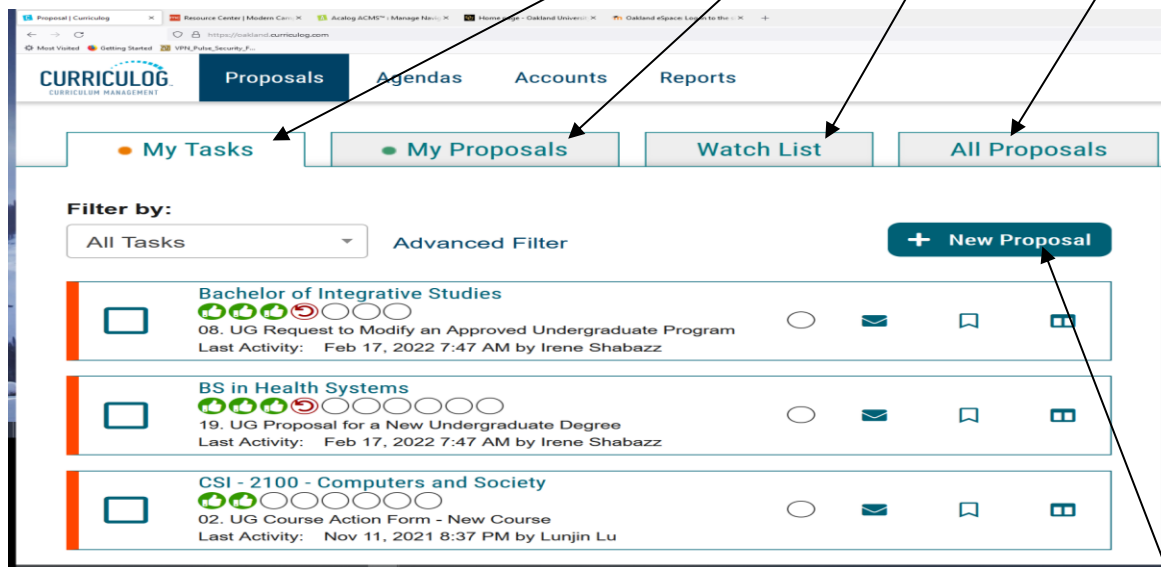
08b. UG Request to Create, Modify or Delete a Concentration Program

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following **"My Tasks"** **"My Proposals"** **"Watch List"** **"All Proposals"**:

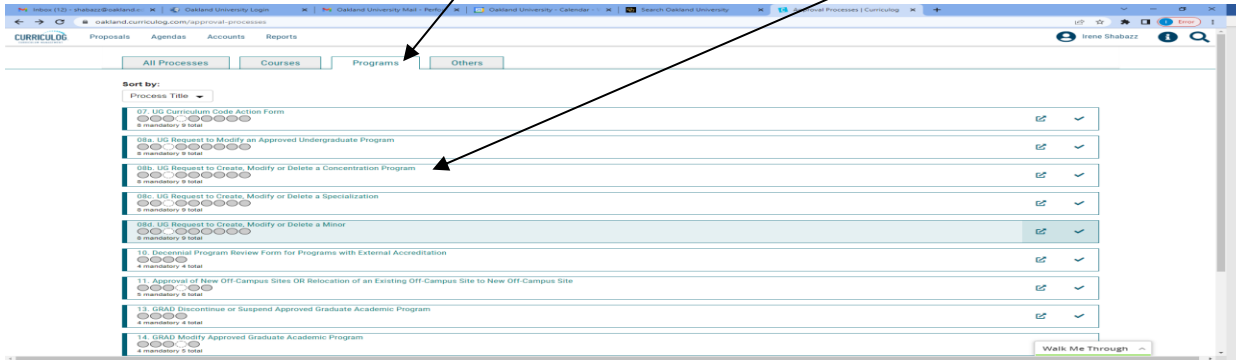


When you need to create a new proposal, from your Dashboard you will need to click on the link for **"New Proposal."**

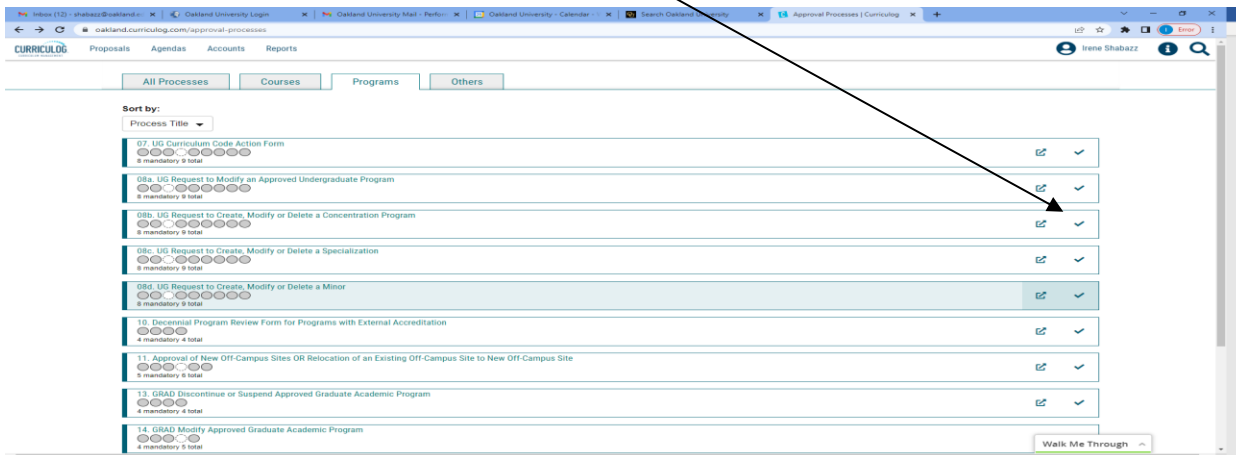
Then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the 'blank' type. These processes will not allow you to import or export information.

In this case, you would choose the "Programs" Tab. Then choose "08b. UG Request to Create, Modify or Delete a Concentration Program"



To begin a new proposal, click the new proposal "icon."



When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. Required fields are noted with an asterisk. As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating "Save All Changes" at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

Active-Visible



Save All Changes

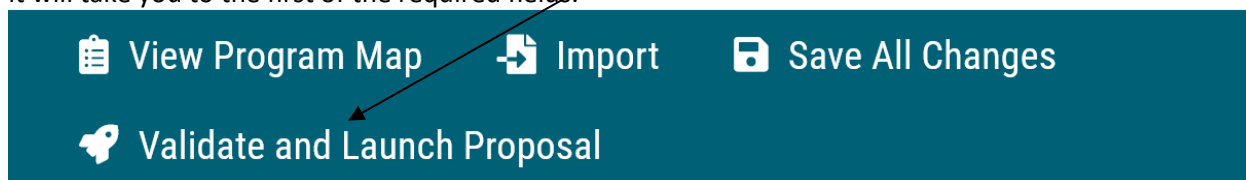


Validate and Launch Proposal

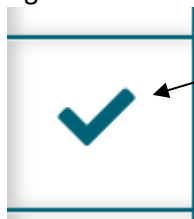
In addition, you will be required to add the relevant documentation to your proposal. This is acquired by with the use of the **Files** tab. The Files tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



