

HOW-TO: Substantial Program Modification: Major/Degree/GR Certificate

STEP 1: Determine Correct Form

Use this form if:

- You are changing 25% or more of your major or graduate certificate.
- The degree is changing.
- The program delivery location or format is changing.

If your program change doesn't meet the above criteria, use a different form.

External Approval Required: External approval may take six months or longer.

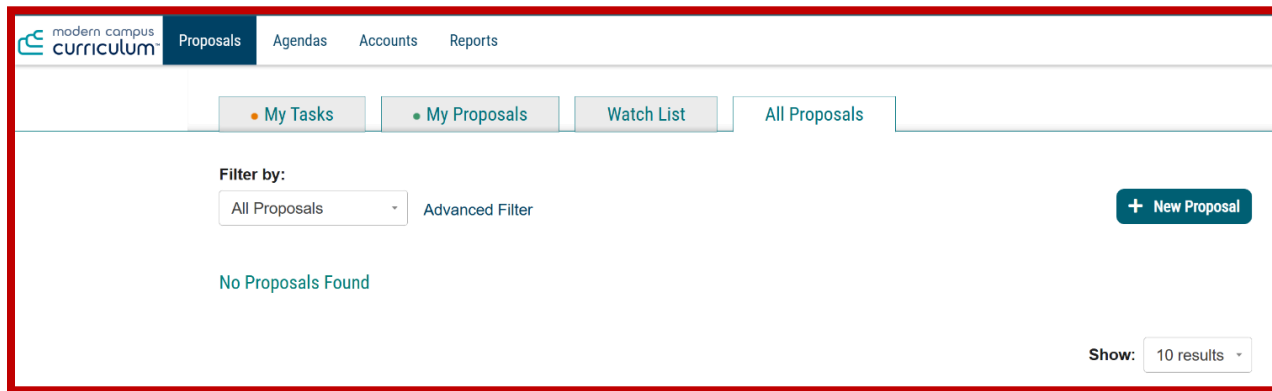
To avoid resubmission, your proposal must be Faculty Senate-approved by the end of March to be considered for the following academic year. For instance, a substantial program change approved by Faculty Senate in mid-March, but still awaiting NWCCU evaluation, will remain active but won't be implemented until the subsequent academic year (e.g., a 2026/27 AY submission fully approved later would launch for 2027/28 AY).

Conversely, if your request has not cleared all internal approvals by the end of March (e.g., not yet Faculty Senate-approved by mid-March), it will not be held over. You'll be asked to resubmit for the following year, and your current request will be deleted. External approval may take 6 months or more. If it is unlikely to be approved in time, we will ask you to resubmit it for the following year.

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STEP 2: Build Your Proposal

- **Log** in to Curriculum using the link in your portal. Navigate to **All Proposals** tab and click the **+ New Proposal** button on the right side:
- This brings up all available program forms. To implement a **substantial program modification**, click the check mark to the right on the **Substantial Program Modification: Major/Degree/GR Cert** for the academic year:



HOW-TO: Substantial Program Modification: Major/Degree/GR Certificate

[Proposals](#)
[Agendas](#)
[Accounts](#)
[Reports](#)

Breeze Potter

Sort by:

Process Title ▾

2025-2026 Drop Concentration, Minor, or Other Programs <div style="display: flex; align-items: center;"> <div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: white; border: 1px dashed gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: white; border: 1px dashed gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> </div> <div style="margin-left: 10px;"> 9 mandatory 11 total </div> </div>	
2025-2026 Drop Major, Degree, or Graduate Certificate <div style="display: flex; align-items: center;"> <div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: white; border: 1px dashed gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: white; border: 1px dashed gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> </div> <div style="margin-left: 10px;"> 10 mandatory 12 total </div> </div>	
2025-2026 Minimal Program Modification <div style="display: flex; align-items: center;"> <div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: white; border: 1px dashed gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: white; border: 1px dashed gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> </div> <div style="margin-left: 10px;"> 8 mandatory 11 total </div> </div>	
2025-2026 Substantial Program Modification: Major/Degree/GR Cert <div style="display: flex; align-items: center;"> <div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: white; border: 1px dashed gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: white; border: 1px dashed gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> <div style="width: 10px; height: 10px; background-color: gray; border-radius: 50%;"></div> </div> <div style="margin-left: 10px;"> 9 mandatory 12 total </div> </div>	

