ADMINISTRATIVE: COMMON FINAL EXAM TIME

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PROCESS

This proposal is used by the colleges in conjunction with the Center for Instructional Innovation in the event a department would like to request a common exam meeting time. Once the proposal is complete, it is routed to the AVP for Curriculum and Instructional Innovation for review and approval.
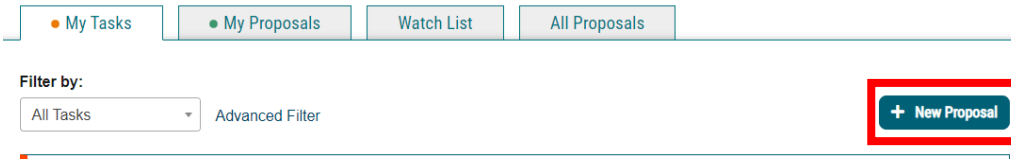
ORDER OF APPROVERS

Approval Process Key:

Approval Stages	Implementation Stage
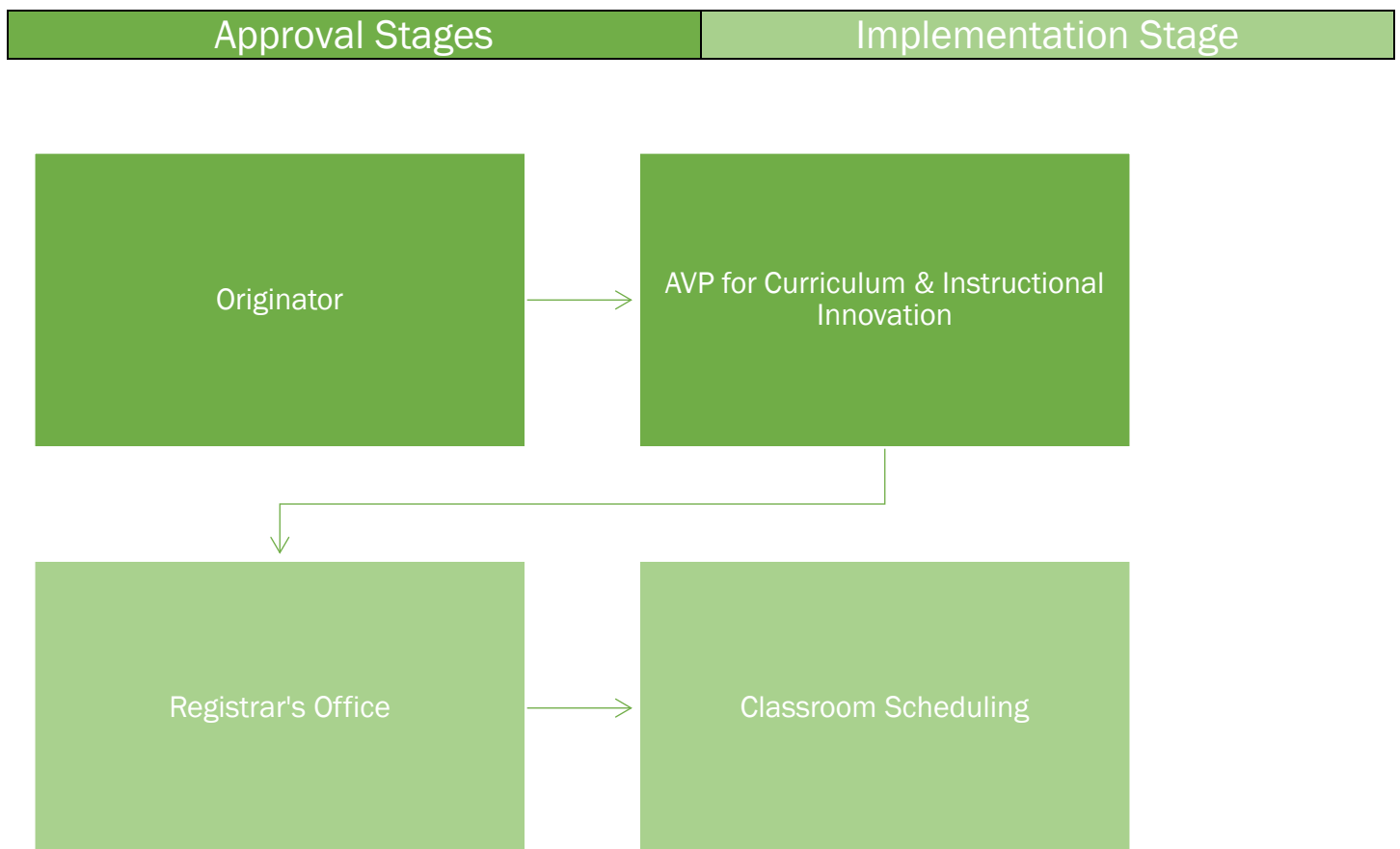
INSTRUCTIONS
COMPLETING THE PROPOSAL
1. Login to Curriculog using your net ID and password.
   https://augusta.curriculog.com

