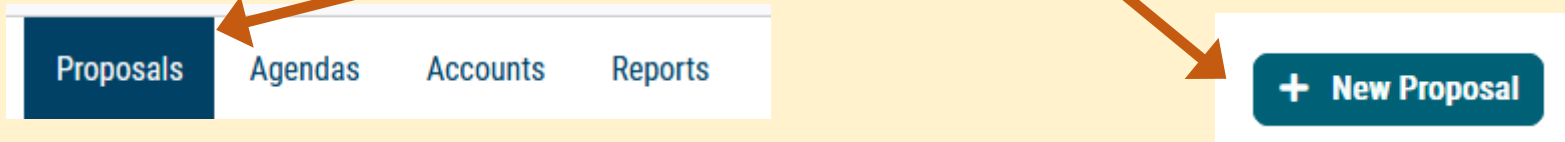
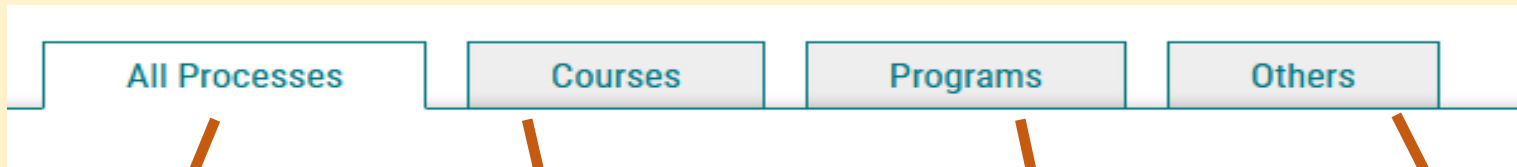


Creating a Proposal

In the **Proposals** section, click on the **New Proposal** Button



Choose a Tab



Access **all** active proposal forms

Access the 10 active **course proposal forms**, including 6 Non-WES and 4 WES

Access the 9 active **program proposal forms**

Access the **WES Cyclic Course Review Proposal**

Course Proposal Forms

Choose Proposal Type

Undergraduate Courses

New (non-WES)	WES Level 1 New/Change
Change (non-WES)	WES Level 2 New/Change
Delete (non-WES)	WES Level 3 New/Change
	WES Delete

Graduate Courses

New
Change
Delete

**Start
Proposal**

Preview
Form



2023-2024 Graduate Course Delete



7 mandatory 9 total

2023-2024 Undergraduate Course Change (Non-WES)



6 mandatory 9 total



2023-2024 WES Level 1 :: Course New/Change



8 mandatory 10 total



Previous 10

Next 10

Use buttons at the bottom of the list to see additional proposal forms



Program Proposal Forms

Choose Proposal Type

Level

- Undergraduate
- Graduate

Type

- New
- Change (not Name Change)
- Delete
- Name Change
- Conversion of Concentration to Major

**Start
Proposal**

The screenshot shows a list of three proposal types, each with a progress bar and a 'Start Proposal' button. The progress bars consist of 12 circles, with the first circle highlighted in blue. The text '10 mandatory 12 total' is displayed below the progress bar for the first two entries, and '11 mandatory 13 total' for the third.

Proposal Type	Progress	Mandatory	Total	Action
2023-2024 Undergraduate Program New	10/12	10 mandatory	12 total	Start Proposal
2023-2024 Graduate Program New	11/13	11 mandatory	13 total	Start Proposal
2023-2024 Graduate Program Name Change	11/13	11 mandatory	13 total	Start Proposal

To modify or delete an existing course or program, you will be presented with a menu that allows you to search the catalog for the course or program with which you wish to work.

2023-2024 Undergraduate **Course** Change (Non-WES) ×

Search Curriculum Inventory

Prefix 1 **Code** 1

ENGL 2100

Name

Source

2023-2024 Undergraduate Catalog

Exclude previously imported results ☐

Search 2


Show: 20 results 3

Preview and Build ENGL 2100 Film Interpretation

ENGL 2100 Film Interpretation (previously imported)

English, Department of

Studies in the motion picture as art form. This course satisfies WMU Essential Studies Level 2: Exploration and Discovery & Artistic Theory and Practice Category...



2023-2024 Graduate **Program** Change (not Name Change) ×

Search Curriculum Inventory

Program Type

☒ Program ☐ Shared Core

Name 1

special

Source

2023-2024 Graduate Catalog

Exclude previously imported results ☐

Search 2


Show: 20 results 3

Preview and Build Doctor of Education in Special Education (SPCD)

Doctor of Education in Special Education (SPCD)

Special Education and Literacy Studies, Department of

Advisors: Kristal Ehrhardt, Kate LaLonde, Sarah Summy Sangren HallThe Doctor of Education in Special Education prepares individuals to assume leadership roles in special education, serving as faculty in institutions of higher education, consultants to educational agencies, or te...



Graduate Certificate Program in Early Childhood Special Education (ECSC)

Teaching, Learning, and Educational Studies, Department of



1. Answer all questions on the left side of the screen

Print the proposal if needed

New Proposal 10/5/2022 7:54 pm
2023-2024 Graduate Course New
unlaunched

Import Run Impact Report Save All Changes

Validate and Launch Proposal

Proposal Help

General Catalog Information

Read before you begin

1. **FILL IN** all fields required marked with an *
2. **ATTACH** supporting documentation
3. **LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow

Proposed Effective Semester*

Select an option

Save Frequently

College*

Save All Changes

Validate and Launch Proposal



Upload File

File No file selected.

Upload

Attached Files

There are no attached files.

2. Attach any files

3. Validate and Launch when you're happy with the proposal. But, you're not finished yet!

Walk Me Through



Steps to Approval



Files



Crosslistings



Proposal Lookup

Once Launched, your proposal should be visible, but it has not yet been forwarded for review. You have **one more chance to edit** and refine your submission. When you're ready, click on the **✓ Decisions** tab at the far right.

The screenshot shows a web interface for proposal management. At the top, a dark notification banner reads: "This proposal has moved on in the workflow." Below this, the "User Tracking" section includes a "User Tracking Help" link and two buttons: "Show current" (active) and "Show Individual User Edits" (disabled). The "Comments" section features a "+ Add Comment" button and a comment from "Curriculog" dated "10/5/2022 8:23 pm" stating "Laura Ciccantell has launched this proposal." with a "Reply" button. On the right, a vertical sidebar contains tabs: "Discussion", "Workflow Status", "Signatures", "Files", "Decisions" (highlighted with a checkmark icon and an orange arrow), and a partially visible "Feedback" tab at the bottom.

1. Select
Approve

Your Decision

What would you like to do with this proposal?

☐ Approve

☐ Hold

☐ Reject

☐ Suspend

☐ Cancel

☐ Custom Route

Please comment on your decision below.

2. Select
Make My Decision

Make My Decision



Discussion



Workflow
Status



Signatures



Files



Decisions



Custom
Route