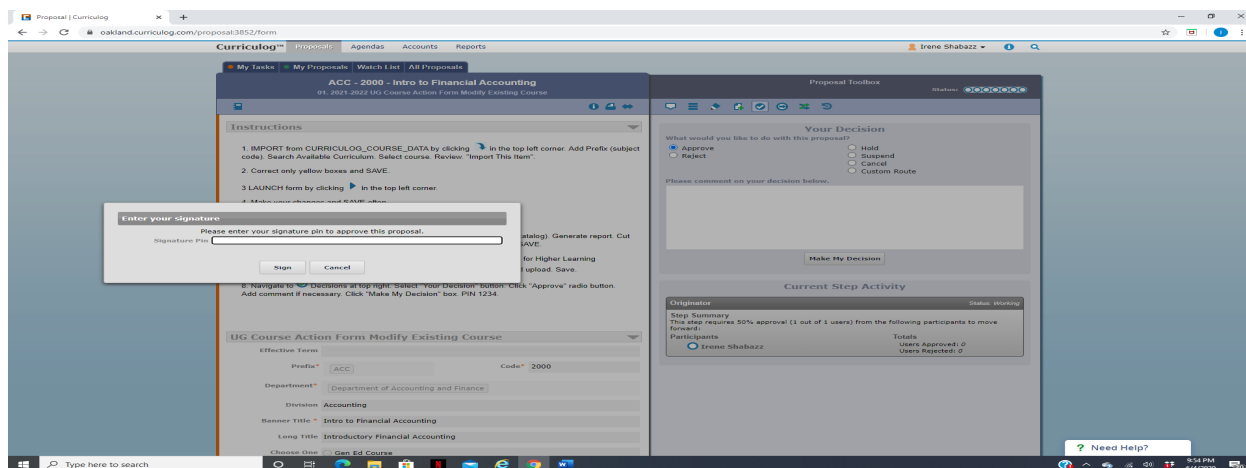
Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the **“Validate and Launch”** icon from the upper left corner. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click **“Show me,”** it will take you to the first of the required fields.



Once you have completed your work on the proposal, validated and launched, you are ready for it to move to the next step, you will need to enter a decision. To provide a **decision**, select the Decisions tab from the Proposal Toolbox (located on the far-right side of the proposal).



After making your decision to approve, type the pin **“1234”**. The proposal will move to the next person in line to approve.



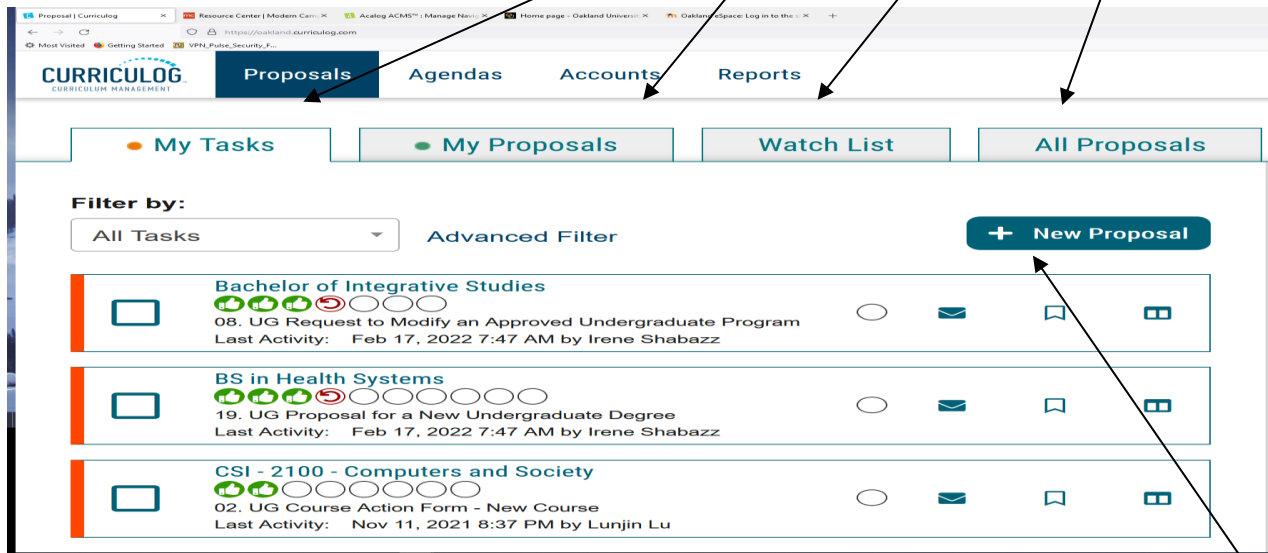
08c. UG Request to Create, Modify or Delete a Specialization Program

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

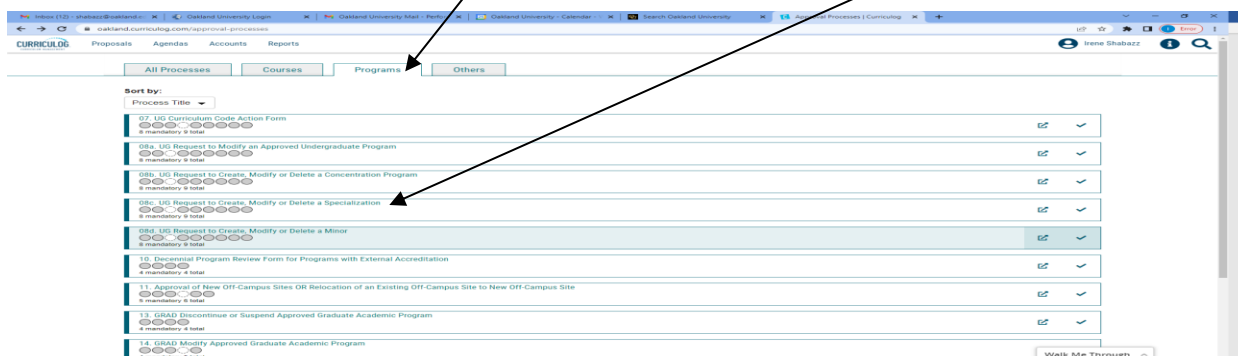
Once signed in, you will see the following “My Tasks” “My Proposals” “Watch List” “All Proposals”:



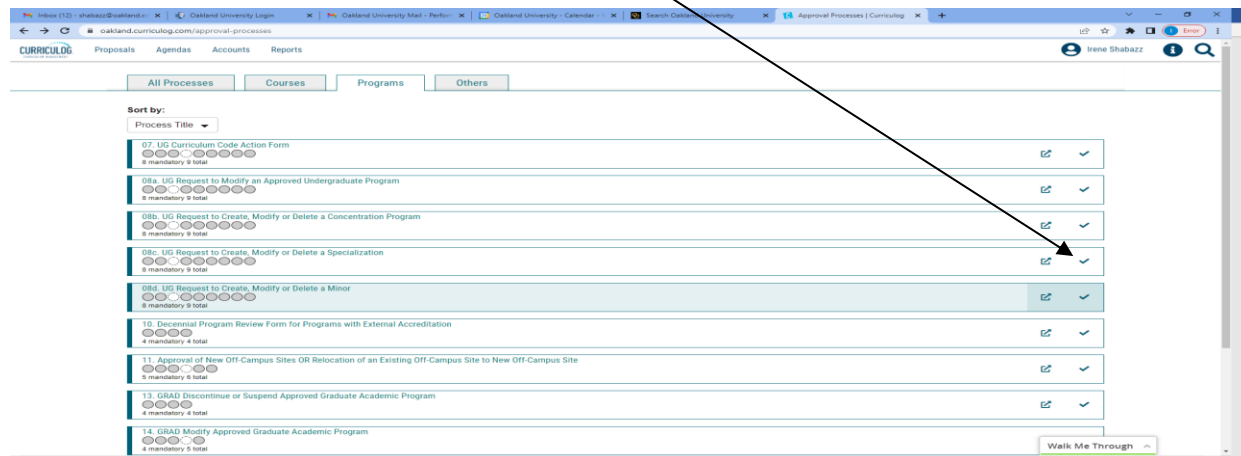
When you need to create a new proposal, from your Dashboard you will need to click on the link for “New Proposal.” Then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

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- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the ‘blank’ type. These processes will not allow you to import or export information.

