

Curriculum Forms

Please note, the curriculum proposal submission process has changed.

All curriculum proposals are now submitted via an electronic form in our new curriculum management software, **Curriculog**, which is accessible via pack.AState.edu. The approval process is managed via workflow within Curriculog.

Due to the university curriculum calendar timeline and the publication date of the annual Bulletin, proposals may only be submitted during the regular academic year while submissions are accepted for review by Undergraduate Curriculum Council and Graduate Council (Mid-August–March 5th for 2026–27).

The prior "paper" forms have been built out within Curriculog and, with a few exceptions, have retained their names. A list of forms is provided below.

Proposals for **Undergraduate Curriculum Council** or **Graduate Council** must be submitted via Curriculog and approved through the UCC or GC step by the given deadline on the [University Curriculum Calendar-26-27](#) to be included on the meeting agenda.

Proposals for the **General Education Committee** continue to be submitted via email to gec@astate.edu.

Quick Curriculog How-To

Proposal Submission

1. Access Curriculog via pack.AState.edu
2. Once logged in, select "**New Proposal**" to see the list of forms
3. Use the **2027-28** forms for proposals during the **2026-27** curriculum year
 - Undergraduate forms begin with "UG"
 - Graduate forms begin with "GR"
4. Select and complete the appropriate form
 - Use "**Save all Changes**" to return later
 - When ready, click "**Validate and Launch Proposal**"
5. The proposal will enter workflow
 - The originator is the first approver
 - Approval is required before it progresses

- If the originator holds multiple roles (e.g., program director), multiple approvals may be needed

6. To approve:

- Open the proposal → Click "**Decisions**" on the right → Make decision
- Or go to "**My Tasks**" tab from the homepage, select proposals, then click "**Approve Selected**"

Proposal Review and Approval

- All logged-in users may review proposals
- Only users at the current workflow step can make changes or approve
- All changes are tracked with mark-up
 - To view changes: Click "**Discussion**" → under "**User Tracking Help**", select "**Show current with markup**"
- To revise: Click into field, edit, and save
- To comment: Click "**Discussion**" → next to "**Comments**", click "**Add comment**"
- To approve or reject:
 - Click "**Decisions**" → Select "**Approve**" or "**Reject**" → Click "**Make My Decision**"
 - Approving moves the proposal forward
 - Rejecting sends it back to the originator to revise and relaunch from the beginning

Curriculog Forms by Action Type

Note: Forms are separated by level—Undergraduate (UG) and Graduate (GR). Select the appropriate level.

Course-Level Actions

Action	Curriculog Form
Propose a new course	Course New Form
Modify an existing course	Course Change Form
Delete a course	Course Delete Form

Program-Level Actions

Revisions

- **Change program curriculum (25% or more of program, or 50% or more of a certificate is modified, and/or change to overall program hours):** Curriculum Revision of Existing Certificate or Degree Program Proposal (25% or more of a program, or 50% or more of a certificate, and/or change to overall program hours)
- **Rename a major:** Existing Certificate, Degree, or Major: Name Change Only Proposal
- **Rename an emphasis, concentration, option, or minor:** Program Modification Proposal

- **Modify Existing Program** (e.g., admissions standards, curriculum change of less than 25% of a program or less than 50% of a certificate): Program Modification Proposal

Deletions

- **Delete a concentration, option, or minor:** Emphasis, Concentration, Option or Minor Deletion Proposal
- **Delete a program:** Program Deletion Proposal

Additions

- **New certificate (Less than 50% new courses):** New Certificate Proposal (fewer than 50% new courses)
- **New emphasis/concentration/option/minor:** New Emphasis, Concentration, Option, or Minor Proposal
- **New program/certificate (25% or more of a program, or 50% or more of a certificate is composed of new courses):** New Program/Certificate Proposal (25% or more of a program or 50% or more of a certificate is composed of new courses)
- **Offer existing certificate or degree online (50% or more offered online):** Online Delivery of Existing Certificate or Degree Proposal (50% or more offered online)
- **New degree program made out of primarily existing coursework (Less than 25% new courses):** New Program Made of Primarily Existing Coursework Proposal (Less than 25% new courses)

Other

- **Deactivate or reactivate a program:** Deactivate/Reactivate Program Proposal
- **Offer at off-campus location:** Existing Certificate or Degree Program Offered at Off-Campus Location Proposal
- **Revise College/Department landing page:** College/Department Landing Page Modification Proposal

Contact Academic Affairs and Research for:

- Establishment of New Administrative Unit
- CIP Code Change

General Education Actions

- **Add a course to General Education curriculum:** Request for Inclusion of Course in the General Education Curriculum form

Supplementary Documents and Links

- [Workflow for General Education Courses](#)
- [Assessment Guidance](#)

Curriculum Proposal Attachments

- [8-semester plan](#)
- [Letter of Intent Form](#)
- [New Degree Program Proposal Form](#)
- [Notification Letter Template](#)
- [Teach Out Student Roster Template](#)
- [New Program Tuition and Fees Form](#)

Revision #53

Created 2025-06-04 13:31:50 UTC by Josh Breytspraak

Updated 2026-09-17 13:04:19 UTC by Alissa DeLong