

How to use the 2022-2023 Program Deletion 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 Fall 2022.
- If any information is missing, steps are incomplete, or information is incorrect, the registrar will send the proposal back to the originator for correction.
- Red asterisks * indicate that the field is required.

Attachment Requirements:

- No attachments are required. You can still attach documents using the icon.

Proposal Instructions:

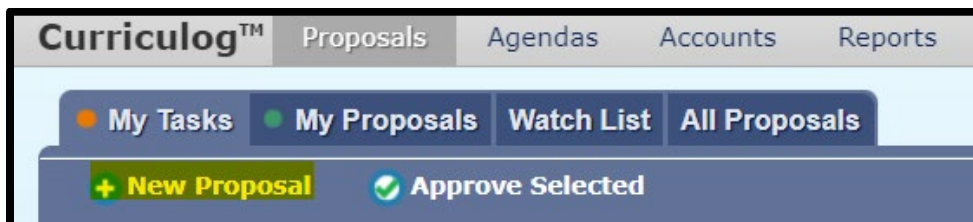
Step 1: Login to *Curriculog* using your SFA credentials.

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

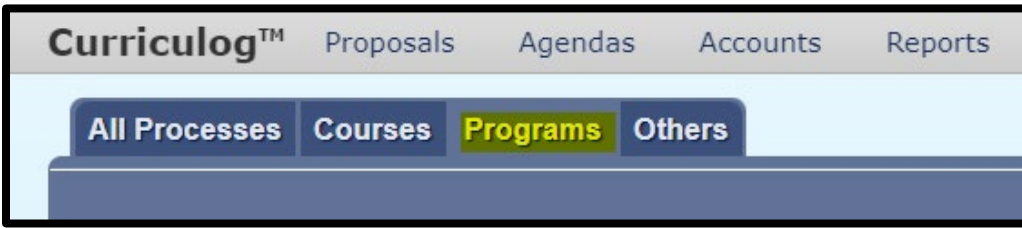


- The direct link is: sfasu.curriculog.com

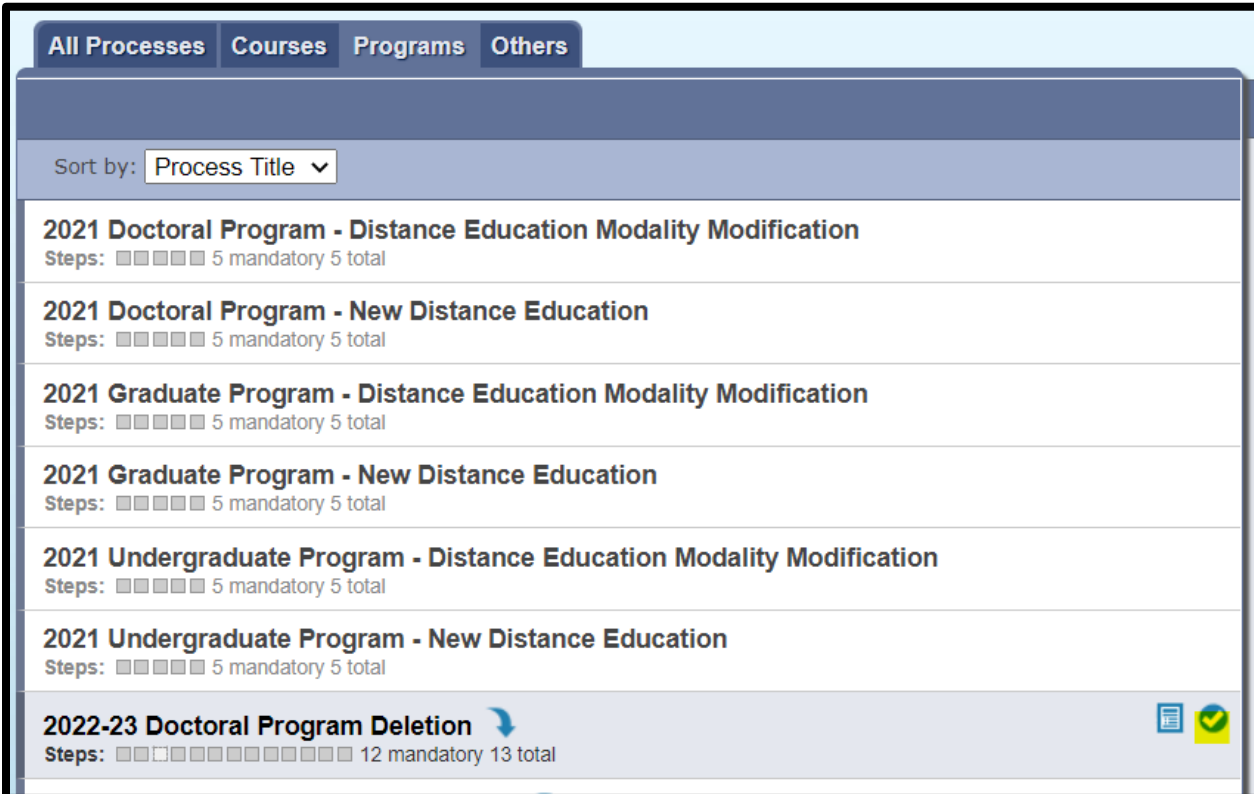
Step 2: Select "New Proposal" from your dashboard. This will take you to a list of approval processes to being your proposal.




