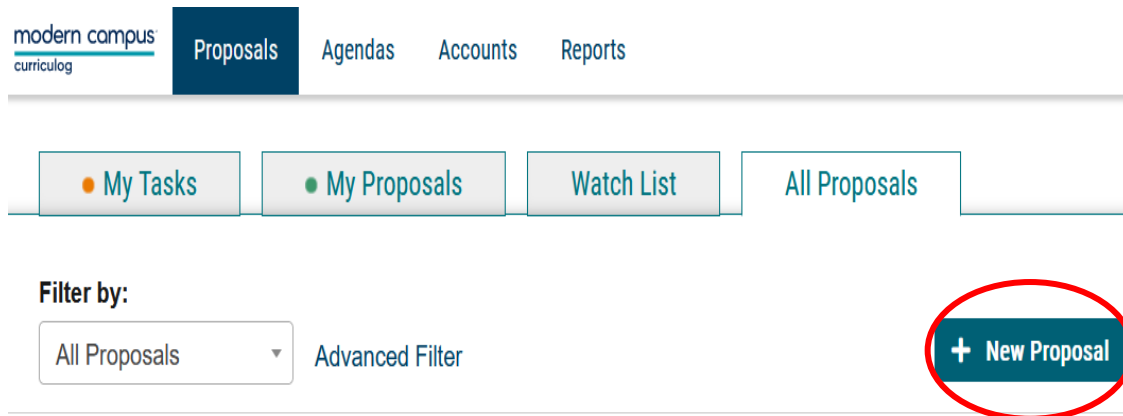


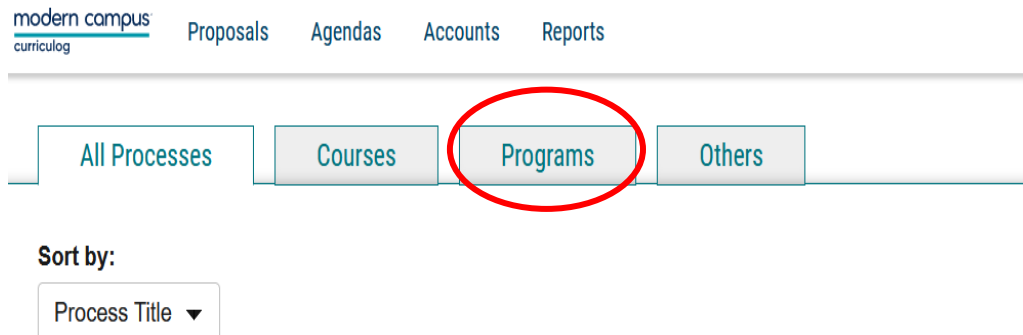
## Program Proposals

**STEP 1:** Log into [wmich.curriculog.com](http://wmich.curriculog.com) using your Bronco NetID.

**STEP 2:** Ensure that the PROPOSALS tab is highlighted at the top, then click “New Proposal.”



**STEP 3:** Locate the template that you need for what you are doing (program new, delete, name change, or change [not name change]) at the appropriate level (undergraduate or graduate) by clicking the tab for Programs.

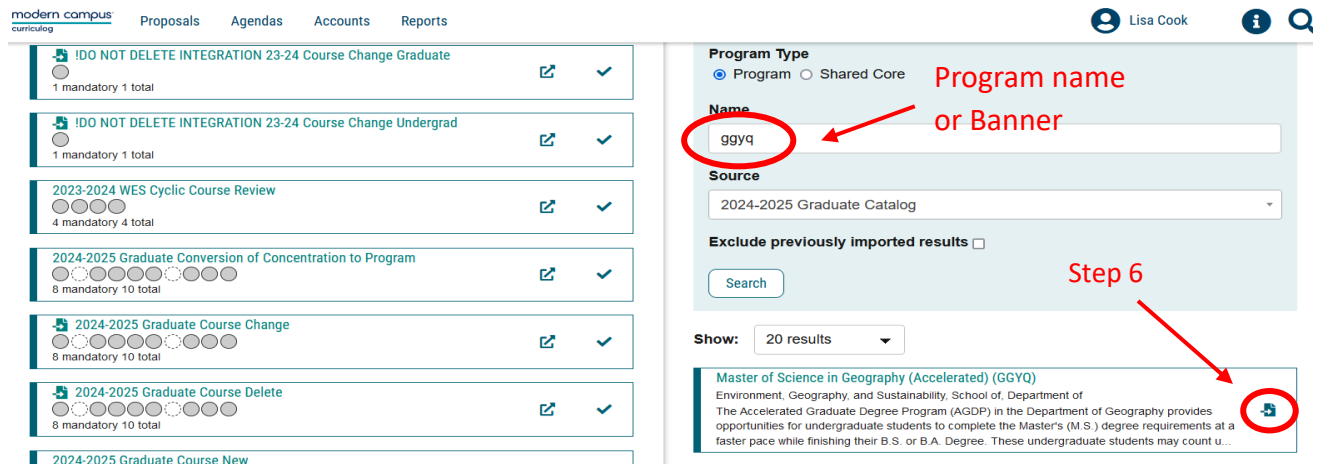


**STEP 4:** Click the checkmark at the far right to start a new submission.

2024-2025 Graduate Course New 8 mandatory 10 total	✓
2024-2025 Graduate Program Change (not Name Change) 8 mandatory 10 total	✓
2024-2025 Graduate Program Delete 13 mandatory 15 total	✓
2024-2025 Graduate Program Name Change 12 mandatory 14 total	✓

