#### **USF Curriculog – Office Approval Workflow Process**

Welcome to the University of South Florida's Curriculog Office Approval Workflow Process tutorial. This tutorial will provide information on how an Office for a General Education or HIP attribute moves a proposal in the Curriculog Approval Workflow Process.

## **UGS Curriculum Website Training screen**

To learn more about Curriculog and the proposal system, visit the USF Undergraduate Studies Curriculum website at <a href="https://www.usf.edu/ugs-curriculum-training">https://www.usf.edu/ugs-curriculum-training</a>. Tutorials on Curriculog Navigation, Course Proposals, Course and Curriculum Proposals, and the approval workflow process, as well as resources for the proposal system can be found here.

For more assistance, please contact the Undergraduate Studies Curriculum team at <u>UGS-DOCurriculum@usf.edu</u>.

To optimize the Curriculog experience, it is best to use Firefox or Chrome as your browser. You can access the Curriculog system at <u>https://usf.curriculog.com/</u> and click the login button. USF has a single signer login meaning.

u must be logged in to view proposals.	
	UNIVERSITY OF SOUTH FLORIDA
	Curriculog - Curriculum Management System
	Curriculog automates the process of curriculum approval, helping colleges and universities to approve course and program changes and improve communication about the curriculum across campus.
	Accessing the System
	Right now, you are a guest, and can view all change proposals in the list to the left. By clicking on the View icon, you can see the proposal's progress.
	If you are a member of the process and need credentials to log in, please contact a system administrator.

1

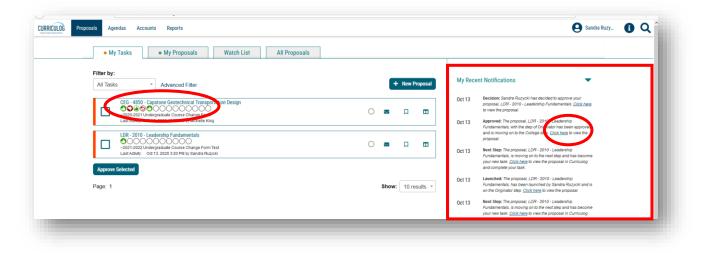
# Accessing the Proposal in Curriculog

After the proposal has been approved at the steps prior to the "**Office**," those individuals who have been identified in Curriculog as Office-level approvers will receive an email notification from Curriculog indicating a course proposal is now at the Office step. Only one person needs to make a decision in the approval workflow process.

The Office Review occurs before the proposal goes to the Undergraduate or General Education Council for review. There are Office-level reviews for Global Citizens Project, Undergraduate Research, Community Engaged Learning, Study Abroad, and Internship for their associated General Education and High Impact Practice (HIP) attributes.

Once the Office approver logs into Curriculog, they will see a notification on the right side of the dashboard, stating the proposal is ready for review and approval. A link is provided to the proposal which can be clicked to display the proposal.

The circles under the title of a proposal indicate where a proposal is in the approval workflow process. You can mouse over these circles to see the status of the proposal.



There are two additional ways to view a proposal. You may have placed the proposal on your "Watch List." You can go to the "Watch List" tab and find the name of the proposal there. Clicking the title of the proposal will open the proposal in the Curriculog dashboard.

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Filter by: All Watch L	st    Advanced Filter	$\smile$			+ New Proposal	My Rece	ent Notifications	
OOO ~2021-2022	Leadership Fundamentals			0	∞ ∎ □	Oct 13 Oct 13	Decision: Sandra Ruzycki has decided to approve your proposal, LDR - 2010 - Leadership Fundamentals. <u>Click here</u> to view the proposal. Approved: The proposal, LDR - 2010 - Leadership	
Page: 1					Show: 10 results *		Fundamentals, with the step of Originator has been approved and is moving on to the College step. <u>Click here</u> to view the proposal.	

Or you can go to the "My Tasks" tab and view the proposal. Proposals in the "My Tasks" listing are in the Office queue for review in the approval workflow process. Once you see the proposal in either the "Watch List" tab or the "My Tasks" tab, you will click on the title of the proposal to open it.

