

Login

Go to sunyocc.curriculog.com, click “Login” in the upper right corner. You will use your existing OCC credentials.

Dashboard

• My Tasks • My Proposals Watch List All Proposals

Filter by:
All Tasks ▼ Advanced Filter + New Proposal

No Proposals Found

Approve Selected

Show: 10 results ▼

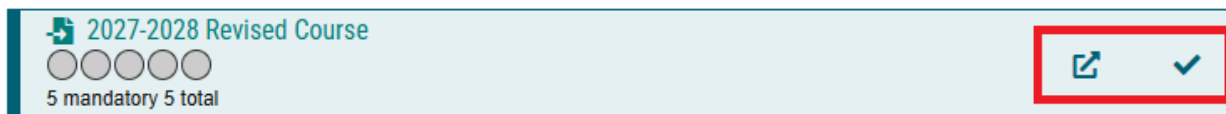
- **Tasks** – These are proposals that need attention. They could show various steps in the workflow, such as Technical Review, Curriculum Committee, or Faculty Senate.
- **My Proposals** – Proposals that you have initiated are saved here before and after launching the proposal.
- **Watch List** – If you choose to “Watch” any proposals, they will show up on this tab.
- **All Proposals** – A compilation of all proposals in the other tabs.

Creating a New Proposal

- Click on **+ New Proposal** to display the list of forms.
 - There are currently forms for undergraduate courses, programs, and microcredentials. Workforce forms will continue to utilize the current paper process.
- Choose the form needed.
 - There are 4 tabs at the top that will filter the forms based on type – courses, programs, and others. All forms are in Courses or Programs.



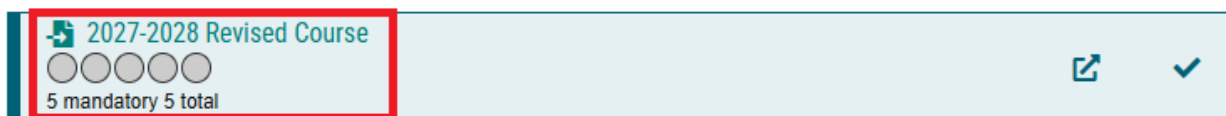
- There are two icons to the right of each form name.



- Preview the Form
 - Start the Form

General Information and Instructions for All Forms

General Notes



- The  icon in front of a form name indicates that the form can import data. This will only be available for course and program revisions or deactivations.
- The year in the form name indicates which catalog year the proposal will go into effect upon approval. Please remember that this is subject to change, especially if external approvals are required.
- If the form or program begins with a Z, skip that option because it either means the form is outdated or is not a program that can be edited.
- The circles underneath the form name indicate the number of workflow steps for each form. As steps are completed, the circles will fill in with different symbols, allowing users to see where forms are in the workflow.
 - For example, this indicates that the proposal has successfully completed the first 3 steps:
 
 - Clicking on the form name will open a “Process Steps” pane on the right. This lists the steps in the workflow.

Instructions

- Once you have accessed the form, the proposal form *and* approval steps will open. The approval steps panel is informational and can be closed by clicking the “X” in the upper right corner to expand the form.

- Begin at the top, reading each section and referring to the Curriculum Handbook linked within the form as needed.
- Many fields have guiding questions or instructions underneath them. **Please ensure you are answering all guiding questions and not editing fields that say “DO NOT EDIT.”**
- Fields with an asterisk (*) are required.
- Fields that say “Select an Option” have a drop-down menu.
- System Administrator sections at the bottom of each proposal are for the ADRC to utilize **only**.
- Once you have completed the proposal, click “Save All Changes” at the bottom.
- Scroll back to the top and click the  icon. Click “Print Options” in the upper right of the pop-up window, then “Print Proposal.” Leave all the boxes unchecked.

Which proposal details would you like to include in the printed proposal?

☐ Summary Fields Only
 ☐ Crosslisting (Name of the crosslistings)

☐ Steps
 ☐ Signatures

- Print the file as a PDF to share with your department for voting.
- **After the department has voted on and approved the proposal**, return to the proposal in Modern Campus. Select Validate and Launch Proposal at the very bottom of the page to submit the proposal into the workflow.

Troubleshooting

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

- If you receive this error after clicking “Validate and Launch Proposal” it means that a required field was left blank.
 - Click on “Show Me” to see the field(s) that need to be fixed.

Total Credits*

Total Credits is required

- Once all fields have been corrected, click “Validate and Launch Proposal” again.

After Submission

- Proposal initiator will receive notification at each decision stage and can also monitor proposal status in the dashboard.
- Questions/comments may be prompted from the ADRC or from Technical Review that need attention from the initiator.

Program Deactivation

NOTE: A Board of Trustees resolution is required before the deactivation/discontinuance process can begin.

Importing

Since Program Deactivation forms have import capabilities, clicking  to start your proposal will open the box shown below, which allows you to import information on the program you wish to revise.

2027-2028 Program Deactivation



Search Curriculum Inventory

Program Type

☒ Program

Name

Source

Exclude previously imported results ☐

1. Type the name of the program (or a portion of the name) that you wish to deactivate. You can leave this blank to search all programs in the Catalog.
2. The Source will default to the catalog associated with the year of the form and should not be changed. (**2027-2028** Program Deactivation must have Undergraduate Catalog **2027-2028** as the source).
3. Do not check “Exclude previously imported results.”
4. After clicking the Search button, locate the program you wish to import and click the  icon next to it.
5. A pane will open on the right showing a preview of information in a plain text format. Scroll to the bottom and click “Build Proposal.”

Proposal

- **Read the instructions at the top of the form to determine whether a deactivation, discontinuance, or both are being requested.**
- Some information will import, including **Official Program Title, Program Code, Degree Type, and School.** DO NOT edit any of this information.
- **Department** – Select from the drop-down menu.
- **Proposal Type** – Select an option based on the instructions at the top of the form.
- **Proposed Deactivation Term** – Enter the proposed deactivation term. This is the last term the program is available.

- **Proposed Discontinuance Term** – Enter the proposed discontinuance term, if applicable. Discontinuance must occur no later than 3 years after the deactivation.
- **Teach-Out Plan** – Provide a plan for students who enroll in the program before the deactivation to complete their outstanding requirements. The typical timeframe – and maximum allotted timeframe – for teach-out plans for degree programs is 3 years. Typical timeframes for certificates are between 1-2 years.
- **Rationale** – Provide a rationale for deactivating and/or discontinuing the program.