Previous 10
Next 10

2025-2026 Substantial Program Modification: Major/Degree/GR Cert

Search Curriculum Inventory

Program Type

- ☒ Program

Name

Source

Exclude previously imported results ☐

Search

HOW-TO: Substantial Program Modification: Major/Degree/GR Certificate

- Clicking the check mark will bring up the **Search Curriculum Inventory** screen. Enter the **Name** of the program you want to modify and click the **Search** button:

The screenshot shows the 'modern campus curriculum' interface. On the left, a list of programs is displayed with a 'Sort by: Process Title' dropdown. The programs listed are:

- 2025-2026 Drop Concentration, Minor, or Other Programs (9 mandatory 11 total)
- 2025-2026 Drop Major, Degree, or Graduate Certificate (10 mandatory 12 total)
- 2025-2026 Minimal Program Modification (8 mandatory 11 total)
- 2025-2026 Substantial Program Modification: Major/Degree/GR Cert (9 mandatory 12 total)

Each program entry has a checkmark icon to its right. The '2025-2026 Substantial Program Modification: Major/Degree/GR Cert' entry is selected. On the right, the search form is titled '2025-2026 Substantial Program Modification: Major/Degree/GR Cert'. It includes a 'Search Curriculum Inventory' button, a 'Program Type' dropdown set to 'Program', a 'Name' input field with the placeholder 'Enter Program Name', a 'Source' dropdown set to '2025-2026 Catalog', an 'Exclude previously imported results' checkbox, and a 'Search' button. Red circles highlight the 'Search Curriculum Inventory' button and the 'Search' button.

- In the search results, click the page/arrow icon to the right of the program that you want to modify:

The screenshot shows a search result for the 'History, B.A.' program. The text describes the program as part of the Social Science Division, Department of, and lists professors: David Doellinger, Patricia Goldsworthy-Bishop, Kimberly Jensen, Associate professor: Elizabeth Swedo, Assistant professor: Ricardo Pelegrin Taboada. The text also mentions a mission to promote a community of scholars dedicated to excellence in teaching, research, professional and c... On the right side of the result, there is a blue icon with a white arrow pointing right, which is circled in red. A hand cursor is shown clicking on this icon.

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HOW-TO: Substantial Program Modification: Major/Degree/GR Certificate

- This brings up a screen showing what data will be imported to your proposal. Click the **Build Proposal** button to start your proposal:

Field Name	Data Preview
Academic Unit: College	College of Liberal Arts and Sciences
Academic Unit: Division	Social Science Division
Basic Program Information: Program Type	Undergraduate Major
Basic Program Information: Degree Type	Bachelor of Arts
Basic Program Information: Title	History, B.A.
Basic Program Information: Description	Professors: David Doellinger, Patricia Goldsworthy-Bishop, Kimberly JensenAssociate professor: Elizabeth SwedoAssistant professor: Ricardo Pelegrin TaboadaMissionPromote a community of scholars dedicated to excellence in teaching, research, professional and community service. This community connects students with the past through a global and comparative perspective and provides them with the tools for critical thinking and analysis that are the foundation of the liberal arts education.Learning OutcomesCritically analyze, synthesize and evaluate primary and secondary historical sources. Engage multiple historical methodologies and multiple sources to produce well-researched written work. Explain historical developments across multiple cultures and regions.
Requirements: Current Curriculum	Program has 5 cores and 8 courses.
System Administrator Only: Catalog OID (Item ID)	4914
System Administrator Only: Catalog Status	Active-Visible

[Build Proposal](#) [Return to Search](#)

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STEP 3: Read Directions

- Review the section titled, “**Before You Begin:**” for details about how to use the form.