My Tasks     My Proposals     Watch List     All Proposals	
Filter Advanced Filter	+ New Proposal My Recent Notifications
CEG - 4850 - Capatone Geotechnical Transportation Design	Cet 13 Decision: Sandra Ruzycki has decided to approve your     proposal, LOR-2010-Leadership Fundamentals     Citick tere     to view the proposal.     Cet 13 Approve: The proposal. LOR-2010-Leadership
LDR-2010 - Leadership Fundamentals	College and College allow
Last Advidy: Oct 13, 2020 3/20 PM by Sandra Rusyoli Approve Selected	Oct 13 Hext Step: The proposal, LOR-2010 - Laderminip Fundamentals, removing on the mark step and has become your new task: (Clicknegs to view the proposal in Curriculog and Complex your task:
Page: 1	Show: 10 results * 0ct 13 Launched: The proposal, LDR - 2010 - Leadenship Fundamentati, has been launched by Sandra Ruzycki and is on the Originator tark persposal

The proposal will be displayed on the left side of the dashboard. The right side of the dashboard will display the tracking of the proposal, along with a series of administrative icons. At this time, you will close the right side of the dashboard by clicking the X at the top of the icon list.

The first step at the Office-level is to scroll down on the form to find the "Office Review Only" section for your area. To make this easier, click the arrow to right of each section title to collapse that section.

The sections for the different "Office Reviews" come after the "College Review Only" section on the Proposal.

LDR - 2010 - Leadership Fundamentals		User Tracking		$\mathbf{x}$
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000000000		Show current	-	:=
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General Catalog Information	^	Comments	+ Add Comment	Signatures
		Curriculog 10/13/2020 3:20 pm	🛧 Reply	Files
**Read before you begin**		Sandra Ruzycki has approved this proposal on Originator.		~
<ol> <li>FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.</li> </ol>	ut			Decisions
2. LAUNCH proposal by clicking 🌄 in the top left corner.		Curriculog 10/13/2020 3:16 pm	🕈 Reply	•
		Sandra Ruzycki has launched this proposal.		Custom Route

Any section can be opened by clicking the arrow to the right of the section heading. In this way, the Office-level reviewer can view the specific information for that section and complete the associated fields in the "Office Review Only" section.

G Proposals Agendas Accounts Reports	Sandra	Ruzy
LDR - 2010 - Leadership Fundamentals ~2021-2022 Undergraduate Course Change Form Test	B Decusion	
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Intellectual & Practical Skills: Creative Thinking (TGEC)		
Intellectual & Practical Skills: Information & Data Literacy (TGEI)	~	
Intellectual & Practical Skills: Human & Cultural Diversity (TGED)	$\vee$	

In addition, the Proposal can be printed or saved as a .pdf file. Click the "Printer" icon in the top right of the proposal. A secondary window will open. Click the "Print Options" in the top right of the print window.

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	to be able to launch the proposal	Crosslistings	
reative Thinking (1 2. LAUNCH proposal by clicking 🌄 in the top left corner.		V Proposal Lookup	
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First Name* Sandra	Last Name* Ruzycki V		
	-2021-2022 Undergraduate Course General Catalog Information **Read before you 1. FiLL III all fields required marked with an *. You will in without completing required fields. 2. LAUNCH proposal by clicking [] in the top left comec	**Read before you begin**         1. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.         Creative Thinking (1       2. LAUNCH proposal by clicking [] in the top left corner.         Information & Data       Contact Information	LDR - 2010 - Leadership Fundamentals       **       Files         -2021-2022 Undergraduate Course Change Form Test       *       **         General Catalog Information       *       *         **Read before you begin**       *       *         1. FILL IN all fields required fields.       *       *         without completing required fields.       *       *         Information 8 Data       Contact Information       *

The secondary window will change to display a list of "Print Options." You can click any of the options and/or select the "Print Proposal" button under these options.

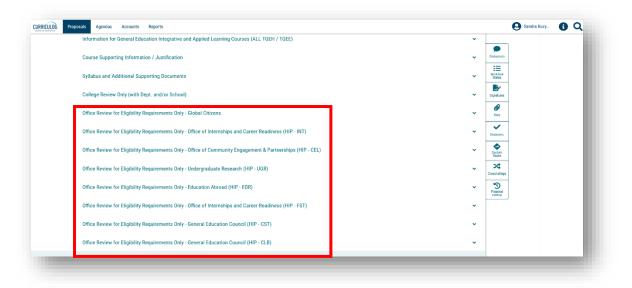
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General Catalog Information	Which proposal details would you like to include in the printed proposal?           Summary Fields Only         Crosslisting (Name of the crosslistings)	1 Â	↓ Signa	
Course Type Information	Steps         Signatures           Files (Name of the file and author)         Decision Summary for the Current Step           Comments (only the comments you can view)         Tracking (printing in color will help the readability)		V Fil	
Online Course	Select Options Print Proposal Close Options		v Decis	and the second se
Global Citizens Project (GCP)	LDR - 2010 - Leadership Fundamentals	1	- Cus Ro	tom
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Intellectual & Practical Skills: Information & Dat	<ol> <li>FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.</li> </ol>		~	

