How to Create a Course Revision Proposal in Curriculog

**STEP 1:** Navigate to Curriculog from the following link: [University of Memphis Curriculog](https://memphis.curriculog.com).

**STEP 2:** Click on **Login** on the top right of the screen.

**STEP 3:** Login with your UofM email address and the password ‘pleaseletmein’, if you have not already changed your password. Then click on **Login**.

- After you login the first thing you will see is the **My Tasks** Tab. This tab shows every proposal with which you are involved in at that time that needs you to make a decision or review.

**STEP 4:** To create a new proposal click on **+ New Proposal**.
How to Create a Course Revision Proposal in Curriculog

STEP 5: To create a course revision proposal you can look under the All Processes Tab or under the Courses Tab.

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Steps</th>
<th>Mandatory</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Undergraduate Course Revision</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Test Undergraduate Request for New Course</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>2019-2020 Graduate Request for Special Topics</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>2019-2020 Undergraduate Request for Special Topics</td>
<td>6</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>2020-2021 Graduate Course Revision</td>
<td>8</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>2020-2021 Graduate Request for New Course</td>
<td>8</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>2020-2021 Graduate Request for Special Topics</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>2020-2021 Undergraduate Course Revision</td>
<td>8</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>2020-2021 Undergraduate Request for New Course</td>
<td>8</td>
<td>8</td>
<td>16</td>
</tr>
</tbody>
</table>

STEP 6: Find the Request for Course Revision form. Click on the document icon to preview the form or on the checkmark icon to start the Proposal. *Note – 4/6 course must be entered in Curriculog separately on all course forms except Special Topics.

STEP 7: Fill out the proposal after reading the **Instructions** section. Import your course by clicking on the down arrow icon. Choose the Catalog available by clicking on it. Filter by prefix and code (course number) by using the dropdown, then type in the fields you selected and click on Search Available Curriculum. The course will populate within the same box.
How to Create a Course Revision Proposal in Curriculog

After clicking on the course, a new screen will pop up that looks like the picture below. Ignore any orange lettering and click on *Import this Item*. After you import the course, click on the *help text* icon.

*Note – Acalog Hierarchy will import with University of Memphis, press the “x” and choose your department from the dropdown menu.
How to Create a Course Revision Proposal in Curriculog

Make sure to only fill out the proposal with the current (19-20 catalog) course information for the course that you are revising. Upload any required/needed documentation by clicking on the plus page icon.

STEP 8: Click on the save icon if you are not ready to launch the proposal.

STEP 9: Once you are ready to submit your proposal, click on the play icon to launch the proposal.

- After you have launched the proposal you will see this box in the top right-hand corner:

![This proposal has moved on](image)

STEP 10: Edit the fields that you would like to revise for the course revision proposal. Make sure that your revision(s) are saved.

STEP 11: After you edit your proposal, you must go in and ‘decide’ to approve your proposal. Click on the checkmark icon to make your decision.

STEP 12: Click on either approve or reject, you can also put a comment if you choose when you approve or reject the proposal. (If you reject the proposal, it is required that you make a comment.) After you have decided and possibly commented, press Make My Decision.
How to Create a Course Revision Proposal in Curriculog

- After you make your decision, it will move on to either the Department Committee or the Chair. This depends on how your department/unit is set up.

**VIEW YOUR PROPOSAL’S**

To view proposals that you have originated, click on the **My Proposal Tab**. This will show all the proposals that you have launched.