How to use the 2022-2023 Certificate New Approval Process

General Instructions and Information:

- Read each step carefully.
- Save often using the save icon at the top of the page or the "Save All Changes" button that hovers as you scroll through the page.
- All proposals, if approved, will be effective beginning Fall 2022.
- If any information is missing, incorrect, or steps are incomplete, the registrar will send the proposal back to the originator for correction.
- Red asterisks * indicate that the field is required.

Attachment Requirements:

- SACSCOC Substantive Change Prospectus (may be required)
- THECB New Certificate Certification Form
- Additional supporting documents
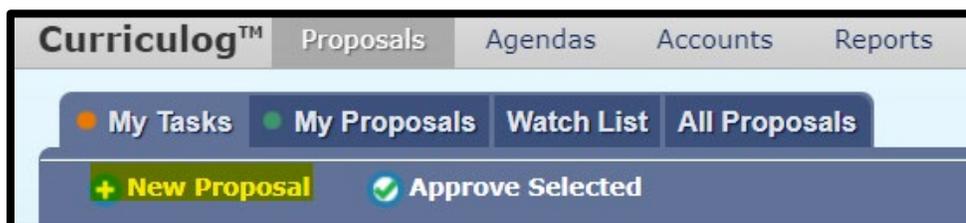
Proposal Instructions:

Step 1: Login to *Curriculog* using your SFA credentials.

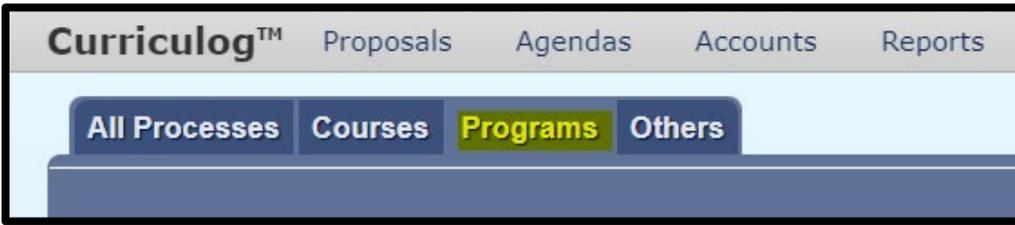- The link to Curriculog can be accessed from mySFA on the Faculty tab in the Faculty Tools box.
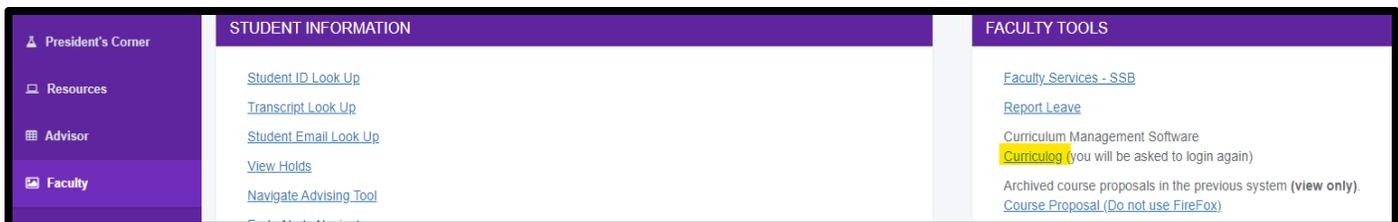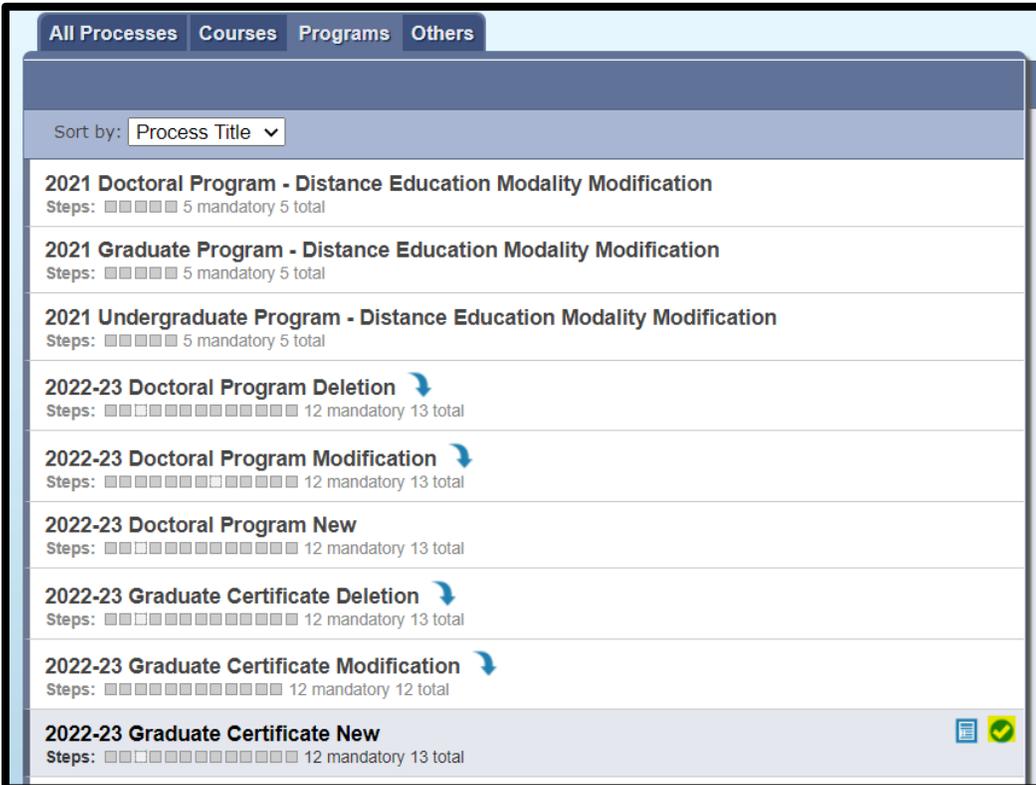