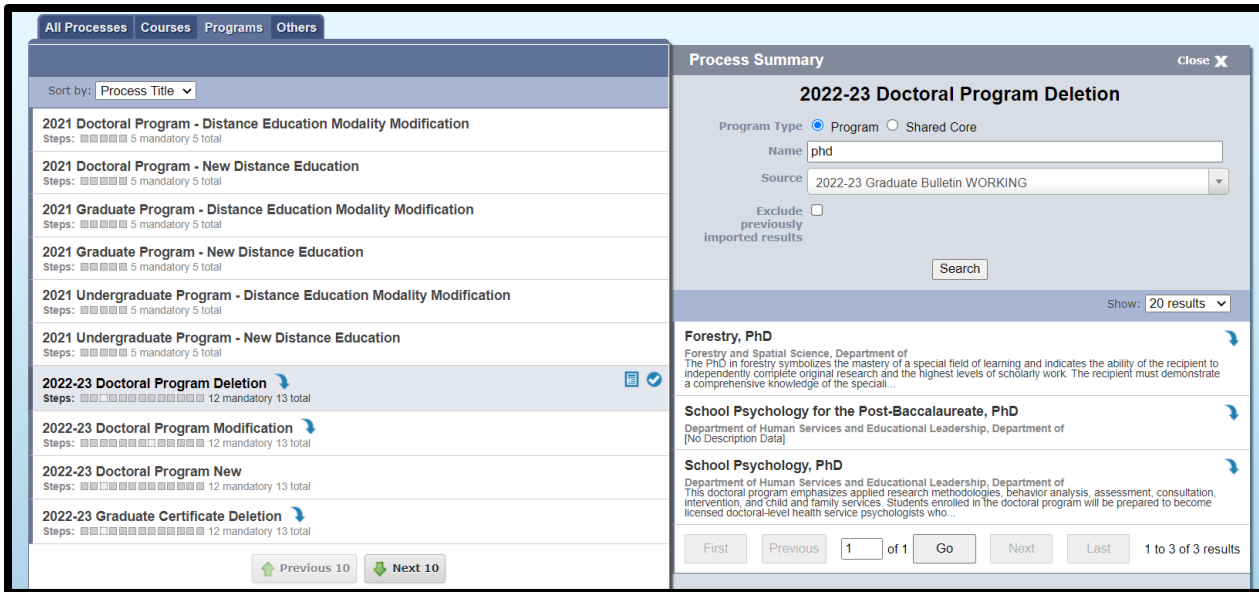
Step 3: Select "Programs" from the approval process tabs.



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







Step 5: To start the proposal, you will need to select the program to import by searching for a specific program. Click on the  icon beside the program information to select a program. This will pull up the program information on the side panel. Select "Build Proposal" to move forward.



