

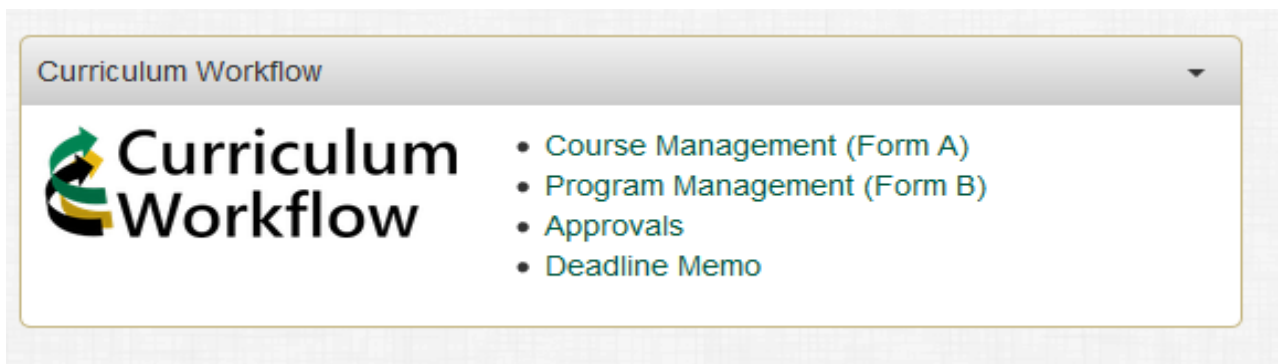


Review and Approve Course/Program Proposals

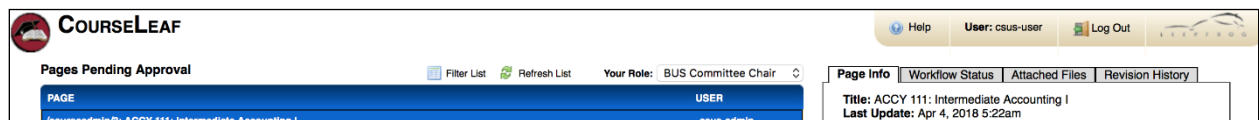
Opening Approval Queue and Reviewing Proposals

1. Locate the Curriculum Workflow menu on MySacState (<https://my.csus.edu>)

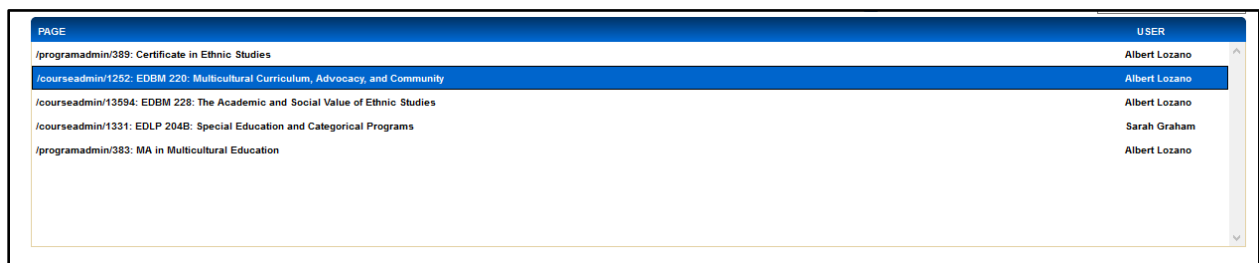
Open **Approvals**



2. Use the **Your Role** menu to select your role. If you are a committee reviewer, select the corresponding Committee Chair role.



3. Courses or program changes appear in the list on the left. Click a course to view the changes.



4. The selected course will appear below the list.

PAGE REVIEW Hide Changes View Changes By: All Changes Edit Rollback Approve

SACRAMENTO STATE
Redefine the Possible

Course Change Request

Print Proposal Export to PDF Export to Word

Date Submitted: 03/28/18 10:51 am

Viewing: **ACCY 111 : Intermediate Accounting I**

Last edit: 04/04/18 5:22 am

Add Comment

In Workflow
1. BUS Committee

5. Changes appear in two colors. **Green** text are additions, **Red** text are removals.

Program Requirements: (If new courses are being created as part of a new program, it will be useful to propose courses first.)