In this case, you would choose the “Programs” Tab. Then choose “08c. UG Request to Create, Modify or Delete a Specialization Program”



To begin a new proposal, click the new proposal "icon."



When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. Required fields are noted with an asterisk. As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating "Save All Changes" at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

Active-Visible



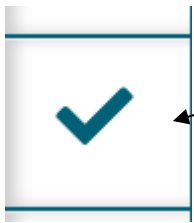
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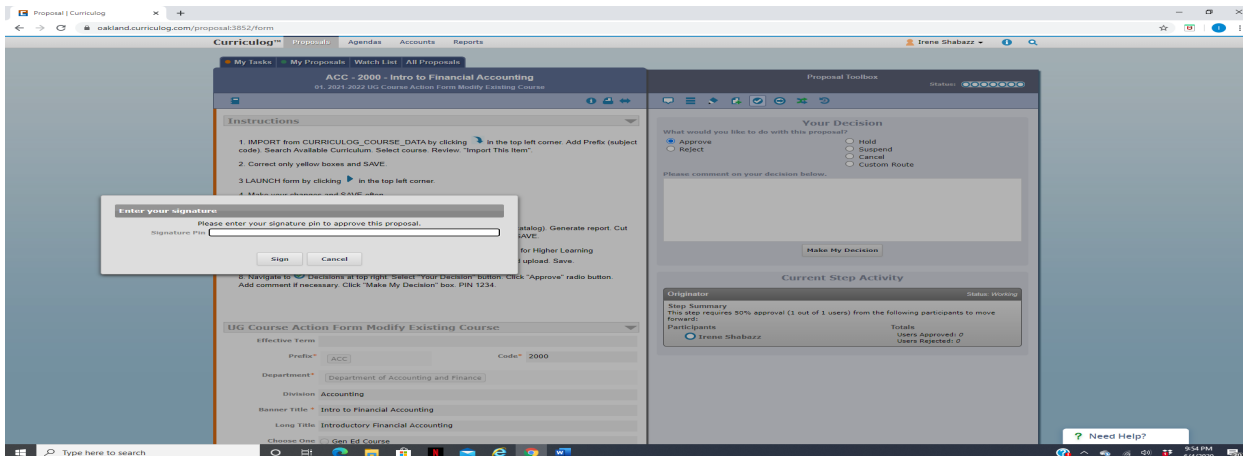
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After making your decision to approve, type the pin "1234". The proposal will move to the next person in line to approve.



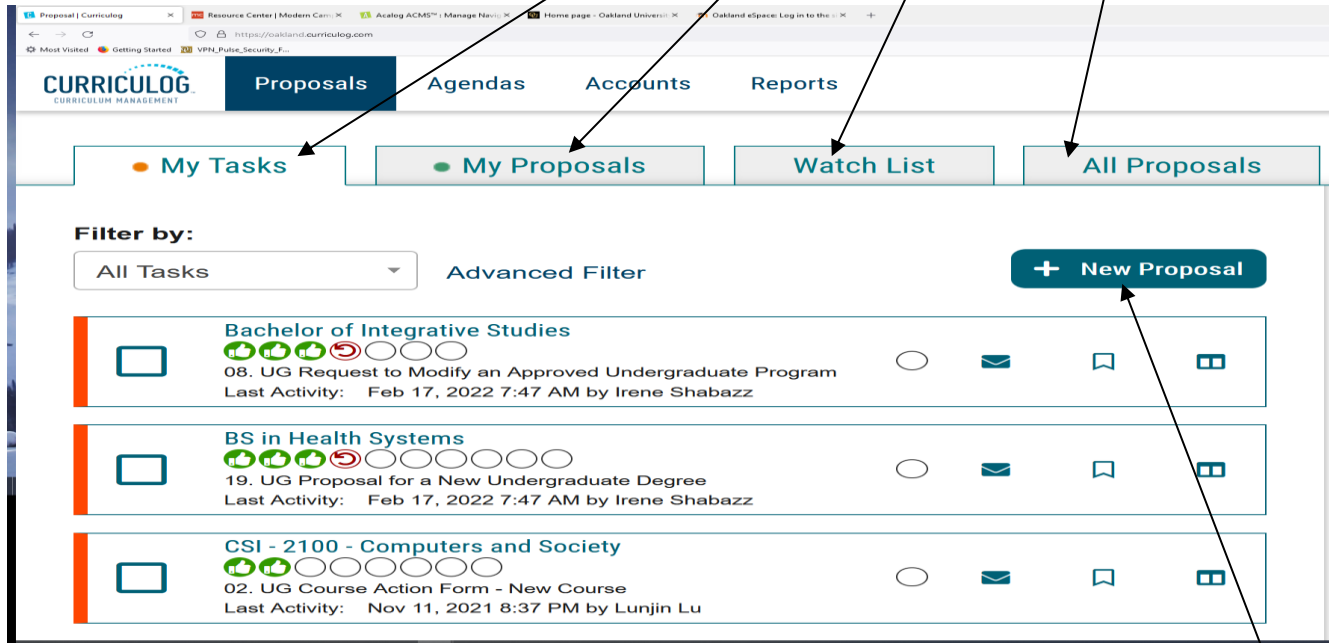
08d. UG Request to Create, Modify or Delete a Minor Program

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

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Login with your Admnet Username and Password

Once signed in, you will see the following **“My Tasks”** **“My Proposals”** **“Watch List”** **“All Proposals”**:

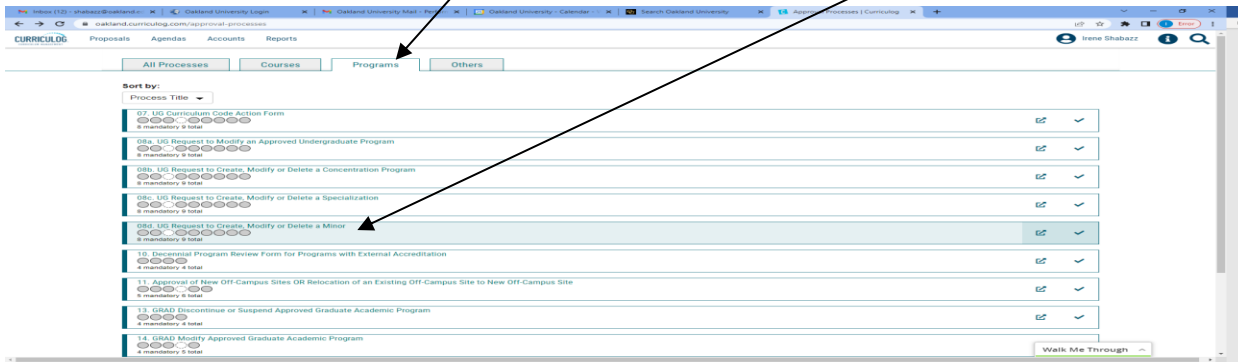


When you need to create a new proposal, from your Dashboard you will need to click on the link for **“New Proposal.”**