The screenshot shows a web application interface with two main panels. The left panel is a list of programs, and the right panel is a detailed view of a selected program.

Left Panel (Program List):

- Sort by: Process Title
- 2021 Doctoral Program - Distance Education Modality Modification (Steps: 5 mandatory 5 total)
- 2021 Doctoral Program - New Distance Education (Steps: 5 mandatory 5 total)
- 2021 Graduate Program - Distance Education Modality Modification (Steps: 5 mandatory 5 total)
- 2021 Graduate Program - New Distance Education (Steps: 5 mandatory 5 total)
- 2021 Undergraduate Program - Distance Education Modality Modification (Steps: 5 mandatory 5 total)
- 2021 Undergraduate Program - New Distance Education (Steps: 5 mandatory 5 total)
- 2022-23 Doctoral Program Deletion** (Steps: 12 mandatory 13 total)  
- 2022-23 Doctoral Program Modification (Steps: 12 mandatory 13 total) 
- 2022-23 Doctoral Program New (Steps: 12 mandatory 13 total)
- 2022-23 Graduate Certificate Deletion (Steps: 12 mandatory 13 total) 

Right Panel (Process Summary):

2022-23 Doctoral Program Deletion Close X


Program Type: Program Shared Core


Name:


Source:

Exclude previously imported results:

Show:

Forestry, PhD 
 Forestry and Spatial Science, Department of
 The PhD in forestry symbolizes the mastery of a special field of learning and indicates the ability of the recipient to independently complete original research and the highest levels of scholarly work. The recipient must demonstrate a comprehensive knowledge of the speciali...

School Psychology for the Post-Baccalaureate, PhD 
 Department of Human Services and Educational Leadership, Department of
 [No Description Data]


School Psychology, PhD 
 Department of Human Services and Educational Leadership, Department of
 This doctoral program emphasizes applied research methodologies, behavior analysis, assessment, consultation, intervention, and child and family services. Students enrolled in the doctoral program will be prepared to become licensed doctoral-level health service psychologists who...

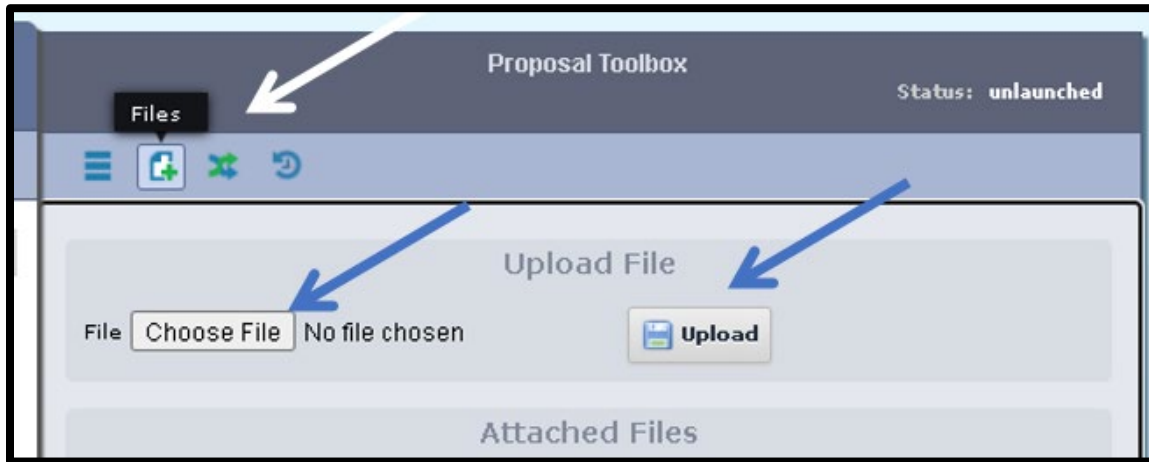
of 1 1 to 3 of 3 results

Step 6: Provide required proposal information. This information is necessary for each proposal's review in the curriculum cycle.

