CURRICULOG: NEW ACADEMIC PROGRAM INTERNAL APPROVAL ONLY INSTRUCTIONS

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PROCESS

The New Academic Program is used to request approval for a program that is not currently listed in the Augusta University catalog. New academic programs must first be approved via the Academic Forecast before they can be added to Curriculog. New academic programs must be approved by the Board of Regents to be included in the Degrees and Majors Authorized at Augusta University. Upon Board of Regents approval, the program will be added to the Augusta University catalog.

ORDER OF APPROVERS

Approval Stage	Implementation Stage	Review

Originator	AU Online-Initial Review	Curriculog Implementation Review Committee
Program Director (if applicable)	Department Chair (if applicable)	Academic College Curriculum Committee (if applicable)
Academic Dean or Designee	Graduate Council Chair (if applicable)	AU Online
AVP for Curriculum and Instructional Innovation	Registrar's Office	Approval for Publication

REQUIRED DOCUMENTS:

The list of the documents needed can be found at the link below:
https://www.augusta.edu/registrar/curriculog/proposal-types.php

Create a New Academic Program:

- **Undergraduate:** USG Program Proposal, GE Core Curriculum, Program of Study: Undergraduate, Schema (Term by Term): Undergraduate (lock step programs only), Letter of Support, Curriculum Impact Memo, Curriculum Map, and Dual Supplemental Form (if applicable)
- **Graduate:** USG Program Proposal, Graduate Tuition and Fee Model, Program of Study (Graduate), Schema (Term by Term): Graduate, Letter of Support, Curriculum Impact Memo, and Curriculum Map

Create a New Concentration:

- **Undergraduate:** Program of Study: Undergraduate, Schema (Term by Term): Undergraduate (lock step programs only), Letter of Support, Curriculum Impact Memo, and Curriculum Map
- **Graduate:** Program of Study (Graduate), Schema (Term by Term): Graduate, Letter of Support, Curriculum Impact Memo, and Curriculum Map

Create a New Dual Program (Internal Approval Only)

- **Undergraduate:** GE Core Curriculum, Program of Study: Undergraduate, Letter of Support, Curriculum Impact Memo, Curriculum Map, and Schema (Term by Term): Undergraduate (lock step programs only)
- **Graduate:** Program of Study (Graduate), Schema (Term by Term): Graduate, Letter of Support, Curriculum Impact Memo, Curriculum Map, Graduate Tuition and Fee Model

Create a Minor:

- **Program of Study:** Undergraduate, Letter of Support, Curriculum Impact Memo, and Curriculum Map

NEW ACADEMIC PROGRAM INSTRUCTIONS

CREATING THE PROPOSAL
1. Login to Curriculog using your AU Net ID and password.
   https://augusta.curriculog.com

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

● My Tasks	● My Proposals	Watch List	All Proposals

Filter by:

All Tasks ▾   Advanced Filter   **+ New Proposal**

3. Hover over the proposal titled **New Academic Program Internal Approval Only** and click the blue check mark in order to begin.

24-25 Program: New Academic Program Internal Approval Only 2.5.1
○○○○○○○○○●●●●○
6 mandatory 12 total   ☒   ✓

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

Routing Information

What is the academic college and department for this course?*

_____

Please select the academic college and department where this program resides. This is the college and department where the course is assigned in Banner. Please note, this question also updates the routing for approval for this proposal.
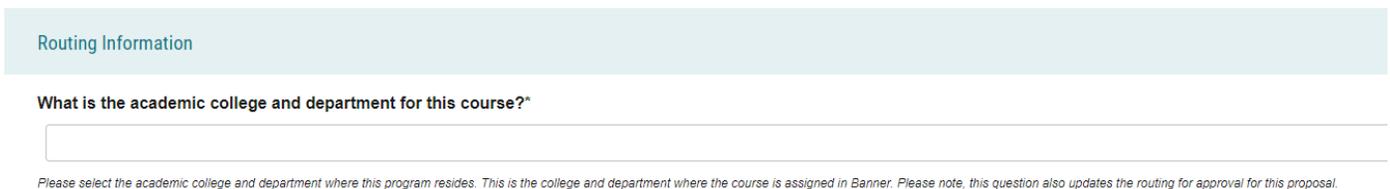
5. Select the appropriate option regarding the administrative college for the course.

What is the administrative college for this course?*

- College of Allied Health Sciences
- College of Education
- College of Nursing
- College of Science and Mathematics
- Dental College of Georgia
- Hull College of Business
- Medical College of Georgia
- Pamplin College of Arts, Humanities, and Social Sciences
- School of Computer and Cyber Sciences
- School of Public Health
- The Graduate School

Note: this would be TGS for most graduate programs with the exception of MAT, DPT, CLS, OTHP, and CNL. Also, this would be TGS for the following certificate programs: MPH, CTS, and Nursing. Other certificate programs are not part of TGS.