Another window will open with the selections to print the proposal to a printer, save or print as a .pdf file, or other options. You will make your selection in this window, and then close these windows to return to the proposal.

~2021-2022 Undergraduate Course Change F	orm Test		E I	cussion
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Proposal Help	General	× … ♡☆ ≡	×	Status
General Catalog Information	Select Pinter	o osal? n (Name of the crosslistings)		anatures
Course Type Information	Fax     Fill Microsoft XPS Documen     Fill Microsoft XPS Documen     Fill OneNote for Windows 1			<b>G</b> Files
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Intellectual & Practical Skills: Human & Cultural D			~	

# Completing the "Office Review Only" Section

The "Office Review Only" section is completed by the Office prior to making a decision in the approval workflow process. While the Office may have an internal process for review of proposals, the information in the "Office Review Only" section is used by subsequent steps in the approval workflow process.



In the specific "Office Review Only" section, the Office will respond to items and provide comments in the fields on the proposal. There are a number of areas for which the Office will make decisions and add comments. The Office responses in these areas assist the Proposer (or "Originator" in Curriculog-speak) make revisions if requested. In addition, the Office responses will help the next steps in the approval workflow process in their review of the proposal, such as Undergraduate Studies and the Undergraduate Council or General Education Council.

All comments made in Curriculog are visible to the subsequent steps, as well as to other Curriculog users. If comments need to be made directly among the Office reviewers, the department or college, and/or the proposer, those should be done outside of Curriculog. However, comments which aid decisions for the next steps in the approval workflow process should be included on the proposal.

Once the Office responds to a statement or places text in a "Comment" field, the "Save" and "Cancel" buttons appear. In order to keep the selections and comments on the form, the Office-level reviewer must click the "Save" button. This is done for each area within the "Office Review Only" section.

ILOG Proposals Agendas Accounts Reports		Sandra Ruzy	<b>0</b> Q
College Review Only (with Dept. and/or School)	~	<u>,</u>	
Office Review for Eligibility Requirements Only - Global Citizens	Discussion		
To be completed only by the Office Review for Eligibility Requirements.	Workflow Status		
Note: Each TGEH and GCP attribute will have a checklist used within the workflow - Office Review for Eligibility Requirements.	Signatures		
Global Citizens	<b>Ø</b> Files		
IMPORTANT - For all courses certified as Global Citizens courses, it is expected that	Decisions		
<ul> <li>the global components are significantly integrated into the course,</li> <li>the global course objectives and student learning outcomes are consistent across all sections of the course, regardless of instructor or mode of delivery,</li> <li>the academic department offering the proposed course will assess student learning in the context of the course using GCP assessment methods, upon request by the</li> </ul>	Global		
Citizens Project.	Crosslistings		
Initial Checklist	Proposal Lookup		
Are all certification package documents included? (Required documents are listed below.) For review, look at all three documents.		)	
Check			
Proposal Form Syllabus Global Citizens Assignment instructions/requirements			
Save Cancel			

To view files attached to the proposal by the "Originator" or "College," click the "Paperclip" or "Files" icon on the right side of the dashboard. The files can be viewed by clicking on the file name.

The "Paperclip" or "Files" icon can also be used by the Office to add documents to the proposal.

For questions or assistance, please contact the USF Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.

