

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 ▼

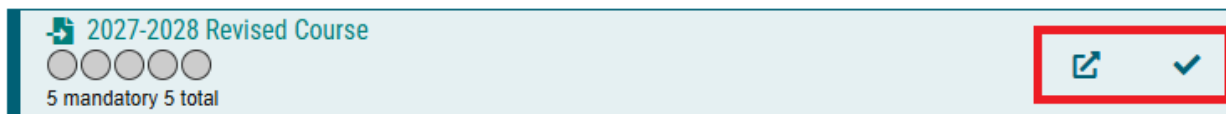
- **Tasks** – These are proposals that need attention. They could show various steps in the workflow, such as Technical Review, Curriculum Committee, or Faculty Senate.
- **My Proposals** – Proposals that you have initiated are saved here before and after launching the proposal.
- **Watch List** – If 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

1. Click on  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.
2. 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.



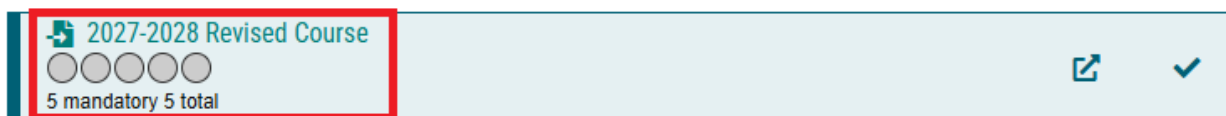
- There are two icons to the right of each form name.



-  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- If the form or program begins with a Z, skip that option because it either means the form is outdated or is not a program that can be edited.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.

Revised Course

Importing

Since Revised Course 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 Revised Course



Search Curriculum Inventory

Prefix

Code

Name

Source

Undergraduate Catalog 2027-2028

Exclude previously imported results ☐

Search

1. Type the name of the course (or a portion of the name) or prefix that you wish to revise.
2. The Source will default to the catalog associated with the year of the form and should not be changed. (**2027-2028** Revised Course 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 course 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.”

Impact Report

After import, the initiator can run an impact report to determine what other courses/programs may be impacted by this change.

1. Click on  at the top of the proposal.
2. Choose the “Undergraduate Catalog 2027-2028.” Scroll down and click “Generate Report.”
 - The pop-up window may disappear and go behind the Modern Campus Curriculum screen. Hover over the task bar and look for the peach-colored window and click on it to bring it forward.
3. The impact report will list any other course or program that mentions this course. Ignore any programs that begin with a “Z_”.

4. Depending on the change(s) being proposed, additional revisions to the courses and/or programs listed in the Impact Report may be required. This will be verified by the ADRC.

Section 1: Catalog Information

- Most information in this section will import, including **Official Course Title, Transcript Title, Course Prefix, Course Number, Department, Credit Hours, and Catalog Description / Prerequisites, Co-Requisites, and Restrictions.**
 - You may edit the Official Course Title, Transcript Title, Credit Hours, and Description as needed. Your changes will automatically be tracked.
 - DO NOT EDIT Course Prefix, Course Number, or Department. If you need to make changes to these fields, submit a New Course form instead and a Course Deactivation form for this course.
- **Rationale** – Answer the guiding questions under the box. This rationale should only be for the information entered in section 1. If no changes are being made to this section, enter “No Changes.”

Section 2: Course Information

- Most information in this section will import. Any edits made will be automatically tracked.
- **Student Learning Outcomes** – Revision of Student Learning Outcomes may require an updated Curriculum Map. The ADRC will review and notify the department if an updated Curriculum Map is needed. If required, this form will be held until LOAC receives the updated Curriculum Map.
- **Topics Covered and Hours** – Revise the Topics Covered section, if applicable.
 - Rows and columns can be added or deleted by right-clicking in any field and adding/deleting rows and columns.
 - The curriculum software does not sum the lecture/lab/clinical hours. Please calculate and enter the total number of lecture/lab/clinical hours at the bottom of the table.
- **Content Outline** – Revise if applicable. To change this, first remove the imported selection by clicking the “X.” You will then be able to select from the drop-down menu.
- **Method of Evaluation** – Revise the Method of Evaluation section, if applicable.
 - Rows and columns can be added or deleted by right-clicking in any field and adding/deleting rows and columns.
 - The curriculum software does not sum the % of Grade column. Enter “100%” even if there is a range of grades that have different totals.
- **Grading Policy** – Revise if applicable. To change this, first remove the imported selection by clicking the “X.” You will then be able to select from the drop-down menu.
- **Grade Scheme** – Revise if applicable (not common). To change this, first remove the imported selection by clicking the “X.” You will then be able to select from the drop-down menu.
- **Rationale** – Answer the guiding questions under the box. This rationale should only be for the information entered in section 2.

Section 3: Course Designations

- **Liberal Arts & Sciences** – If the course is already designated as Liberal Arts & Sciences, information will import. This may be edited as needed. See [above](#) for more information on this section.
- **High Impact Practices** – See [above](#) for information on this section.

- **SUNY Gen Ed** – If the course is already designated as a SUNY Gen Ed, the categories and competencies will import. You may make changes to this section, but changes do not automatically qualify the course for SUNY Gen Ed designation. A SUNY Gen Ed proposal must be submitted to LOAC separately.

Section 4: Master Schedule Instructions

- All information in this section will import and may be revised as needed. Changes will automatically be tracked.
- **Course Equates** – If this course can replace another course, enter that course here.
 - This should only be done if a student who previously completed the old course should automatically get credit for the new course without repeating it.
 - The two courses must have the same number of credits to be equated.
 - If the old course is no longer offered, a Course Deactivation form should be submitted.
- **Semester Cycle** – Only select “All Semesters” if this course will also be offered in the “Winter” session.
- **Rationale** – Answer the guiding questions under the box. This rationale should only be for the information entered in section 4. If there are no changes to this section, simply type “No Changes” in the box.

Section 5: Course Implications

- After the initial revision of a course using Modern Campus Curriculum, information will be imported in this section and can be revised as needed. The first time a course is revised using this platform, all questions should be answered as needed. See [above](#) for more information on this section.