Before You Begin:

Is this the right form?

Use this form if:

- You are changing **25% or more** of your major or graduate certificate.
- The degree is changing.
- The program delivery location or format is changing.

If your program change doesn't meet the above criteria, use a different form.

External Approval Required:

External approval may take six months or longer.

To avoid resubmission, your proposal **must be Faculty Senate-approved by the end of March** to be considered for the *following* academic year. For instance, a substantial program change approved by Faculty Senate in mid-March, but still awaiting NWCCU evaluation, will remain active but won't be implemented until the *subsequent* academic year (e.g., a 2026/27 AY submission fully approved later would launch for 2027/28 AY).

Conversely, if your request **has not cleared all internal approvals by the end of March** (e.g., not yet Faculty Senate-approved by mid-March), it will not be held over. You'll be asked to resubmit for the following year, and your current request will be deleted.

How to Complete Your Substantial Program Modification

- Complete all required fields (*)

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STEP 4: Fill Out Your Proposal

- **Rationale:** explain why the program is being modified.

Rationale

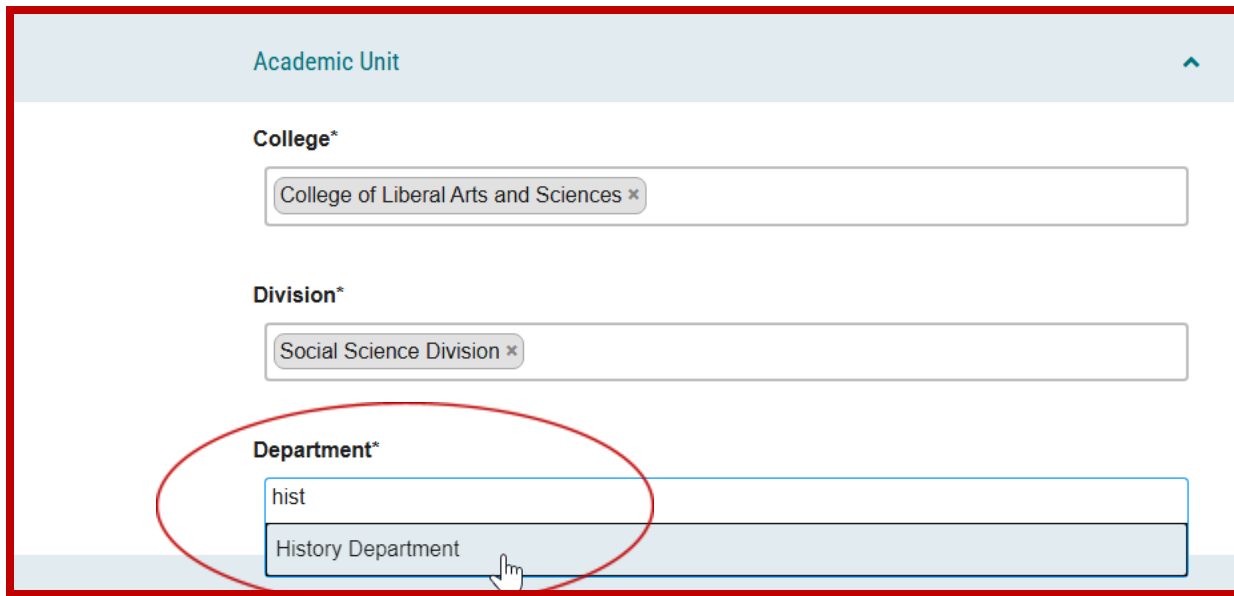
Summary Rationale*

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Format ▾ | ☰ | ☷ | ☶ | ☵ | ∞ | 🔍 | 🚩 | 🖼️ | 📊 | ☰

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- **Academic Unit** – The **College** and **Division** will automatically populate. Use the drop-down menu to select the **Department**:



The screenshot shows a form titled "Academic Unit" with a red border. It contains three dropdown menus. The first, "College*", is set to "College of Liberal Arts and Sciences ×". The second, "Division*", is set to "Social Science Division ×". The third, "Department*", is set to "hist" and is circled in red. A mouse cursor is pointing at the "History Department" option in the dropdown list for the Department field.

