ADMINISTRATIVE: POLICY REVIEW

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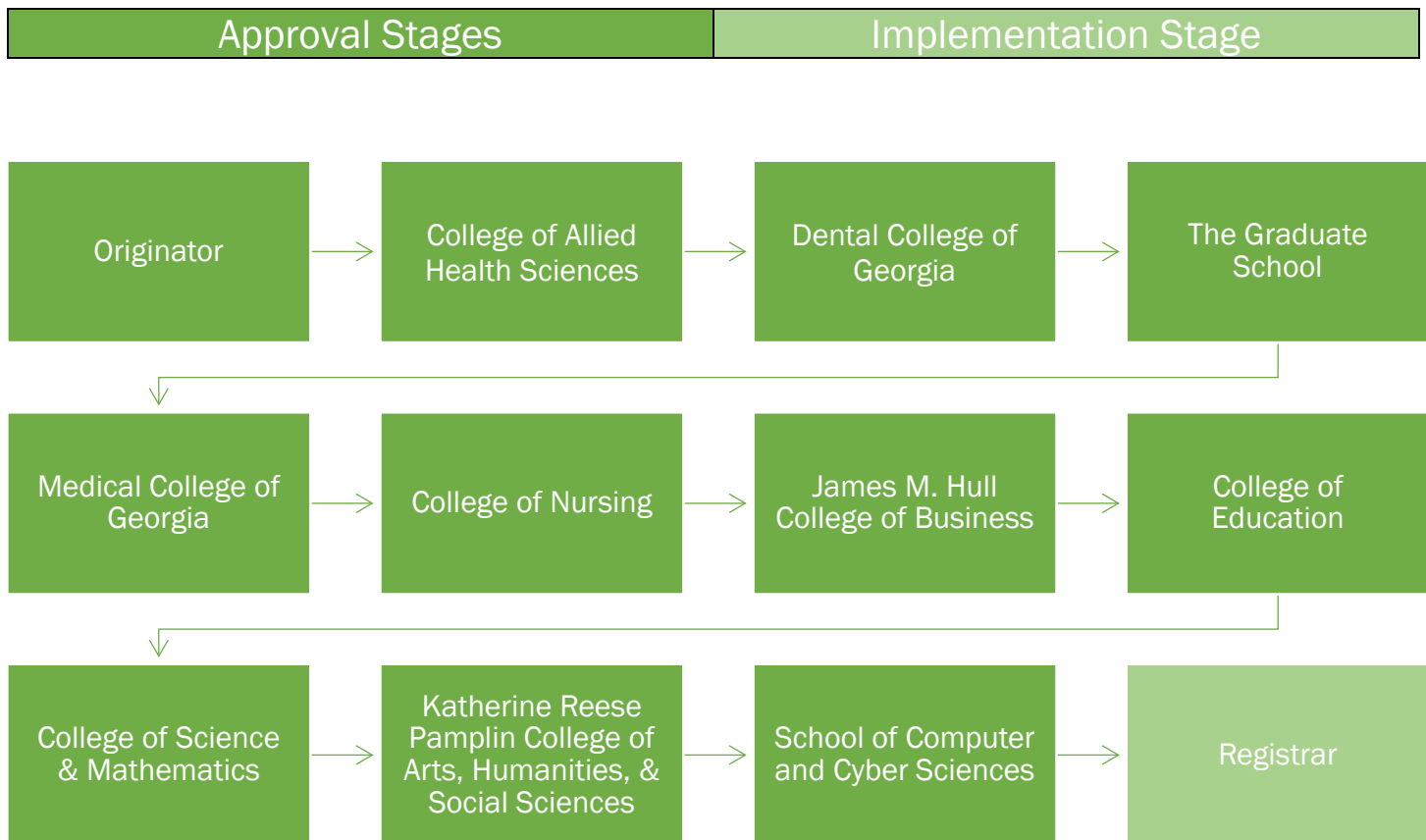
PROCESS

This form is used to initiate feedback for a Registrar's Office policy that is currently under review.

ORDER OF APPROVERS

Approval Process Key:

Approval Stages	Implementation Stage

Originator	→	College of Allied Health Sciences	→	Dental College of Georgia	→	The Graduate School

Medical College of Georgia	→	College of Nursing	→	James M. Hull College of Business	→	College of Education

College of Science & Mathematics	→	Katherine Reese Pamplin College of Arts, Humanities, & Social Sciences	→	School of Computer and Cyber Sciences	→	Registrar

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: Policy Review" and click the blue check mark in order to begin.

