Curriculum Management

Program Management
Propose New Program

Cal Poly State University
San Luis Obispo, CA 93407
## Action Taken

<table>
<thead>
<tr>
<th>Date</th>
<th>Who</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/13</td>
<td>Susan Olivas</td>
<td>Document Created</td>
<td></td>
</tr>
<tr>
<td>9/18/15</td>
<td>Shayna Bailey</td>
<td>Update</td>
<td></td>
</tr>
</tbody>
</table>
# Table of Contents

1. Overview ............................................................................................................................................... 4
2. Opening the Propose New Program Form ............................................................................................ 4
3. Proposing a New Program .................................................................................................................... 5
1 Overview
To propose a new minor, concentration, specialization, or graduate certificate program, the online Propose New Program form is used.

To propose a new degree program, contact the Academic Programs and Planning office.

2 Opening the Propose New Program Form

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>In the Curriculum Management portlet in the Academics tab of the portal, select Program Management.</td>
</tr>
</tbody>
</table>

Step 1 Image: Curriculum Management portlet

| Step 2 | Select the Propose New Program button. |

Step 2 Image: Program Management portlet

A new browser window will open with the form.
3 Proposing a New Program

Step 1

Complete all required fields in the form, which are outlined in red. Some of the fields will be auto-populated.

For assistance with completing the form, select to display the ‘help bubble’ next to a field.

The help bubble provides instructions or links to resources.
Step 2

Send email to catalog@calpoly.edu to request a program code. Include the program title and the type of program (e.g. minor, graduate certificate) in the email.

The program code is a unique identifier used in the Curriculum Management system’s database.

---

Step 3

Build the curriculum for the program in the Program Requirements and Curriculum panel in the form. There are two options. The second option requires assistance from the Curriculum and Catalog team in the Office of the Registrar (send email to catalog@calpoly.edu).

1. Enter the curriculum as text in the panel.

2. Select Insert/Edit Formatted Table from the toolbar.

---
Course List displays by default in the Select Type field, select OK.

The Course List editor will display.

Use the Select College pull-down menu to find existing courses to add to the curriculum. To add a new course, enter its prefix and catalog number in the Quick Add field.
Following are examples of how the Comment, Cross Reference, Or Class, and Footnote fields are used, as well as the Indent checkbox.
Exit the Course List editor to return to the Propose New Program form.

**Step 4**

If the curriculum includes courses from other departments, attach consulting memos by selecting the Attach Documents button.

When the form is saved, the files will be uploaded.
Save the proposal by selecting the Save Changes button at the bottom of the form. Changes will be saved and the form will close. To re-open the form, select the Edit Program button in the Program Management home page.

Once the proposal is completed, select the Save and Submit button at the bottom of the form, so the proposed program is submitted into electronic workflow for the catalog.