6. Select the appropriate option regarding **Program Director**.

Does this program have a Program Director separate from the Department Chair? *

- Yes
- No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

7. Select the appropriate option regarding a **Department Chairperson**.

Does your department have a chairperson?*

- Yes
- No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

8. Select the appropriate option regarding having a **College Curriculum Committee**.

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

- [ ] Yes
- [ ] No

If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

9. Choose the **Program Type** for the program that you are requesting to deactivate. If the program does not have an associated shared core, choose Program.

Program Type*

○ Program

○ Shared Core

If the program requires the completion of USG Undergraduate Core Curriculum, choose Shared Core.
If the program is not required to complete USG Undergraduate Core Curriculum, choose Program.

NEW ACADEMIC PROGRAM INFORMATION

REQUIRED NEW ACADEMIC PROGRAM INFORMATION

10. Select the appropriate option regarding the **USG Academic Program Proposal**.

USG Academic Program Proposal*

☐ This request is for a concentration and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

☐ This request is for a minor and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

☐ This request is for a track and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

☐ This request is for a new 4+1 option or dual option of two existing programs and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

☐ This request is for an Honors track and does not require a USG Academic Program Proposal and is not listed on the Academic Forecast.

11. If the new academic program is listed on the Academic Forecast, attached the USG Academic Proposal to the proposal using the paperclip icon from far left tool bar.

12. Enter the new academic program title as it should appear in the Augusta University catalog into the **Program Title** field.

    Program Title*

    [   ]

    Provide the program title just as it should be listed in the Augusta University catalog.

13. Choose the **Effective Term** for when the new academic program by clicking in the field. This will generate a drop-down list of all active effective terms. You may only select one option.

    Effective Term*

    [Select an option   ]

    The year and term code in which the program will be effective. Based on the approved deadlines, the options below are the only Effective Terms available for selection.

14. Choose the **CIP Code** of the new academic program by clicking in the field. This will generate a drop down list of all active programs. You may only select one option.

CIP Code*

Select an option

A code associating each program with an academic discipline using the U.S. Department of Education's National Center for Education Statistics (NCES) CIP coding system. Formula funding is based on accurate reporting of CIP codes.

PROGRAM PLANNING REQUIREMENTS

15. Complete a New Program Schema using the template.
https://www.augusta.edu/registrar/curriculog/resources.php#TopTemplates

16. Attach the **New Program Schema** to the proposal using the paperclip icon from the far left toolbar.

Program of Study*

☐ A Program of Study is required when submitting a New Academic Program. I confirm a Program of Study is attached to this proposal.

Attach the completed Program of Study template for the new academic program. The appropriate template can be found at https://www.augusta.edu/registrar/curriculog/resources

17. Enter the **Curriculum** for the new academic program.

Curriculum *
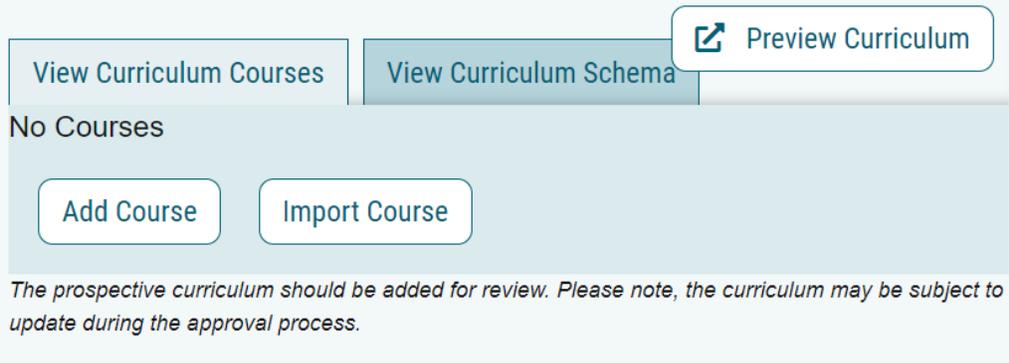
| View Curriculum Courses | View Curriculum Schema | ⬈ Preview Curriculum |

No Courses

[Add Course] [Import Course]

The prospective curriculum should be added for review. Please note, the curriculum may be subject to update during the approval process.

18. Provide the **Delivery Mode** for the new academic program.

Is the Delivery Mode for the New Academic Program online?*

☐ No, this program is on campus (less than 50% of the program is delivered online) and will be assigned a Main campus code.