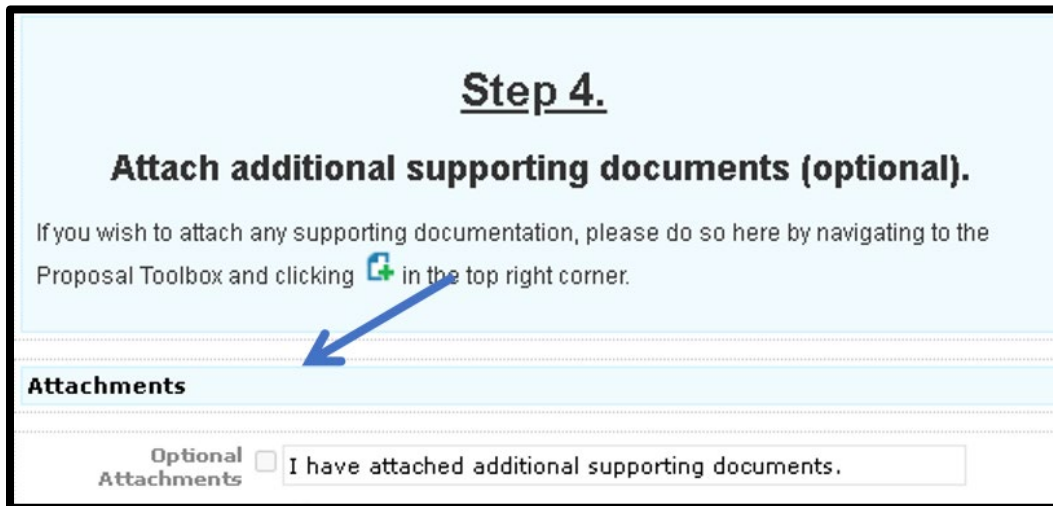
- For the program type under "Step 1" in the proposal template, select "Program" as "Shared Core" is not available.
- Rationale: Use this field to discuss the reason for deletion and other information regarding the decision to delete.
- The Center for Teaching and Learning (CTL) has added a required question within the proposal. If you select "yes" to their question, you will need to answer the following CTL question. This will route your proposal to CTL as an additional approval step.
- Other required fields are indicated by the red asterisk *.

Step 7: If desired, attach supporting documentation.

- Select the Files icon at the top of the page .
- Select "Choose File" and use the file navigation to select your documentation.
- Select the Upload button to attach your documents.




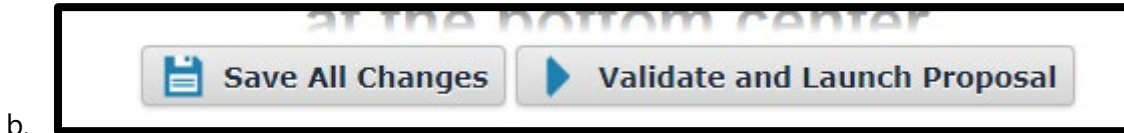
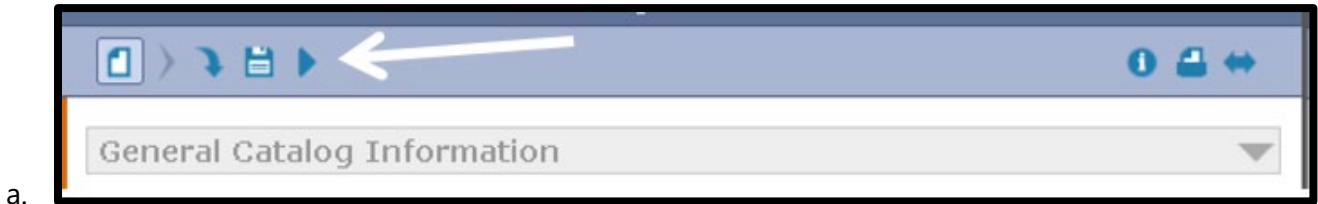
- Scroll back down and select the check box in the "Attachments" area.