Academic Unit

College*

College of Liberal Arts and Sciences ×

Division*

Social Science Division ×

Department*

hist

History Department

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- **Basic Program Information** – Select the **Level** (this routes the form to the appropriate steps in the workflow).

Program information will autofill for you. Edit the information in this section as needed. Fields with an “*” are required.

- o **Description of Program Learning Outcomes (PLOs):** You may add or change PLOs in the Description.

These are the public-facing outcomes that will appear in the academic catalog.

- **Match in the Core:** After you’ve finalized the PLOs in the description, you will enter the exact same PLOs into the Program Learning Outcomes Alignment core of the Current Curriculum section.

Basic Program Information

Level*

Program Type*

Degree Type*

Concentration/Focus is categorized under the degree type associated with the major (e.g. Bachelor of Science if the concentration is under EXS). Endorsement, License, and Specialization are categorized as Graduate or Undergraduate Non-Degree types.

Title*

Title format is program name comma then degree. For example, Accounting, B.S.

Program Learning Outcomes

You may add or change PLOs in the Description. These are the public-facing outcomes that will appear in the academic catalog.

Match in the Core: After you’ve finalized the PLOs in the description, you will enter the exact same PLOs into the Program Learning Outcomes Alignment core of the Current Curriculum section.

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Program Learning Outcomes

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Match in the Core: After you've finalized the PLOs in the description, you will enter the exact same PLOs into the Program Learning Outcomes Alignment core of the Current Curriculum section.

Description*

Professors: David Doellinger, Patricia Goldsworthy-Bishop, Kimberly Jensen

Associate professor: Elizabeth Swedo

Assistant professor: Ricardo Pelegrin Taboada

Mission

Where will this program be delivered?*

☐ Monmouth ☐ Salem

Delivery at a location other than Monmouth requires preauthorization from the Dean and Provost.

What is the primary delivery format for this program's courses?*

Select an option

Online delivery format requires preauthorization from the Dean and Provost.

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- **Requirements** – Requirements management can be complex, be sure to **read the instructions carefully before you begin.**
- **VIEW CURRICULUM COURSES TAB (OPTIONAL)**
 - Use this tab to remove or add to the list of courses available for use in your program's Curriculum Schema.
 - **Adding Courses:**
 - **Existing Courses:** If the course already exists, use "Import Course" to locate and select it. Search by Prefix (e.g., BA) or by both Prefix and Course Code (e.g., BA 131).
 - **New Courses (this is a two-step process):**
 - Submit a course proposal to create the new course.
 - Use "Add Course" in the program proposal and provide the course Prefix, Number, and Title
 - **Removing Courses:**
 - Use the trash can icon to the right of the course to remove it from the list. Do this before you remove it from a Core.
- **VIEW CURRICULUM SCHEMA TAB**
 - Click "View Curriculum Schema"
 - **Cores:**
 - **Modify Existing Cores** by clicking the down arrow to expand the Core. Add/remove courses using "Add Courses" button and/or the trash can icon. Add or change Custom Text as needed.
 - **Add New Cores** by clicking "Add Core" (do **NOT** use Import Core). Give the Core a title, "Add Courses", and if needed add Custom Text. Drag the New Core to the desired position.
 - **Remove an Existing Core** by locating the Core and clicking the trash can icon to the right of the Core name. Caution, all associated courses will be removed from the Curriculum Schema.
 - **Core Description:** Leave blank.