☐ No, this program uses a mixture of face-to-face and online delivery modalities with online instruction accounting for more than or equal to 50% of content delivery but is not 100% online and will be assigned a Main campus code.

☐ Yes, this program is 100% online part of AU Online, is 100% Asynchronous, and will be assigned AUO campus code.

☐ Yes, this program is delivered 100% distance education but is not part of AUO and will be assigned an Online Campus OLC campus code.

19. Select the appropriate option regarding the program's **Dual Degree** status. If the answer is yes, provide the name of the **Dual Degree** program that this program will be a part of.

Is this new program part of a Dual Degree program?*

☐ Yes, please list the additional degree program below.
☐ No

If you answered yes to the question above, please list the additional program that is part of this Dual Degree program.

[   ]

REQUIRED CATALOG INFORMATION

20. Enter the **Program Overview**.

Program Overview*
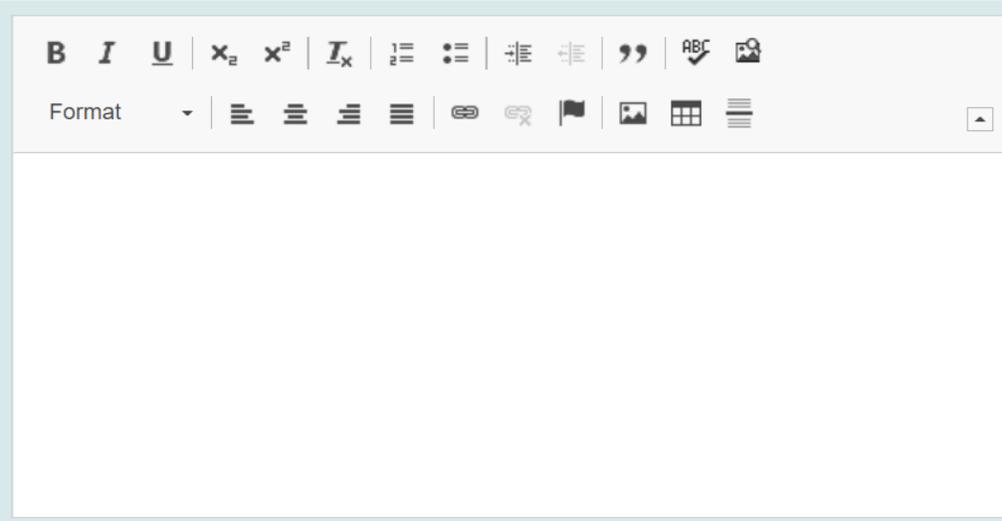
> B *I* U | x₂ x² | Tₓ | ≡ ≔ | ⇥ ⇤ | ,, | ABC | 🖼

> Format ▾ | ≣ ≣ ≣ ≡ | 🔗 🔗 | ⚑ | 🖼 ⊞ ≣   ▲

The Program Overview should include statement of mission, purpose, and/or scope of programming and/or organizational structure, and 1-2 unique discriminators.

21. Enter the **Program Contact**.

Program Contact*

Enter the name of the Program Contact for the program.

22. Enter the **Program Contact Title**.

Program Contact Title

Enter the title of the Program Contact for the new program.

23. Enter the **Departmental Phone Number.** Please note this should be the phone number for the department, not a personal phone line.

Departmental Phone Number*

Enter the phone number for department that will own the new program. It cannot be a personal phone number. It must be a departmental phone number.

24. Enter the **Departmental Email Address**. Please note this should be a resource email account for the department, not a personal email.

Departmental Email Address*

Enter the email address for department that will own the new program. It cannot be a personal email. It must be a resource email account.

25. Enter **Admission Requirements.**

Admissions Requirements*
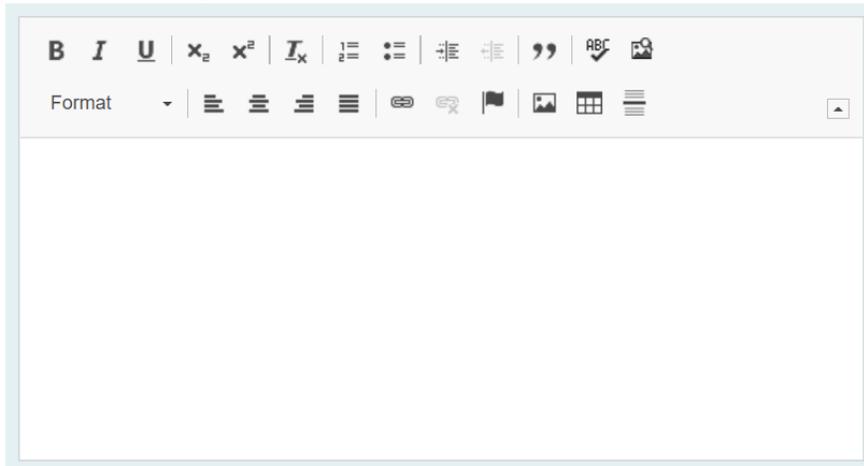
These updates will not be listed in the Augusta University catalog, as the it links to the Admissions website, but Curriculog will serve as the repository for initial requirements and revisions.