College Review Only (with Dept. and/or School)	Upload File	×
To be completed only by the College (with Dept. and/or School)	File Browse No file selected.	Stops to Fires
The checklist is to be reviewed against the proposal completed by the Originator before approving the step in the workflow.	Attached Files	
SCNS Check	ZOO 1010 Assignment 1 Rubric.docx uploaded by Sandra Ruzycki, 9/28/2020 3.40 pm	Proposal
https://fiscns.fidoe.org/	<ul> <li>ZOO 1010 Syllabus docx uploaded by Sandra Ruzycki, 9282020 3:40 pm</li> <li>ZOO 1010 TEGI Information docx</li> </ul>	
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OThis course prefix/number is NOT *Active* at SCNS     OThis course prefix/number IS *Active at SCNS	uploaded by Sandra Ruzycki, 9/28/2020 3:41 pm	-

### **Office Approval in the Workflow Process**

Once the **Office** has completed the "Office Review Only" section in the Proposal, the right side of the dashboard should be opened by clicking the "Workflow Status" icon. This will open up the approval workflow process. Below you can see the first step is the "Originator." In Curriculog, the proposer is called the "Originator." There is a green "Thumbs up" for this step indicating the "Originator" approved the proposal which moved the proposal to the next step, the College. Each of the subsequent steps in the approval workflow process also have a green "Thumbs up" icon which indicates the proposal has been approved.

On the left side of the dashboard, the circles under the title of the course also reflect the approval workflow process and its current status.

LDR - 2010 - Leadership F	undamentals Jourse Change Form Test	Workflow Status		×
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Run Impact Report		Participants	r	i≡ Workflow
Proposal Help	~	Sandra Ruzycki   10/15/2020 2:41 PM	k	Status
General Catalog Information	^	Step Details		Signatures
**	*Read before you begin**	College	Approved	Ø Files
	ad with an *. You will not be able to launch the proposal without	Participants OKyna Rhae Betancourt Currene Hall-Jennings		Decisions
2. LAUNCH proposal by clicking	g in the top left corner.	Robert Patterson     Sandra Ruzycki   10/15/2020 2:41 PM		Custom Route
Contact Information		Step Details		Crosslistings
First Name*	Last Name*	Registrar	Approved	5
Sandra	Ruzycki	Participants		Proposal Leokup
Phone*	Email*	Lorene Hall-Jennings		
9747981	sruzycki@usf.edu	Robert Patterson		
		O Sandra Ruzycki   10/15/2020 2:42 PM		
Chartfield String		Step Details		
		Concurrency (Gen Ed)	Approved	

To view any comments provided in the decision steps prior to your Office Review, click the "Discussion" icon on the right side of the dashboard. This area will display any comments placed in the approval workflow process, including Curriculog system comments. These do not reflect comments placed in the proposal, but rather information placed by each step in the approval workflow process.

LDR - 2010 - Leadership Fu ~2021-2022 Undergraduate Co		Ð	User Tracking	v I	×
000000000000000000000000000000000000000			Show current	L	Discussion
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Proposal Help		*			Status
General Catalog Information		^	Comments	+ Add Comment	Signatures
	Read before you begin**		Curriculog 10/15/2020 2.42 pm Sandra Ruzycki has approved this proposal on Concurrency (Gen Ed)	A Reply	Piles
<ol> <li>FILL IN all fields required marked completing required fields.</li> <li>LAUNCH proposal by clicking </li> </ol>	with an *. You will not be able to launch the proposal with in the top left corner.	iout	Curriculog 101502002 42 pm Sandra Ruzycki has approved this proposal on Registrar.	Reply	Decisions Custom Route
Contact Information			Curriculog 10/15/2020 2:41 pm	Reply of	20osslistings
First Name*	Last Name*		Sandra Ruzycki has approved this proposal on College.		3
Sandra	Ruzycki		Curriculog 10/15/2920.2.41 pm	Seply	Proposal Lookup
Phone*	Email*		Sandra Ruzycki has approved this proposal on Originator.		
9747981	sruzycki@usf.edu		Curriculog	S Reply	
Chartfield String			Sandra Ruzycki has launched this proposal.		

To view the place where you (the "Office") can approve the proposal, click the "Decisions" icon or the "Checkmark" in the listing on the right side of your dashboard.

The right side of the dashboard will change to show the various decisions you can make as the "Office." In most cases, you will either "Approve" or "Reject" the proposal as the Office. There may be times you want to place the proposal on "Hold" or "Suspend" the proposal. The "Custom Route" option should not be selected, as this is an "Administrative Only" feature.