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- **Core Formatting Guidelines:**

- **Core Courses:** Is the first Core. Do not rename or reorder it.
- **Nested Cores:** All Cores except "Total Credits" and "Note" are nested under "Core Courses."

- **Remember when Adding or Removing Courses:**

- **Adding a new course that does not currently exist** requires a new permanent course proposal in addition to the program proposal. If the course proposal does not exist your program proposal will be delayed.
- **Removing Courses:** To remove a course from the program, delete it from the Curriculum Schema then delete it from the "View Curriculum Courses" list.

- **Custom Text:**

- Use Custom Text to convey "and", "or", sequencing, or course credits required for variable credit courses.
- Name: describe the rule (e.g., "and," "or," "sequence," "credits")
- Text field: enter the text. If it is a credit rule enter the name of the variable credit course, colon, and credits required (e.g., LIT 406: 4) and enter the credits in the credit box.
- Position:
 - "and"/"or" appears below between the courses it applies to.
 - "credits" appears below and to the right of the course it applies to.
- Some examples are:
 - BA 243 or STAT 243Z
 - PH 201, 202, and 203 or PH 211, 212, and 213
 - LIT 406 credits 4

- **Core Title Examples:**

- **Choose One/Two/Three:** Used for Cores where students must choose a specific number of courses from a list (e.g., Core Title "Choose Two").

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- **Credits: ##**: Used for Cores where students must complete a certain number of credits from a list of courses (e.g., Core Title "Upper Division Elective Credits: 12").
 - **Concentration Cores**: Concentrations are separate Cores nested under "Core Courses" and can be optional or required.
 - **Required Concentration**: "Choose One Concentration Required"
 - **Optional Concentration**: "Choose One Concentration Optional"
 - **Total Credits:**
 - This field reflects the program's lowest and highest possible credit completion range. Formatted as "Total Credits: ##" or "Total Credits: ##-##" (e.g., Total Credits: 80 or Total Credits: 80-84).
 - **Note**: This is a text field where you can provide additional information about the program. It is nested under the Total Credits Core.
 - For any questions or assistance, please contact Associate Registrar Breeze Potter potterb@wou.edu.
-
- Add/remove courses from the **View Curriculum Courses** tab as needed.

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- To add an existing course, use the **Import Course** button. To add a brand-new course, use the **Add Course** button.
 - Adding a new course that does not currently exist requires a **New Permanent Course Form** in addition to the program proposal. If the course proposal does not exist your program proposal will be delayed.
- To remove a course, use the trash can icon to the right of the course.

The screenshot shows the 'Current Curriculum*' interface. At the top left, the 'View Curriculum Courses' tab is selected and circled in red. To its right is the 'View Curriculum Schema' tab. In the top right corner, there is a 'Preview Curriculum' button. The main area contains a list of courses, each with a credit value of 4 and a trash can icon to its right. The courses listed are: HST - 104 - World History: The Ancient and Classical World, HST - 105 - World History: Expanding Societies, HST - 106 - World History: The Modern World, HST - 201 - History of the United States: Native American Cultures to Early 19th Century, HST - 202 - History of the United States: Reform and Progress, HST - 203 - History of the United States: First World War to the Present, HST - 420 - Philosophies of History, and HST - 499 - Senior Seminar. At the bottom left, the 'Add Course' and 'Import Course' buttons are circled in red. A mouse cursor is visible over the 'Import Course' button.

- Use the **View Curriculum Schema** tab to add/remove/modify Cores.
 - You may find it useful to **Preview Curriculum** before making edits.

This screenshot shows the 'Current Curriculum*' interface with the 'View Curriculum Schema' tab selected and circled in red. The 'Preview Curriculum' button in the top right corner is also circled in red, with a tooltip that says 'Preview Curriculum' appearing above it. A mouse cursor is pointing at the button.

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History, B.A.