- The direct link is: sfasu.curriculog.com

Step 2: Select "New Proposal" from your dashboard. This will take you to a list of approval processes to being your proposal.

Step 3: Select "Programs" from the approval process tabs.

Step 4: Find the Certificate New Approval Process for your level and select "Start Proposal" icon.


Step 5: Provide required proposal information. This information is necessary for each proposal's review in the curriculum cycle. Steps refer to the steps in the proposal template.

- Step 1: Select "Program" for "Type of Program" field as "Shared Core" is not available.
- Step 2: Enter *General Program Information* for the proposed program.
  - Department Owner
  - Distance Education Questions
    - If you answer "yes" to the first distance education question, you will need to also answer the following questions for the Center for Teaching and Learning (CTL).
    - If you answer "no" to the first distance education question, please move on to the program title field.
  - Certificate Title- including the long and truncated titles and the program type.
  - Degree Type
  - Description in Bulletin

- o   Proposed CIP code
- Step 3: Proposed Curriculum- including the Curriculum Schema and Degree Maps
  - o   General steps and operational instructions are listed in the proposal template.
- Step 4: Proposal Information
  - o   Rationale: include any reasons for requesting the new program.
  - o   Other required fields will be indicated by red asterisks *.

Step 6: Attach required and optional supporting documents.

- THECB New Certificate Certification Form
- Other optional supporting documents
- Steps to attach documents:
  1. Scroll up to the top of the page, find the Proposal Toolbox in the top right corner, and select the Files icon .
  2. Select "Choose File" and use the file navigation to select your documentation.
  3. Select the Upload button to attach your documents.
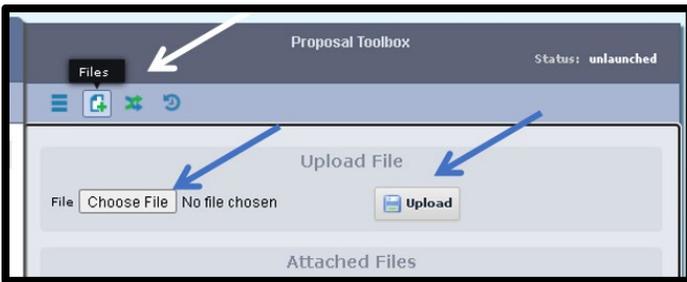
  4. Scroll back down and select the check box in the Attachments area.

Optional Attachments:
☐ I attached additional supporting documents.
☐ I attached a brief approval letter from the Dean of the college or school.
☐ I attached a cover letter explaining the certificate program proposal.

Attachment Requirement: THECB New Certification Certification Form

Important Information - Please read carefully!

The below form is required by the THECB for all new certificates. Download the below form from the link below and attach it to this proposal.

The link should automatically prompt you to save a Microsoft Word file. Please inform curriculumsupport@sfasu.edu if the link is not functional.

FORM: THECB New Certificate Certification Form

THECB New Certificate Certification Form*
☐ I attached the required THECB New Certification Certification Form

Step 7: Save your changes using the save icon at the top of the page or by clicking the "Save All Changes" button that hovers as you scroll through the page.

Step 8: Launch proposal.