LDR - 2010 - Leadership Fu ~2021-2022 Undergraduate Co	ourse Change Form Test	Your Decision What would you like to do with this proposal?	Discussion
🖹 Run Impact Report		Approve     O Hold     Reject     O Suspend	Workflow
Proposal Help		O Custom Route	Status
General Catalog Information		Please comment on your decision below.	Signatures
**	Read before you begin**		Files
<ol> <li>FILL IN all fields required market completing required fields.</li> </ol>	d with an *. You will not be able to launch the proposal withou	Make My Decision	Decisions
2. LAUNCH proposal by clicking 🏹	in the top left corner.		<b>•</b>
		Current Step Activity	Custom Route
Contact Information		Office Review for Global Citizens Project Working	Crossilistings
First Name*	Last Name*	Step Summary	5
Sandra	Ruzycki	This step requires approval from 1 of the following participants to move forward:	Proposal Lookup
Phone*	Email*	Participants	
9747981	sruzycki@usf.edu	Corene Hall-Jennings	
Chartfield String		Sandra Ruzycki Totals Usens Approved: 0 Usens Rejected: 0	

USF – Undergraduate Studies ©2020 <u>UGS-DOCurriculum@usf.edu</u> Office Approval Workflow 9

In the comment area, you can also type in any responses which the next steps of the approval workflow process can view. While the Office may have made these comments in the "Office Review Only" section, if information is critical to the approval workflow process, it is best to repeat it in this area.

If your decision is to "Reject" the proposal, be sure to add comments in the text field explaining this decision. In this way, the process owners in the steps prior to the "Office" will understand how the proposal needs to be modified. Proposals that are rejected go back to the previous step, which would be "Concurrency – Gen Ed" or "Concurrency – Non Gen-Ed."

The Office can request that the proposal be sent back to any previous step in the approval workflow process by contacting the Undergraduate Studies Curriculum team at <u>UGS-DOCurriculum@usf.edu</u>. The Undergraduate Studies Curriculum team can "Custom Route" the proposal back to the "Originator" or "College." Once you make your decision, the screen will turn gray as the proposal is loaded into the Curriculog system with your decision.

The Workflow Status area now changes to show the green "Thumbs Up" icon next to the "Office" step. The status also changed to "Approved." A black box in the top right will appear telling you the proposal has moved to the next step of the approval workflow process. Click the X in the black message box to close it.

Chartfield String	Sandra Ruzycki   10/15/2020 2:42 PM	This proposal has moved on This proposal has moved on in the workflow
Course Information If you need assistance finding a course number in SCNS, click here.	Concurrency (Gen Ed) Participants Kyna Rhae Betancourt Lorene Hall-Jennings Robert Patterson	Approved Restaurs
College / School / Department*	Sandra Ruzycki   10/15/2020 2:42 PM Step Details	Files
Frefix* Number*  DR  2010  Full Course Title (100 characters max)*	Office Review for Global Citizens Project Participants Kyna Rhae Betancourt Corone Hall-Jonnings Robert Patterson	Approved Castern Constitution Constitutions Constitutions Constitutions
Leadership Fundamentals	Sandra Ruzycki   10/15/2020 2:50 PM	Propotal Lookup
NOTE: If full title is more than 30 characters, the abbreviated title will be Schedule Search		Working
Abbreviated Course Title	Perticipants           Kyna Rhae Betancourt           Lorene Hall-Jennings           Robert Patterson	

Undergraduate Studies is the next step in the approval workflow process, and will have the same list of decision options that you had as the "Office." They can add comments in their approval workflow area. Undergraduate Studies can then "Approve" the proposal.

Undergraduate Studies can also "Reject" the proposal and send it back to the Office. Comments will be on the proposal to help you make the needed changes. You will receive an email notification from Curriculog that the proposal has been sent back to you. You will log into Curriculog, click on the proposal title to display the proposal, and go to the right side of the dashboard to see the comments in the "Discussion" area. You have several choices.

You can make the needed changes, save them on the proposal, and then approve those changes in the approval workflow steps to move it to the Undergraduate Studies.

You can "Reject" the requested changes, add comments, and then click "Make My Decision" to move the proposal back to Undergraduate Studies.

Or you can contact the Undergraduate Studies Curriculum team at <u>UGS-DOCurriculum@usf.edu</u> and request that the proposal be sent to the proposer to make the changes.

## **Monitoring the Proposal**

You can monitor the proposal's progress through the approval workflow process in several ways. You can place the proposal on your "Watch List" by clicking the second icon to the right of the proposal title. The proposal will appear on your "Watch List." You can click on the title of the proposal to open it and view the "Workflow Status" on the right side of your dashboard.