Core Courses

HST 104 World History: The Ancient and Classical World	4
HST 105 World History: Expanding Societies	4
HST 106 World History: The Modern World	4
HST 420 Philosophies of History	4
HST 499 Senior Seminar	4

Choose Two:

HST 201 History of the United States: Native American Cultures to Early 19th Century	4
HST 202 History of the United States: Reform and Progress	4
HST 203 History of the United States: First World War to the Present	4

Elective Credits: 44

Select at least two courses from four of the five focus areas below and an additional 12 credits of history electives or other electives approved by your advisor.

Consult a History Department adviser in developing your plan. This may include [HST 402](#) seminars on topical/regional areas offered on a periodic basis. With prior approval from their History Department adviser, students may plan a program that includes up to 9 hours of social science electives relevant to their focus areas in history to complete the 44-hour sequence.

FOCUS AREAS:

- [Africa/Latin America](#)
- [Comparative/Methods](#)
- [East and West Asia](#)
- [Europe/Russia](#)
- [North American Studies](#)

Senior Seminar Projects:

Students will work with history faculty to develop a capstone project for their Senior Seminar. In consultation with History Department faculty, students may select to do a thesis paper or an internship or practicum. Both thesis and internship students will work with History Department advisers, across their senior year, completing their capstone projects in the History Senior Seminar ([HST 499](#)) in the spring term. [HST 420](#) should be taken the winter term preceding [HST 499](#). In [HST 420](#), the student will explore the theoretical foundations of the discipline of history that will become the basis for the [HST 499](#) senior capstone project.

Students planning on pursuing graduate work are encouraged to complete the thesis option, for which students use a research paper created in an upper division history course at WOU as a foundation for their Senior Seminar thesis. These students will revise and expand this topical paper, completing it in [HST 499](#). For internship capstone projects, students engage in research and writing related to their internship topics in [HST 420](#). They then complete their practicum or internships with community partners and integrate their experiences and their research in writing in [HST 499](#).






Total Credits: 72

- To edit an existing Core, click the down arrow to expand the Core.
 - Use the **Add Courses** button to add courses to the Core from the **View Curriculum Courses** tab.
 - Use the trash can icon to remove a course from a Core.
 - Use the **Add Custom Text** button to add custom text.

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- Delete a Core using the trash can icon **but proceed with caution as the Core and all associated courses will be deleted.**

The screenshot shows a web form titled 'Core Courses'. It has a 'Title' field containing 'Core Courses' and a 'Description' field. Below these is a table of courses. The first course, 'HST - 104 - World History: The Ancient and Classical World', has its trash can icon circled in red. The 'Add Courses' and 'Add Custom Text' buttons are also circled in red. At the bottom, there is a 'Choose Two.' section and an 'Elective Credits: 44' label. A hand cursor icon is visible near the bottom right.

Courses	Credits	Action
HST - 104 - World History: The Ancient and Classical World	4	
HST - 105 - World History: Expanding Societies	4	
HST - 106 - World History: The Modern World	4	
HST - 420 - Philosophies of History	4	
HST - 499 - Senior Seminar	4	

[Add Courses](#) [Add Custom Text](#)

Choose Two.