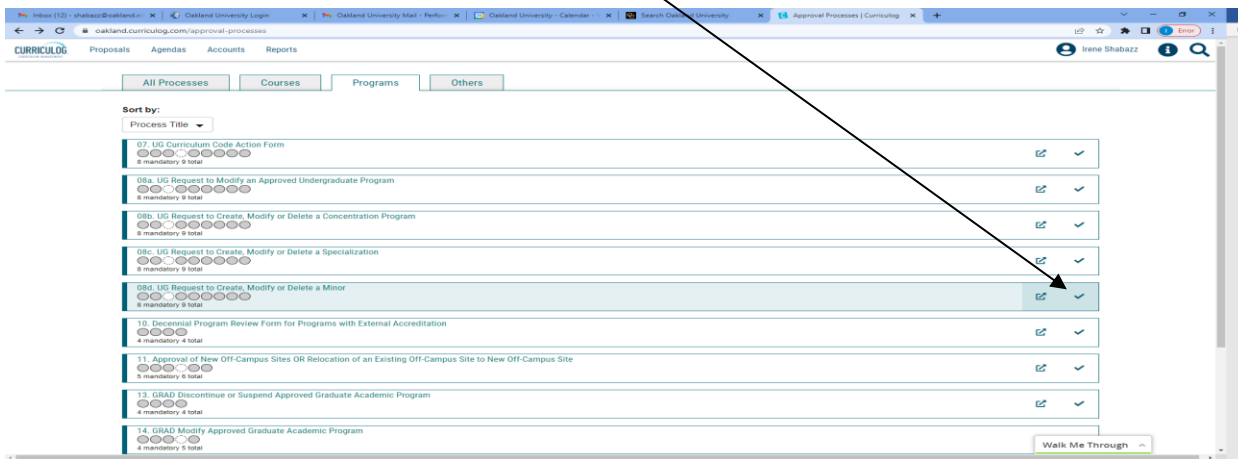
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In this case, you would choose the "Programs" Tab. Then choose "08d. UG Request to Create, Modify or Delete a Minor Program"



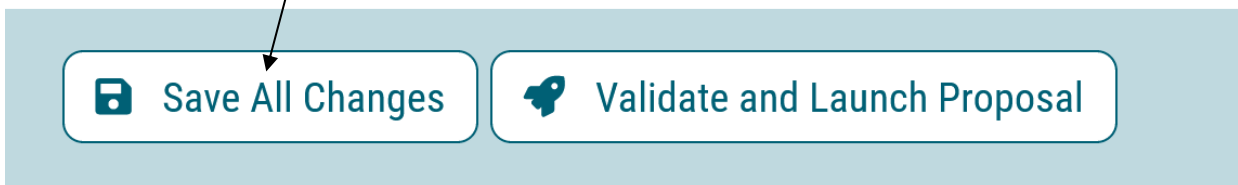
To begin a new proposal, click the new proposal "icon."



When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. Required fields are noted with an asterisk. As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating "Save All Changes" at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

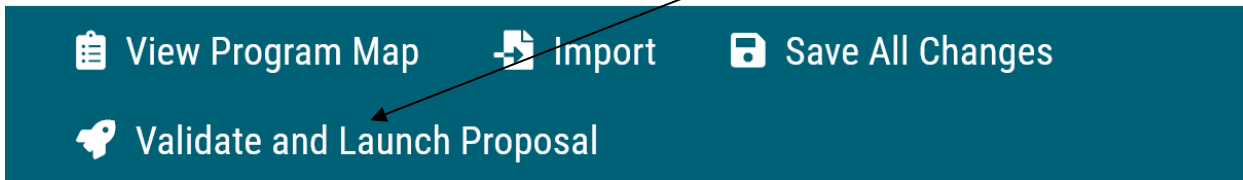
Active-Visible



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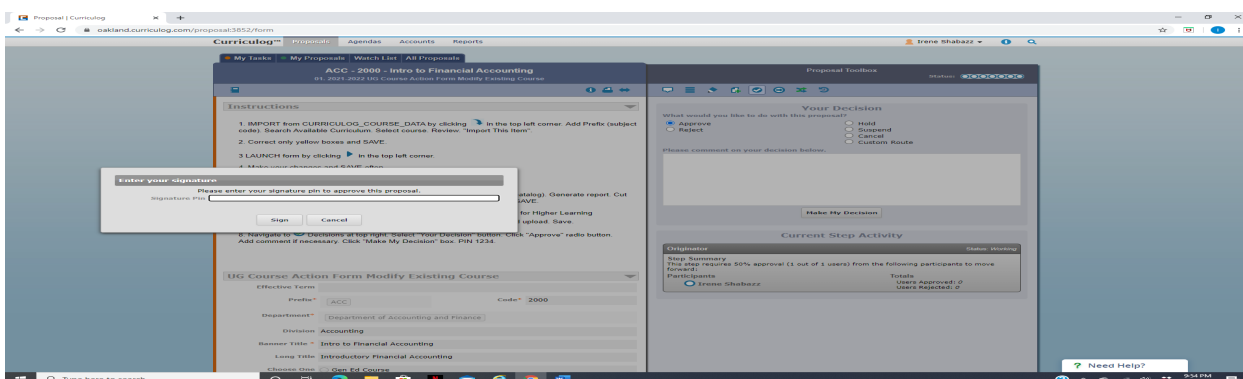
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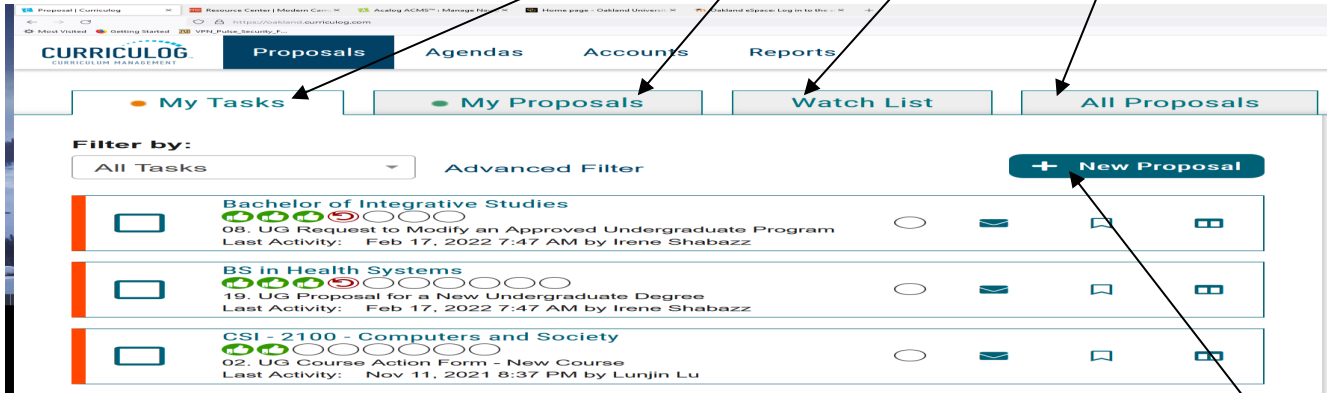
11. Approval of New Off-Campus Sites OR Relocation of an Existing Off-Campus Site to New Off-Campus Site