ENGR 203	Engineering Statistics	
ELECTIVE COURSES		6 - 9
Select 6-9 units of electives ²		
Select 6 or 9 units of electives ^{2,3}		
CULMINATING REQUIREMENT (3-6 UNITS)		3 - 6
Select one of the following CE 500 requirements:		3-6
Select one of the following CE 500 requirements: ³		
PLAN A		
Master's Thesis (3 or 6 units) Approval by the faculty thesis advisor and by a second faculty or an expert in the area of study is required. The thesis must comply with University standards for format and is filed in the University Library. The Master's Thesis should be the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for		

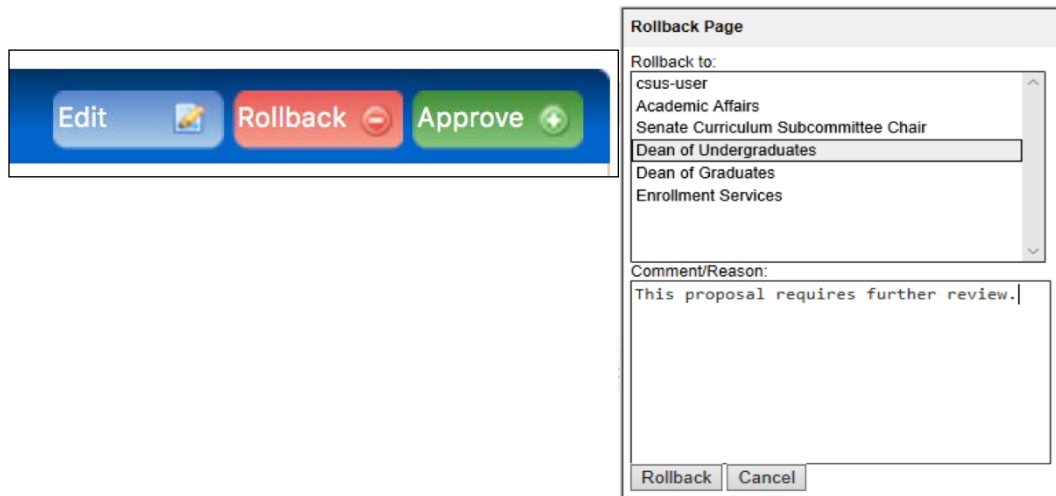
6. To hide red/green markup, use the **Hide Changes** button. Changes can also be filtered by user using the **View Changes By** drop-down.

PAGE REVIEW Hide Changes View Changes By: All Changes

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Redefine the Possible

APPROVERS

7. The **Edit**, **Rollback**, and **Approve** buttons are always visible at the top of the Page Review section while viewing proposals. Clicking **Edit** will open the proposal for editing. Clicking **Rollback** will prompt a dialog box to select what stage the proposal is returned to and a Comment/Reason box to provide an explanation. Clicking **Approve** will send the proposal to the next approval step in Workflow.



Best Practices and Tips

1. All users have the ability to leave a comment on a proposal in Curriculum Workflow. Be advised that all comments are **PUBLIC** and **PERMANENT**.
2. Proposed changes could be rolled back for a variety of reasons. If so, an accompanied email will explain who rolled it back and why. This email will include a link to open the form and make changes. **This is a one-time email!** It is recommended to set up an email rule to help track these emails.
<https://support.office.com/en-us/article/manage-email-messages-by-using-rules-c24f5dea-9465-4df4-ad17-a50704d66c59>
3. When copying content from another source (e.g., webpage, Word document, email, etc.):
 1. First copy/paste into text editor (e.g., Notepad) to remove all formatting
 2. then recopy/repaste into Curriculum Workflow form