2. Select "New Proposal" from the task menu.

3. Hover over the proposal titled "Administrative: Common Final Exam Time" and click the blue check mark in order to begin.
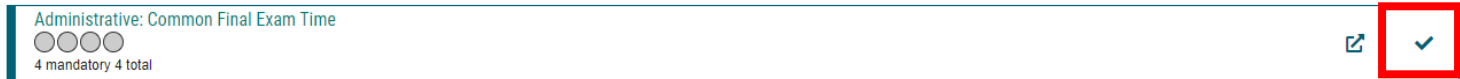
4. Navigate to the Common Final Exam Time Information section of the proposal.

5. Choose the Academic College AND Department by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

6. Navigate to the Rationale field and enter the reason for the common exam time.

7. Navigate to the Course Prefix and Course Number and enter the values.

8. Navigate to the Course Title, Requested Exam Date and Requested Exam Time section and enter the requested exam information.

Course Title*

Requested Exam Date:
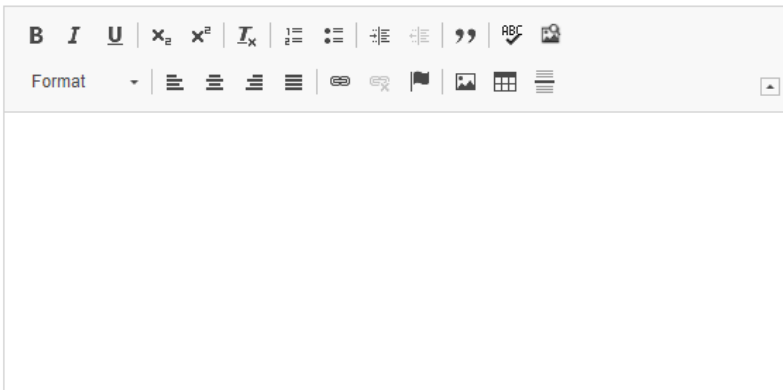
Requested Exam Time:

9. Select the appropriate option regarding the approval obtained from your college to have a common final exam time.

Please confirm:*

○ Yes, I have received approval from my college to have a common final exam time.

○ No, I have not received approval from my college to have a common final exam time.

10. Should any additional comments be necessary, enter those in the Additional Comments field.

Additional Comments:*

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Format ▾ | ≣ ≣ ≣ ≣ | ⧉ ⧉ | ⚑ | ⧉ ⧉ ≣

LAUNCHING THE PROPOSAL

11. Scroll back to the top of the proposal pane and click the rocket ship icon labeled "validate and launch proposal". Proposal will be validated and launched.

12. The proposal is now in your "My Tasks" tab.

13. In order for the proposal to move forward to the next approver step, you must approve it.
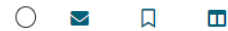

14. To approve the proposal, click on the proposal on your task list.

15. Once the proposal opens, navigate to the right hand menu bar and select the blue check mark.

16. This will open a discussion box, fill in the radial button beside "Approve" and click "Make My Decision".

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

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.