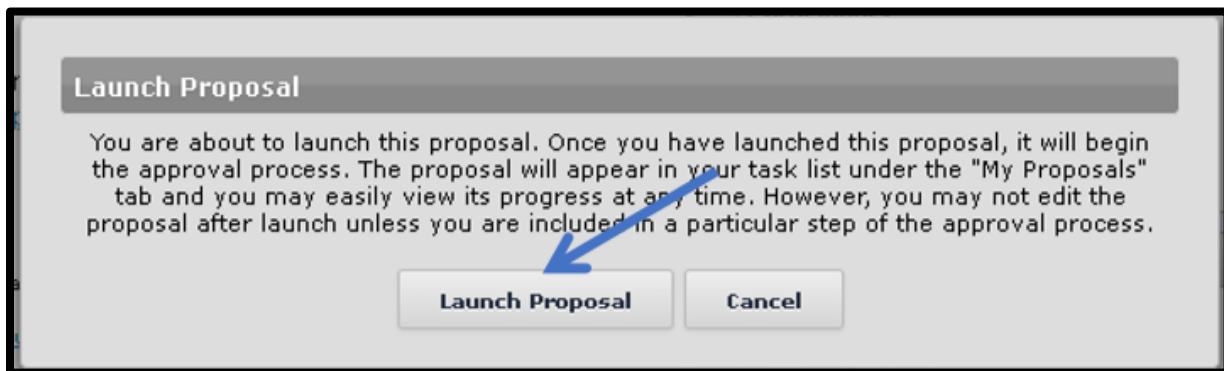
Step 8: Save your changes by clicking on the save icon at the top of the page or by clicking the "Save All Changes" button that hovers as you scroll through the page.

Step 9: 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.



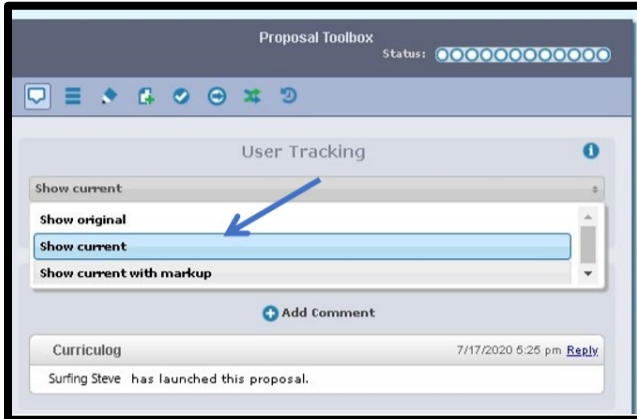
- Select "Launch Proposal" in the popup.



- You must launch your proposal and then make a decision before the proposal can move on in the approval hierarchy.


Step 10: Review your changes.

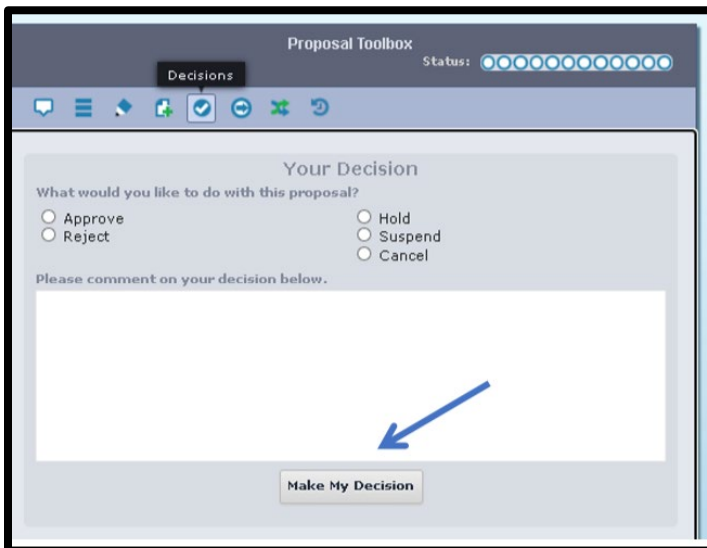
- You can use the User Tracking area on the right-hand side of the page. Change the dropdown menu from "Show current" to "Show current with markup" to see what changes have been made.



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



Step 11: 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****