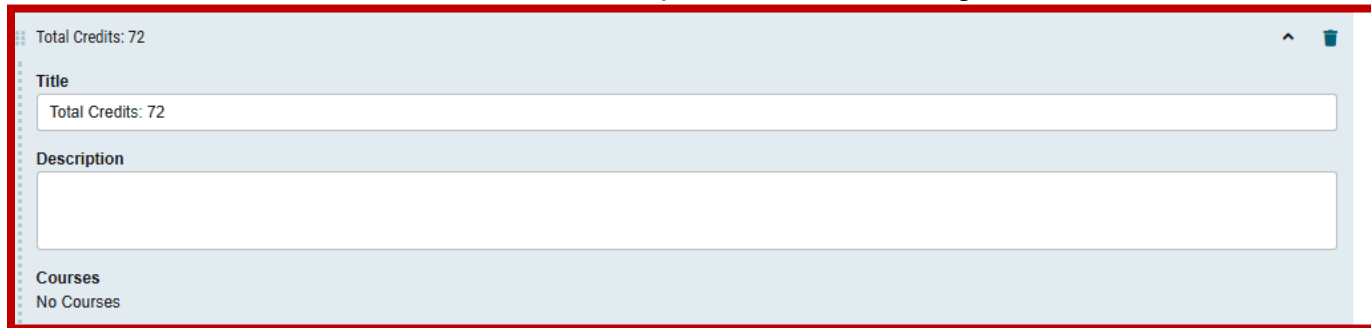
Elective Credits: 44

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- You can use the **Add a Core** button to add a new Core. Please follow formatting guidelines when creating a Core from scratch.



- If the **Total Credits** have changed, expand the **Total Credits** Core and update the number.
 - **Only change the number not the “Total Credits:”**
 - If the **Total Credits** is a range, enter the ‘low number hyphen high number’ without any spaces (e.g., 72-90)
 - **Total Credits** must encompass the least to the greatest number of credits a student can complete the

A screenshot of a web form for editing a core. The form is titled "Total Credits: 72" and is enclosed in a light blue border. It has a "Title" section with a text input field containing "Total Credits: 72". Below this is a "Description" section with a large text area. At the bottom, there is a "Courses" section with the text "No Courses". The entire form is highlighted with a red border.

stration it would be 90

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- **Program Learning Outcomes (PLOs) are stored in a table housed in a core that is not visible in the catalog (Inactive-Hidden), allowing us to pull the information from the system to distribute as needed.** – You can add, remove, or change the language in the Program Learning Outcome column. You may have up to ten PLOs for your major or certificate program. These should match the PLOs in the description.
 - **Do NOT change the values in the # column or any of the titles.**

Current Curriculum*

[View Curriculum Courses](#)[View Curriculum Schema](#)[Preview Curriculum](#)

Core Courses	▼	🗑️
Choose Two:	▼	🗑️
Elective Credits: 44	▼	🗑️
Senior Seminar Projects:	▼	🗑️
Total Credits: 72	▼	🗑️
Program Learning Outcomes	▼ (Inactive-Hidden)	🗑️

[Add Core](#)[Import Core](#)

HOW-TO: Substantial Program Modification: Major/Degree/GR Certificate

Program Learning Outcomes

(Inactive-Hidden)

Title

Program Learning Outcomes

Description

Program Learning Outcomes -History, B.A.

#	Program Learning Outcome
1-History, B.A.	Critically analyze, synthesize and evaluate primary and secondary historical sources.
2-History, B.A.	Engage multiple historical methodologies and multiple sources to produce well-researched written work.
3-History, B.A.	Explain historical developments across multiple cultures and regions.
4-History, B.A.	
5-History, B.A.	
6-History, B.A.	

Rich Text Editor, core-5255-description

Courses

No Courses

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- **Supporting Information** – Answer all questions with an “*”. Please provide:
 - Faculty and/or facility needs
 - Eligibility requirements
 - Program eligibility conditions (if applicable)
 - Assessment data usage
 - High Impact practices
 - Impact on other programs/units (if applicable)
 - Major and concentration information.

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Supporting Information

Provide details of faculty and/or facilities needed to support this change.*

B I U x_a x^a I_x | | : | | ¶ | ↵ | ↻

Format - | | | | | | | | | |

If there are no additional needs enter "None"

Are there courses or other requirements that must be completed to be eligible to enroll in this program?*

☐ No ☐ Yes

If applicable, please specify any pre-enrollment conditions here.

B I U x_a x^a I_x | | : | | ¶ | ↵ | ↻

Format - | | | | | | | | | |

For informational and review purposes only. This content is NOT part of the program curriculum.

Is this curricular change driven by assessment data you have collected?*

☐ No ☐ Yes

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Will this program change impact any other programs or units?*

☐ No ☐ Yes

If this program change affects other programs/units, explain how and steps taken.