You can also view the status of a proposal by scrolling over the circles under the title to reveal the proposal status. The circles can display a variety of icons based on the decision at that step of the approval workflow process.

UULOE Proposals Agendas Accounts Reports     Wy Tasks My Proposals Watch List All Proposals	😧 Sandra Ruzy 🚺
Filter by:       At Watch List         Construction       Construction         Construction       Construction         Construction       Construction         Construction       Construction         Page: 1       Construction	Image: Source

You can also receive emails from Curriculog about the status of a proposal. To adjust how often you receive email notifications from Curriculog, click on your user name in the top right of the dashboard.

CULLOC Proposals Agendas Accounts Reports	Sandra Ruzy_
My Tasks     My Proposals     Watch List     All Proposals	
New Proposal	My Recent Notifications
er by: Il Tasks   Advanced Filter	Jun 28 Urgent: Your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, is now urgent. It has been on your tasklist for 29 days without activity. At your earliest convenience, <u>click here</u> to review this proposal and complete your task.
Proposals Found	May 29 Comment: Sandra Ruzycki commented on your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment: College requested the proposal be returned. <u>Click here</u> to view the proposal.
Show: 10 results	<ul> <li>May 29 Decision: Sandra Ruzycki has decided to reject your proposal, EML - 3035C - Programming Concepts for Mechanical Engineers, with the following comment:</li> </ul>
	College requested the proposal be returned.

Select "My Settings" and click your name to bring up the "My Settings" screen.

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Users My Settings	
Ruzycki, Sandra	
General Education Council - University of South Florida, Undergraduate Council Previous 10 Next 10	
CURRICULDO Proposals Agendas Accounts Reports	Sandra Ruzy 🚺 📿
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	Ruzycki, Sandra 🛛 🗙
Ruzycki, Sandra General Education Council - University of South Florida, Undergrad	Personal Information
	First Name
Previous 10 Next 10	Sandra
	Last Name Ruzycki
	Email
	sruzycki@usf.edu
	Password
	Change Password Save Personal Information Cancel
	Roles

Scroll down to "Email Options" and use the drop-down arrow to select how often you want to receive email notifications from Curriculog. Then click the drop down under the "Process" heading. You can select "Send messages for the steps in which I am involved only" to have Curriculog notify you when proposals are in the Office step of the approval workflow process.

Or you can select "Send messages for proposals in which I am involved only" and Curriculog will notify you for each step in the approval workflow process. Curriculog will notify you as the proposal moves through the approval workflow process. Click the "Save Preferences" to update these settings in Curriculog.

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To go back to your dashboard, click the Curriculog logo in the top, upper left toolbar.

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Users My Settings		
Ruzycki, Sandra General Education Council - University of South Florida, Undergrad	Ruzycki, Sandra ×	
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This concludes the USF Curriculog Office Approval Workflow Process tutorial. Additional Curriculog tutorials are located at <u>https://usf.edu/ugs-curriculum-training</u>, as well as important dates and deadlines, FAQs, and other resources.

You can email the Undergraduate Studies Curriculum Team at <u>UGS-DOCurriculum@usf.edu</u> for any additional assistance.

PART OF STUD FOR STUD Curricu Undergraduat	<b>Culog Proposal Sys</b> Jate Studies / Curriculum Team / Cur	FOR FACULTY ACADEMIC PROGRAMS ABOUT US
Curric Undergraduat PROPOSAL SYS	<b>Culog Proposal Sys</b> Jate Studies / Curriculum Team / Cur	/stem /urriculog Proposal System / Proposal System Overview
Undergraduat PROPOSAL SYS	Jate Studies / Curriculum Team / Cur	urriculog Proposal System / Proposal System Overview
FORMS Frequently A Questions Training Resources	Y ASKED Curriculog is a Curriculog is a course approx discontinue, a To optimize th can access th	o USF's Course and Curriculum Proposal System s a web-based proposal management system. Curriculog is USF's curriculum and oval process. It automates the processes of curriculum change proposals and new, , and change course proposals. the Curriculog experience, it is best to use <b>Firefox</b> or <b>Chrome</b> as your browser. You the Curriculog system at https://usf.curriculog.com/ and then Click login in the