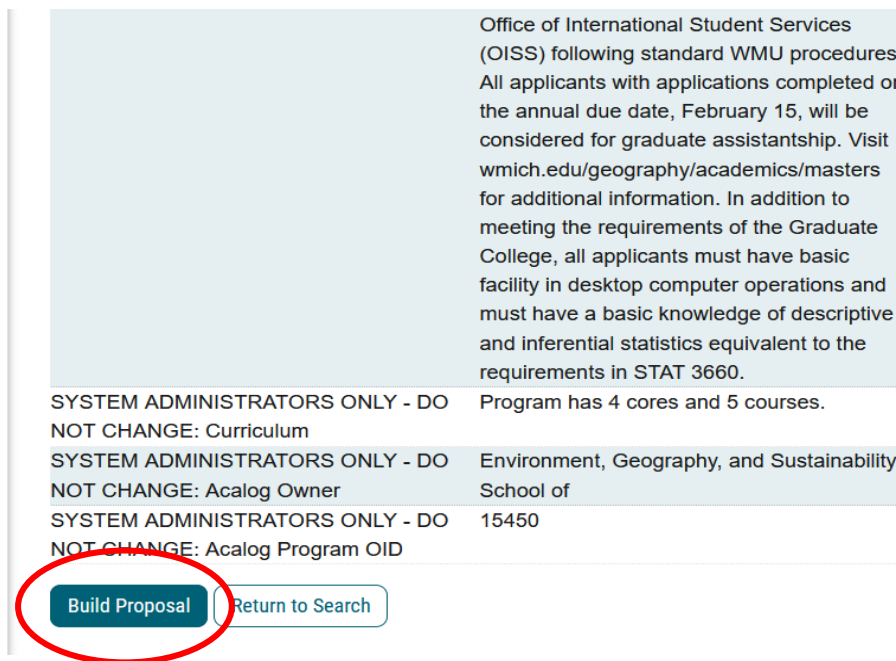
**STEP 5:** If your choice is to modify or delete an existing program, you will be presented with a menu that allows you to **search the catalog** for the program you wish to work with. Enter the name of the

program or Banner code of the program and click “Search”. The program will be listed after this search box.



**STEP 6:** Click the icon at the far right of the program to load your selection and then click to “Build Proposal” to bring up the questions that need to be answered to move the proposal forward.

N.B. If your choice is to create a new course, you will be immediately taken to the appropriate set of questions.



**STEP 8:** Answer all the questions on the left half of the screen. On the right you will see tabs for “Approval Steps,” which will show you the path to be taken by your proposal; and for “Files” which will allow you to upload and attach supporting documents such as sample syllabi, letters of support, etc. Click “save” to save any work you have done, especially if you need to return to the proposal to finish completing it.

**STEP 9:** Once all questions have been answered, click “Validate and Launch Proposal” and follow the prompt to create the submission.

GEOG - 6610 - Geographic Research  
GEOG - 6620 - History and Philosophy of Geography  
GEOG - 7000 - Master's Thesis  
GEOG - 7100 - Independent Research

Add Course Import Course

**Acalog Owner**  
Environment, Geography, and Sustainability, School of

**Acalog Program OID**  
15450

Save All Changes **Validate and Launch Proposal**

**STEP 10:** Once Launched, your proposal should be visible, but it has not yet been forwarded for review. Here you have one more chance to edit and refine your submission. When you are ready, click the tab on the far right for “Decisions”. Then click “Approve” and “Make My Decision”.

This step submits the proposal to the next person or group in the approval workflow, which for a program proposal will either be your department’s curriculum committee or your department chair, depending on how you answered the department committee question in the proposal.

CURRICULOG  
Proposals Agendas Accounts Reports

ENGL2100 Film Interpretation  
2021-2022 WES Program Review

Proposal Help  
Course Review Questionnaire

Thank you for participating in the WES course review! Our goal is to improve the program and remove barriers, and your feedback is vital to the course and program review process. The WMU Essential Studies Executive Committee and the Course Review and Approval Committee appreciate you sharing your experiences with teaching WES courses. The questions below are intended to solicit feedback that will help everyone share and develop best practices.

**Department\***  
English

**Course Prefix, Number, and Title\***

**Your Decision**

What would you like to do with this proposal?

Approve 8  
 Reject

Please comment on your decision below.

**Make My Decision** 9

**Current Step Activity**

Originator Working

Step Summary  
This step requires 100% approval from all participants to move forward.

Participants

Discussion  
Workflow Status  
Signatures  
Files  
**Decisions**  
Custom Route  
Crosslistings  
Proposal Lookup

**CONGRATULATIONS! You are done!**