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

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Login with your Admnet Username and Password

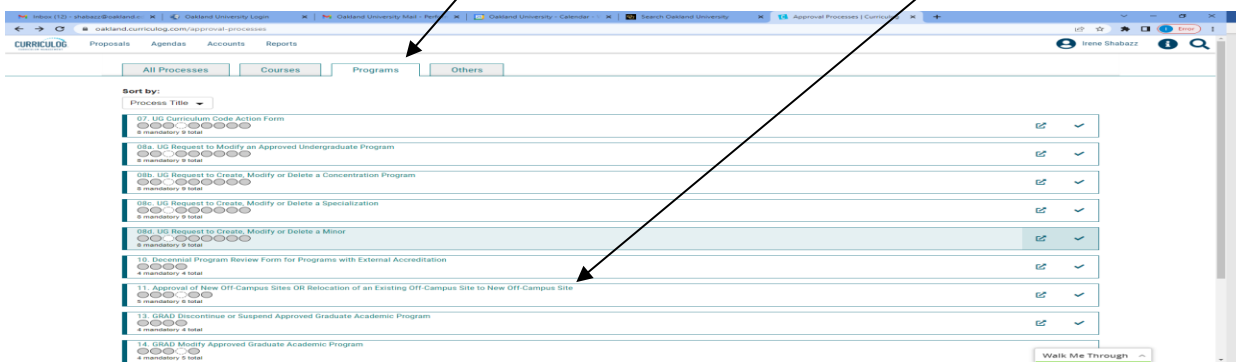
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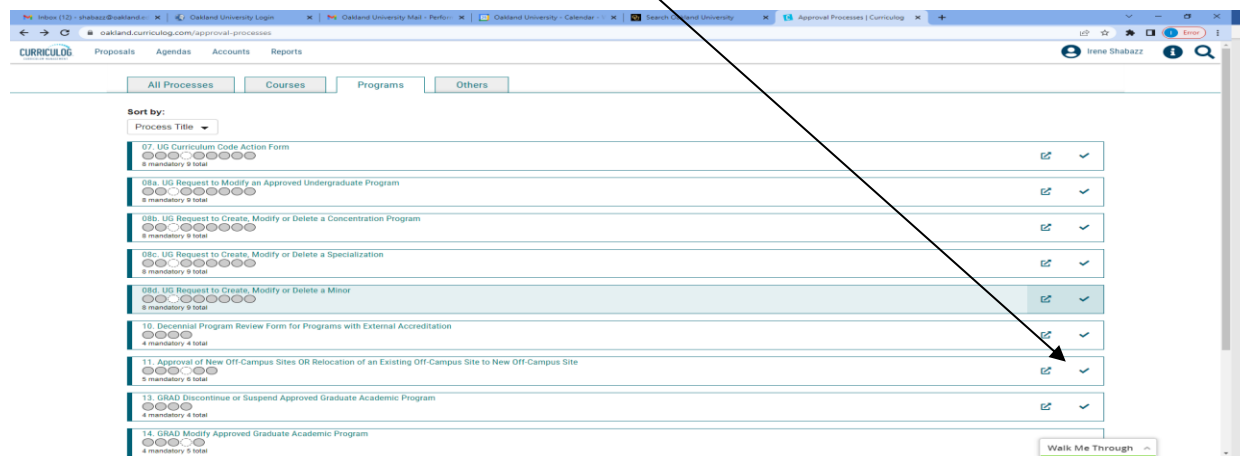
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- Others – Displays only those of the ‘blank’ type. These processes will not allow you to import or export information.

In this case, you would choose the “Programs” Tab. Then choose “11. Approval of New Off-Campus Sites OR Relocation of an Existing Off-Campus Site to New Off-Campus Site”



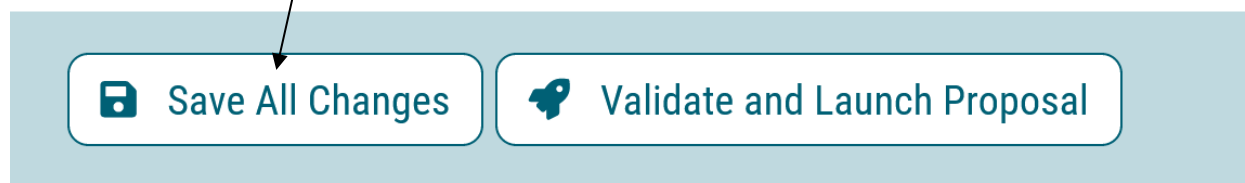
To begin a new proposal, click the new proposal "icon."



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Status

Active-Visible



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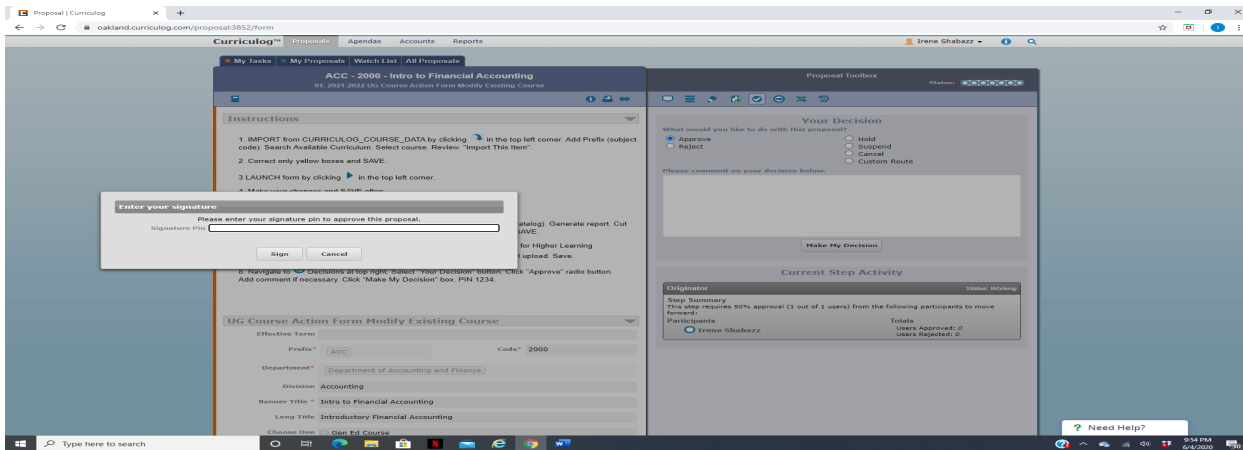
Once you have reached the end of the form, you will need to launch the proposal to send it into the workflow. To launch it, you will need to scroll back to the top of the page and click the "Validate and Launch" icon from the upper left corner. At this time, the system will verify if any required fields have been left empty. If they have, they will be highlighted in yellow, and the proposal will be unable to launch. A message will appear indicating that you have missing information – if you click "Show me," it will take you to the first of the required fields.



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After making your decision to approve, type the pin "1234". The proposal will move to the next person in line to approve.