4. Navigate to the Routing 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.

Choose your Academic College and Department:*

> Select an option

6. Select the colleges that should review this policy.

Choose the colleges that should review this policy:*
- ☐ College of Allied Health Sciences
- ☐ Dental College of Georgia
- ☐ The Graduate School
- ☐ Medical College of Georgia
- ☐ College of Nursing
- ☐ Hull College of Business
- ☐ College of Education
- ☐ College of Science and Mathematics
- ☐ Pamplin College
- ☐ School of Computer and Cyber Sciences
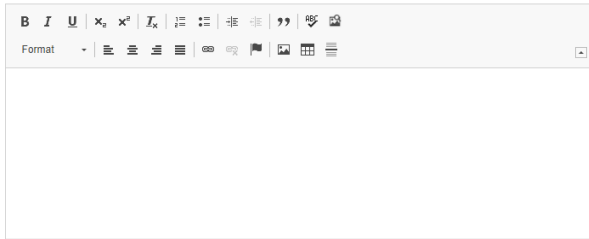
7. Navigate to the Requested edits section.

8. Enter the name of the policy that needs to be reviewed.

Policy for Review*

9. Include the webpage link to the current policy in the field below.

Link to Current Policy

10. Review the attached policy in the attachment section of the proposal. The attachment can be found by clicking the paper clip icon to the right of the proposal.

11. Once you have reviewed the attachment, please navigate to your colleges section of the proposal, and complete the "Please confirm" section indicating whether or not policy suggestions or edits are recommended. If edits are recommended, please attach a markup of the policy including those edits. Should any additional comments need to be included, please include those comments in the field below.
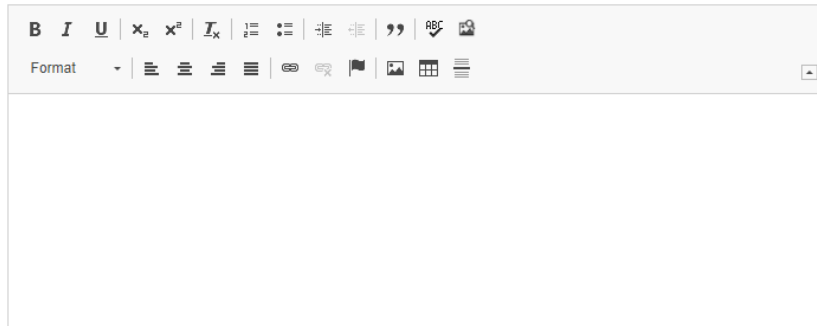
College of Allied Health Sciences

Please confirm:

☐ I have attached a markup of this policy to include suggested edits.
☐ No edits to this policy are suggested.

Additional Comments

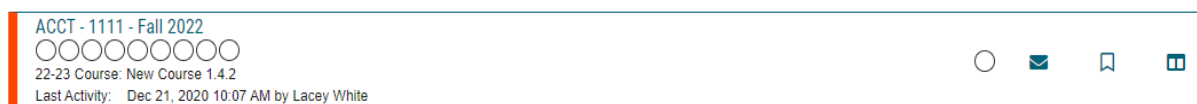| B *I* <u>U</u> | x₂ x² | I_x | ≔ ≔ | ≡ ≡ | " | ABC 🖼 |
| Format ▾ | ≡ ≡ ≡ ≡ | 🔗 🔗 | ▌ | 🖼 ⊞ ≡ | | ▲ |

LAUNCHING THE PROPOSAL

12. 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.

→ Import   💾 Save All Changes   📢 **Validate and Launch Proposal**

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

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

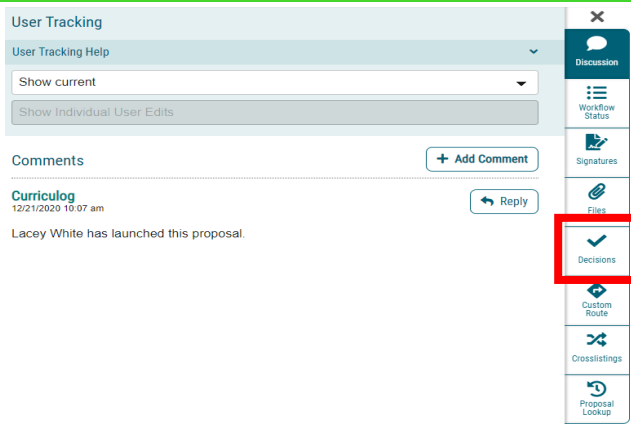● My Tasks   ● My Proposals   Watch List   All Proposals

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

ACCT - 1111 - Fall 2022
○○○○○○○○○
22-23 Course: New Course 1.4.2
Last Activity: Dec 21, 2020 10:07 AM by Lacey White
○   ✉   🔖   ▥

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

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

CONTACT

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