- You can either scroll to the top of the page and click the ▶ icon or select the "Validate and Launch" button that hovers as you scroll through the page to launch your proposal.
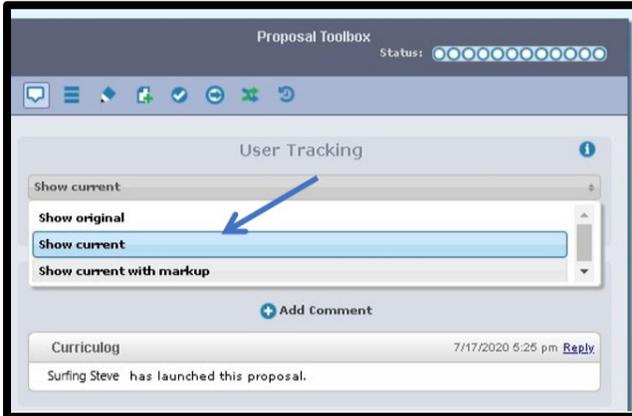
a.

b.
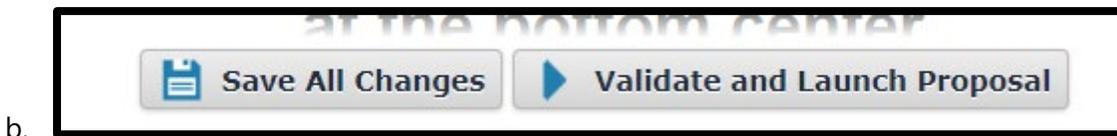
- Select "Launch Proposal" in the popup.
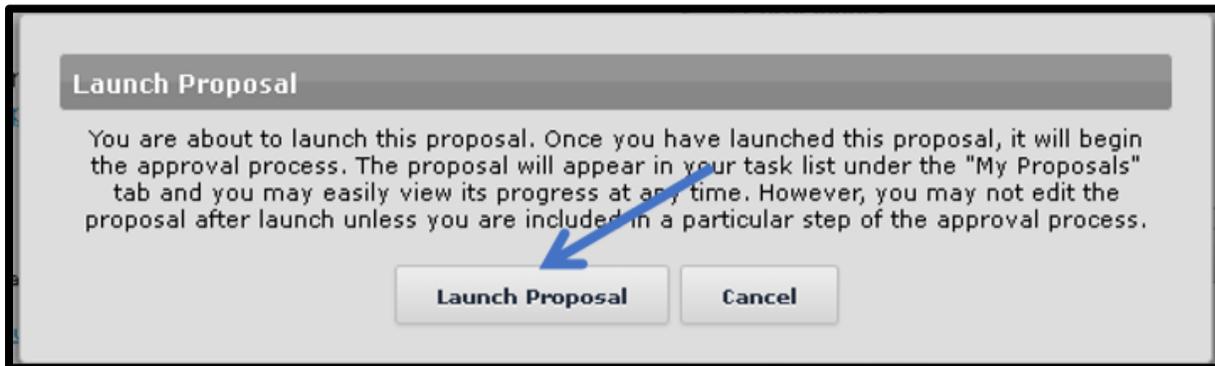
- You must launch your proposal and then make a decision before the proposal can move on in the approval hierarchy.
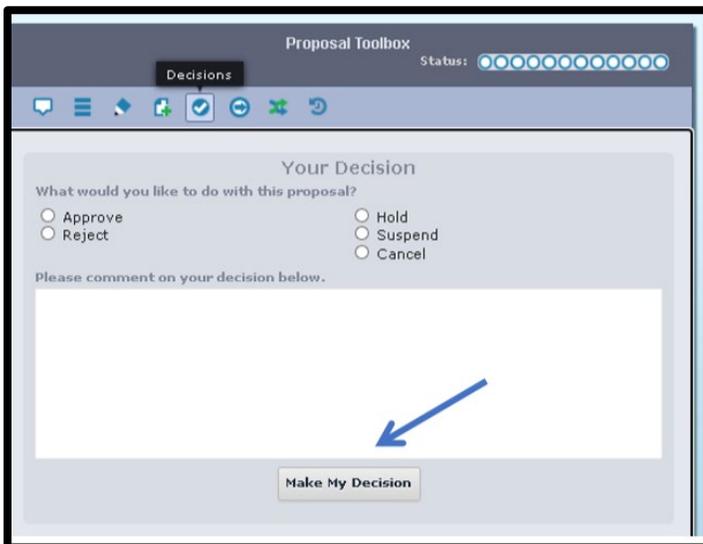
Step 9: Review your changes.

- You can use the User Tracking area on the right-hand side of the page. Change the dropdown menu from "Show current" to "Show current with markup" to see what changes have been made.

- All changes made since beginning the proposal will show in bold colored text.

Step 10: Make a decision by scrolling to the top of the page and selecting the ✓ icon at the top right-hand corner. If you are satisfied with your proposal, select "Approve" and then select "Make My Decision"

End of instructions