26. Enter **Program Accreditation Information.**

Program Accreditation Information
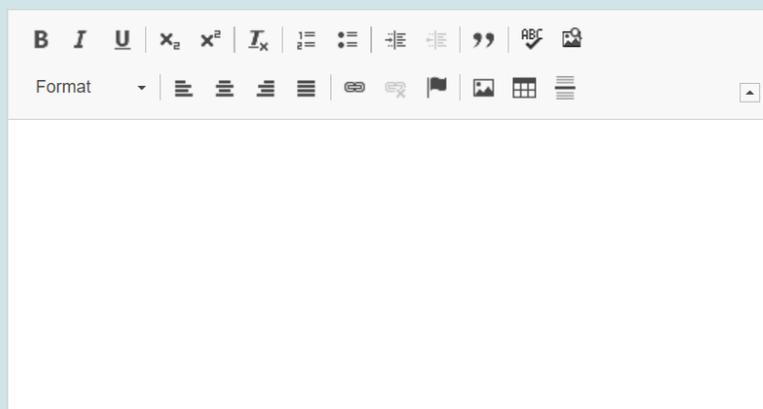
If this program has accreditation information that is required to be featured in the university catalog, please include that information here.

27. Enter the **Progression & Graduation Requirements**.

Progression & Graduation Requirements*
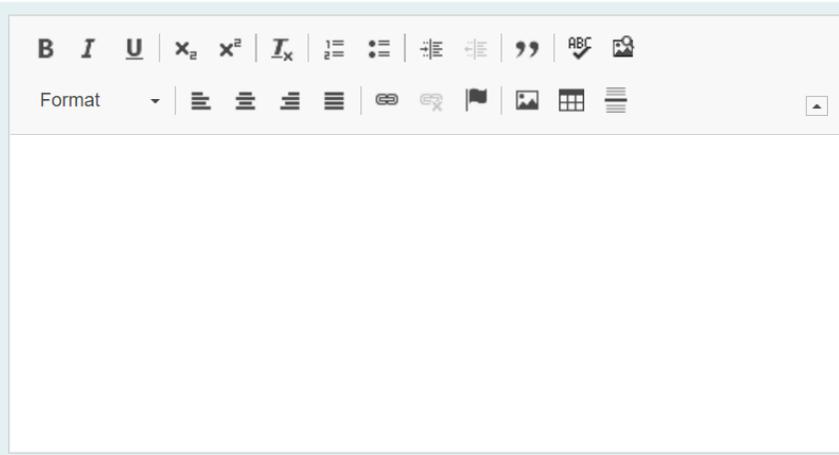
Any non course requirements that students must fulfill for this degree program which includes but is not limited to prerequisites, minimum grade/GPA requirements, non-credit graduation requirements.

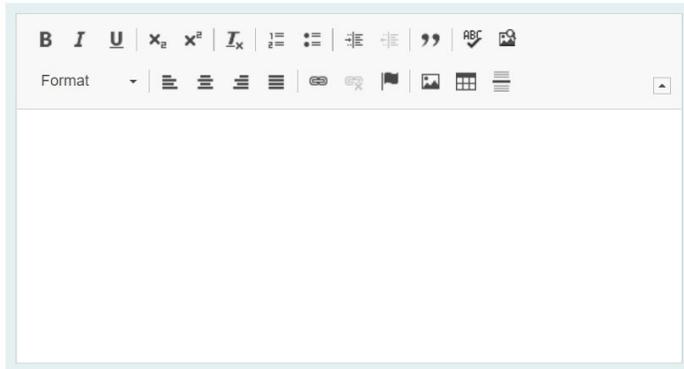28. Enter the length of the program in years.

Program Length in Years:*

Include the length of the program in years.

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

Additional Comments

LAUNCHING THE PROPOSAL

30. Scroll back to the top of the proposal pane and click the rocket ship icon to launch your proposal.

Import   **Save All Changes**   **Validate and Launch Proposal**

31. The proposal is now in your "**My Tasks**" tab.

My Tasks   **My Proposals**   **Watch List**   **All Proposals**

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

33. To approve the proposal, click on the proposal under your "**My Task**" tab.

34. Once the proposal opens, navigate to the far left toolbar, and select the blue check mark.

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

36. The proposal has now moved on to the next individual in the approval steps.

CONTACT

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