18b. UG Discontinue or Suspend Approved Undergraduate Academic Program

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

Once signed in, you will see the following “My Tasks” “My Proposals” “Watch List” “All Proposals”:

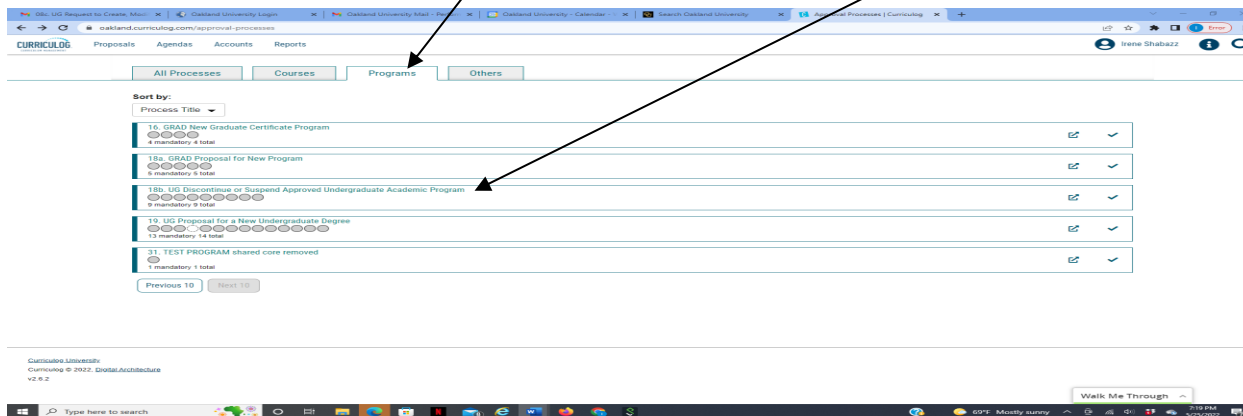


When you need to create a new proposal, from your Dashboard you will need to click on the link for “New Proposal.”

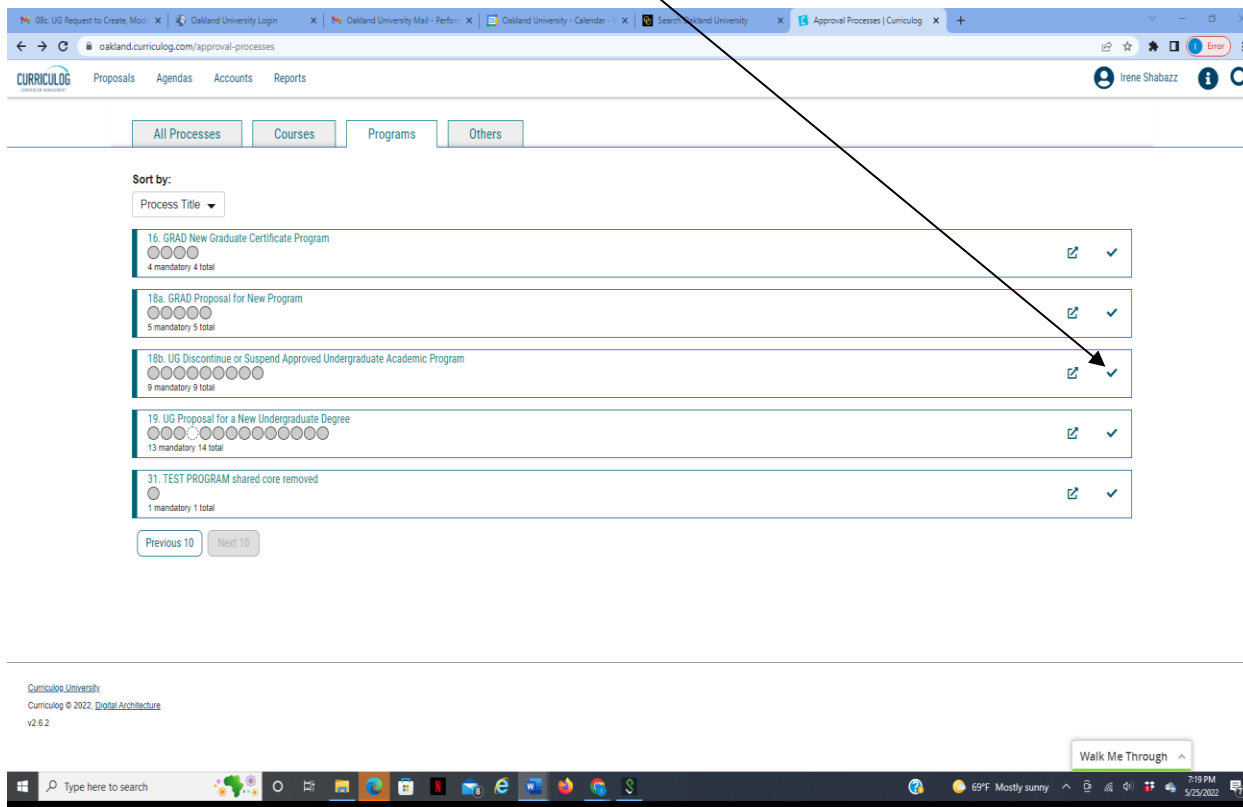
Then choose from the list of available approval processes that your administrator has made available to you. There are four tabs across the top that can be used to help narrow your selection – All Processes, Courses, Programs, and Others.

- All Processes – Displays all Approval Processes within the System
- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the ‘blank’ type. These processes will not allow you to import or export information.

In this case, you would choose the “Programs” Tab. Then choose “18b. UG Discontinue or Suspend Approved Undergraduate Academic Program”



To begin a new proposal, click the new proposal "icon."



When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. Required fields are noted with an asterisk. As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating "Save All Changes" at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

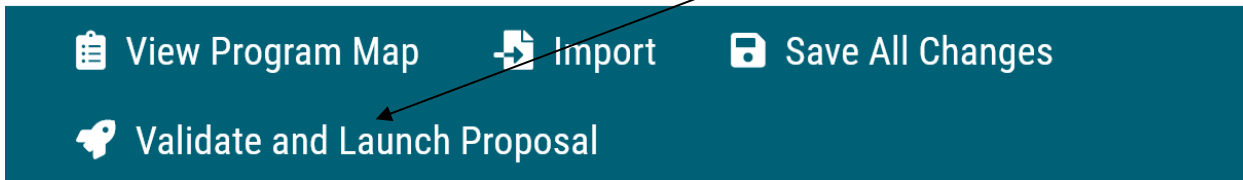
Active-Visible



In addition, you will be required to add the relevant documentation to your proposal. This is acquired by with the use of the Files tab. The **Files** tab will allow you to attach documentation relevant to your proposals. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



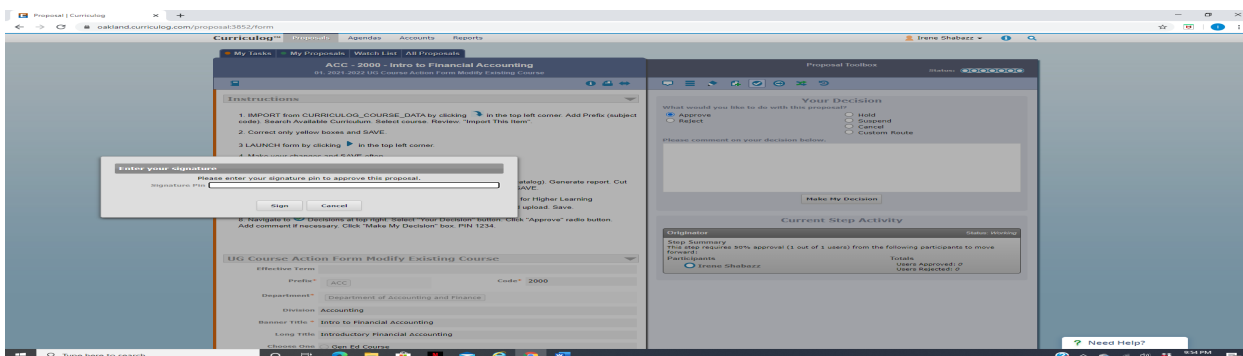
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After making your decision to approve, type the pin **“1234”**. The proposal will move to the next person in line to approve.