For majors with concentrations: Is there a proposal to modify the concentration(s)?*

☐ No
☐ Not Applicable
☐ Yes

If modifying a major with concentrations, list them here.

When a substantial major change impacts a concentration, a separate proposal is required to update the concentration.

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- **Acknowledgements and Attachments** – Complete this section to finish your proposal. Please note, you may add attachments to supplement your proposal, but these are not required.
 - If no other departments are impacted, click the **Affirmed** box anyway.

Acknowledgements and Attachments

Supporting Documents (optional)

Use the Files option in the right hand menu to attach documents.

For informational and review purposes only. Attachments are NOT part of the program curriculum.

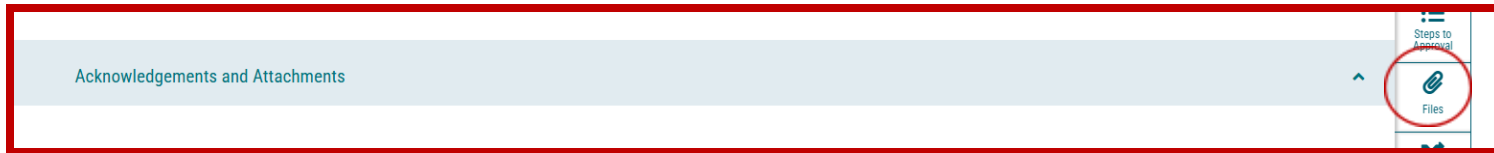
I affirm that I have notified impacted departments of the need to submit program proposals to account for this change.*

☐ Affirmed

If no other programs are impacted check the box anyway.

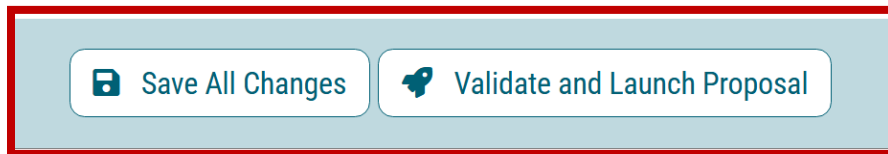
HOW-TO: Substantial Program Modification: Major/Degree/GR Certificate

- To add attachments to your proposal, click on the file icon on the right tool bar and select the file you want to attach:

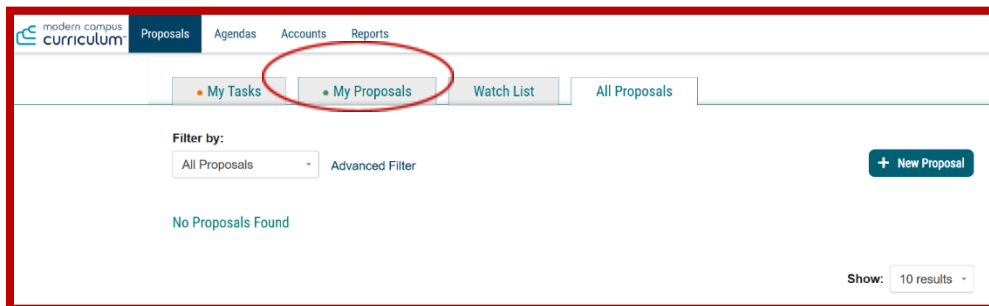


STEP 5: Launch & Track Your Proposal

- Save All Changes** and click **Validate and Launch Proposal** to submit your proposal. Please note, once your proposal is submitted, you will not be able to make any edits.



- To view your submitted proposals, click the **My Proposals** tab on the Curriculum Dashboard:



HOW-TO: Substantial Program Modification: Major/Degree/GR Certificate

- If your proposal is rejected at any step in the workflow, it will return to you for edits under the **My Tasks** tab. Once you are done correcting the proposal, you will need to click **Validate and Launch Proposal** to submit it back into the workflow:

