



All forms are accessed through the Academic Programs Curriculum Forms web site. Employee ID and MyCoyote password are used to log into the form software.

Click on Propose New Program

All fields outlined in red are mandatory for submission of the form into workflow. You may save your work at any time and return to complete as needed.

 - indicates that there is “help” information regarding completion of the form. Being familiar with the help information ensures that the form is completed as accurately as possible and prevents the form from being rolled back for editing. When a program is rolled back for changes/updates it has to work its way through the workflow process from the beginning (as if it had never been submitted). Once logged in there is help available to you through Courseleaf Help  located in the top right of the landing page. Courseleaf Curriculum (CIM) includes information on course and program proposals.

GE Pathway programs require the completion of additional documents. These documents need to be uploaded prior to submitting through workflow. GE forms are available at the [TRC web site](#).

Forms in workflow can no longer be edited by the originator unless they are rolled back. An email link, available in the workflow steps, allows the originator of a form to contact the current active step in the workflow. Updates can be made by the person in the current workflow step or the proposal can be rolled back to the originator. When a program is rolled back, it starts over in the workflow process.

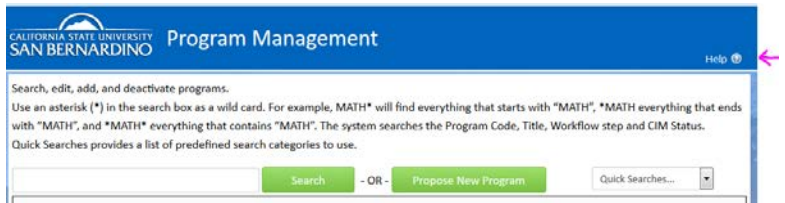
Red (strike through) and green (bold) indicate changes to the program along the way. An audit trail is available to determine at what level in the workflow a change took place and who the editor was for the change.

Originator	Name, email and phone are required fields. If a form is incomplete or needs changes this is who the form may roll back to for the additional edits.
Effective catalog	Select the Academic Year, Select the Academic Year, if future years are not available contact the Academic Curriculum and Scheduling office.
College	Select from drop down
Department	Select from drop down, departments are dependent on the college selected
Department URL	Current CSUSB department naming conventions for URL is normally the department.csusb.edu. The field is required for CSUApply
Academic Level	Select academic level for program
Program Type	Select program type. Program type selection is dependent on academic level.
Program Code	No entry required. Code is provided by the Office of the Registrar
New programs other than certificate, minor, concentration, or focus require Chancellor's Office approval. Information and documents for new programs is available in the Program Planning Resource Guide available at: http://www.calstate.edu/app/policies/prog-plan-resource-guide.pdf	
Title of Proposal	Enter the program title
Consultation	Use the department name drop down menu to select department(s). The department chair(s) will receive an email notification and will have the opportunity to comment on your submission. You may add as many consultations as needed by using the green plus sign.
Justification	Enter the justification for adding the program. Justification is an important part of the program form and is used by the reviewing committees.

Instruction Mode Select the appropriate instruction mode. This information is required by the Chancellor's Office and will be used by the Office of the Registrar for reporting purposes.

CATALOG CONTENT - PAGE BODY EDITOR

Required text fields are dependent on program type and level. The Page Body is where text and structured content – including course lists - is added or edited. The Page Body tool works like a standard word processor. The Page Body Editor User Guide is available through the Academic Programs web site at: <https://www.csusb.edu/academic-programs/curriculum/forms>. Video tutorials are available through Courseleaf help at <https://help.courseleaf.com/cat/page-body/>. You need to be logged into the program to access the help information. The Help link in the top right of the Program Management screen can also be used.



Additional assistance in completing and formatting the text is provided by the Curriculum and Scheduling office on request.

General Education Pathway

Navigate to the [TRC web site](#) for assistance with completing the GE information. Upload the completed General Education forms when submitting the course proposal. submitting the course proposal.

After completing the form, click one of the following:

Cancel - return to the previous window without saving changes

Save Changes - to save any changes that have been made and come back to the form at a later time.

Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields.

Save & Submit (Start Workflow) - to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The proposal will go to the next step in the workflow. The user(s) in workflow will be sent an automated email to notify them when a proposal is ready to be reviewed, edited, approved, or rolled back. A form in workflow can no longer be edited by the originator unless it is rolled back.