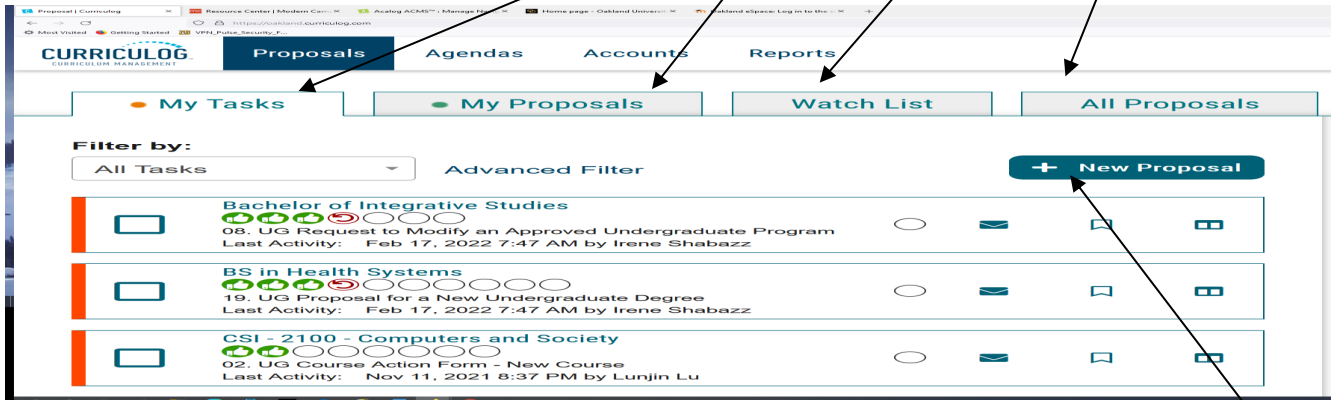
19. UG Proposal for a New Undergraduate Degree

If you are new to or rarely use the Curriculog system, please schedule a training session. Contact Earnestine Perry (earnestineperry@oakland.edu) to arrange a session.

To begin, sign in to Curriculog: <https://oakland.curriculog.com>

Login with your Admnet Username and Password

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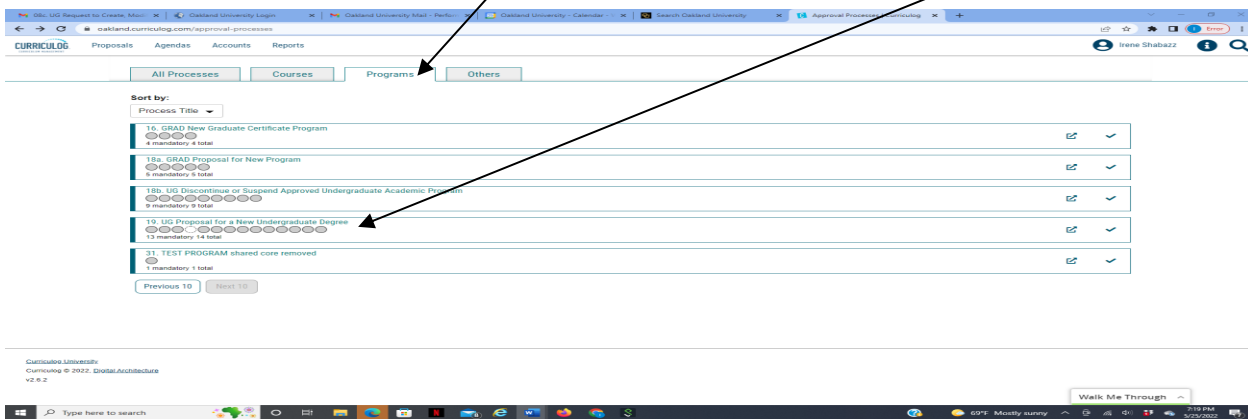


When you need to create a new proposal, from your Dashboard you will need to click on the link for **“New Proposal.”**

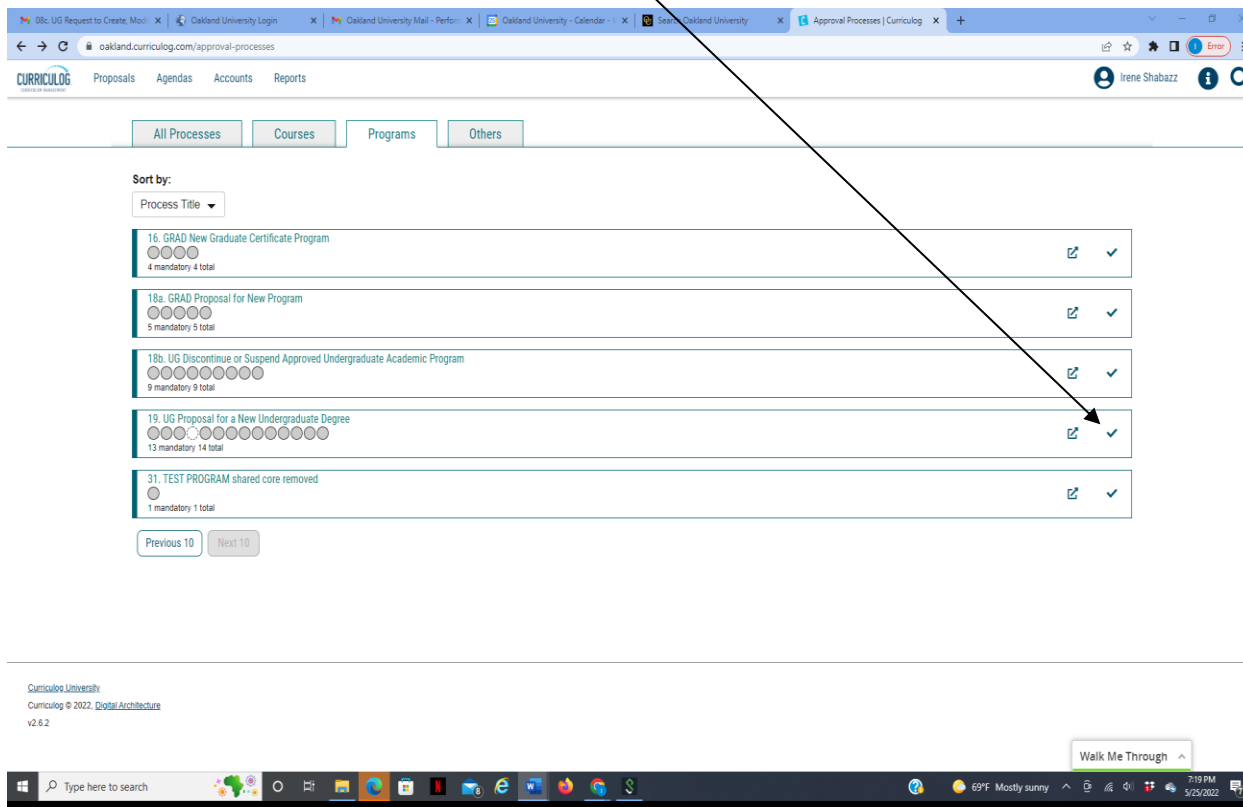
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- Courses – Displays only those of the Course type
- Programs – Displays only those of the Program type
- Others – Displays only those of the ‘blank’ type. These processes will not allow you to import or export information.

In this case, you would choose the **“Programs”** Tab. Then choose **“19. UG Proposal for a New Undergraduate Degree”**



To begin a new proposal, click the new proposal "icon."



When you are filling in a proposal to create a new item, you will need to fill in all required fields within the form. Required fields are noted with an asterisk. As you work in the form, be sure to save your work often by using the save at either the top of the page, or the floating "Save All Changes" at the bottom. If you try to navigate away from the page without saving your changes, the browser will prompt you to save before allowing you to leave.

Status

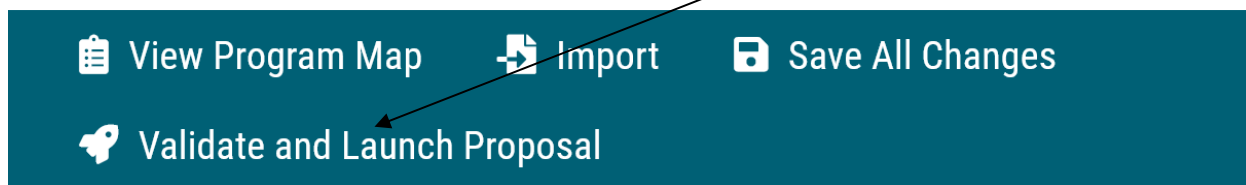
Active-Visible



In addition, you will be required to add the relevant documentation to your proposal. This is acquired by with the use of the Files tab. The **Files** tab will allow you to attach documentation relevant to your proposals. Use this [“general template”](#) as a resource for proposing a new undergraduate degree program. Any user who is an active participant on a step may upload files to a proposal, and although the maximum file size limit is 20 MB for each file – there is no limit to the number of files that may be attached to the proposal. Once files have been attached, they will be visible to all users. The file markup will indicate who uploaded each file and when through an activity log. This link is located on the far right side of the proposal.



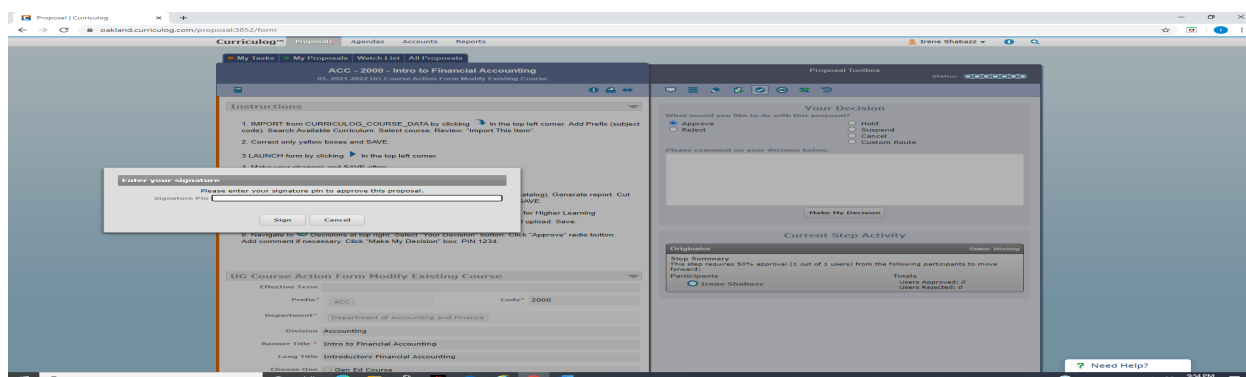
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After making your decision to approve, type the pin **“1234”**. The proposal will move to the next person in line to approve.



PROPOSING NEW UNDERGRADUATE PROGRAMS

GENERAL TEMPLATE

ABSTRACT

I. RATIONALE

1. Program Need
2. How Program Will Promote the Role and Mission of the University and College/School
3. Program Goals
4. Comparison to Similar Programs (State/National)

II. ACADEMIC UNIT

1. How Program Supports Goals of the Unit
2. Staffing Needs
3. Faculty Qualifications
4. Impact on Current Programs

III. PROGRAM PLAN

1. Admissions Requirements
2. Degree Requirements
3. Overview of Curriculum
4. Support of Other Departments and Academic Units
5. Source of Students
6. Recruiting
7. Expected Enrollment
8. Academic Advising

IV. NEEDS AND COSTS OF THE PROGRAM

1. New Resources Needed for the Program
2. Source of New Resources
3. Budget and Revenue from Program
4. Library Holdings
5. Classroom, Laboratory, Space Needs
6. Equipment Needs

V. IMPLEMENTATION PLAN AND TIMELINE

VI. PROGRAM DELIVERY METHOD

If your proposed new program has a delivery method of either fully online (50% or more of the courses have content that is

75% or more online) or blended (50% or more of the courses have content that is 10%-74% online), please contact the e-LIS department before continuing through this process elis@oakland.edu.

I have met with e-LIS prior to completing this proposal:

_____ Yes

_____ Not applicable

VII. ASSESSMENT OF STUDENT LEARNING

Choose the appropriate approach below (For assistance, consult OIRA: 248.370.2387; oira@oakland.edu)

Type of assessment plan:

Programs with external accreditation: External Mapping; <https://oakland.edu/oira/assessment-of-student-learning/program-assessment/> click on Faculty Resources tab > UAC Forms & Report Schedule > External Mapping Form. Especially Step 2.

Programs without external accreditation: <https://oakland.edu/oira/assessment-of-student-learning/programassessment/> click on Faculty Resources tab > UAC Forms & Report Schedule > Plan Form. Especially Steps 3 & 4.

If links are broken, search OU website for OIRA and click on “Assessment of Student Learning”

VIII. EXPECTED CAREER OPTIONS FOR GRADUATES

VIII. APPENDICES

1. Letters of Support
2. Course Descriptions
3. Faculty

RUBRIC REQUEST MEMO - SAMPLE

MLS to CDS memo [Compatibility Mode] - Word

File Home Insert Design Layout References Mailings Review View Help Acrobat Tell me what you want to do

Irene Shabazz

Share

**OAKLAND
UNIVERSITY.**

School of Health Sciences

November 9, 2017

Dr. Anne Hitt
Interim Associate Provost
Oakland University

Re: MLS to CDS rubric change


Dear Dr. Hitt:

The School of Health Sciences and its Department of Clinical and Diagnostic Sciences are pleased to know that their request to replace the existing "MLS" rubric with "CDS" effective Fall 2018 was approved by UCUI.

To facilitate this change, attached is the list of MLS courses to be end-dated and the list of CDS course to be created in lieu.

The School of Health Sciences will inform other units who will find this information useful.

Sincerely,



Kristin Landis-Piwowar
Interim Associate Dean
School of Health Sciences

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