

HOW TO PROPOSE A NEW PROGRAM

This guide outlines the steps to propose a Program through Curriculum Manager: Program Management. For additional information on CM, please click [here](#).

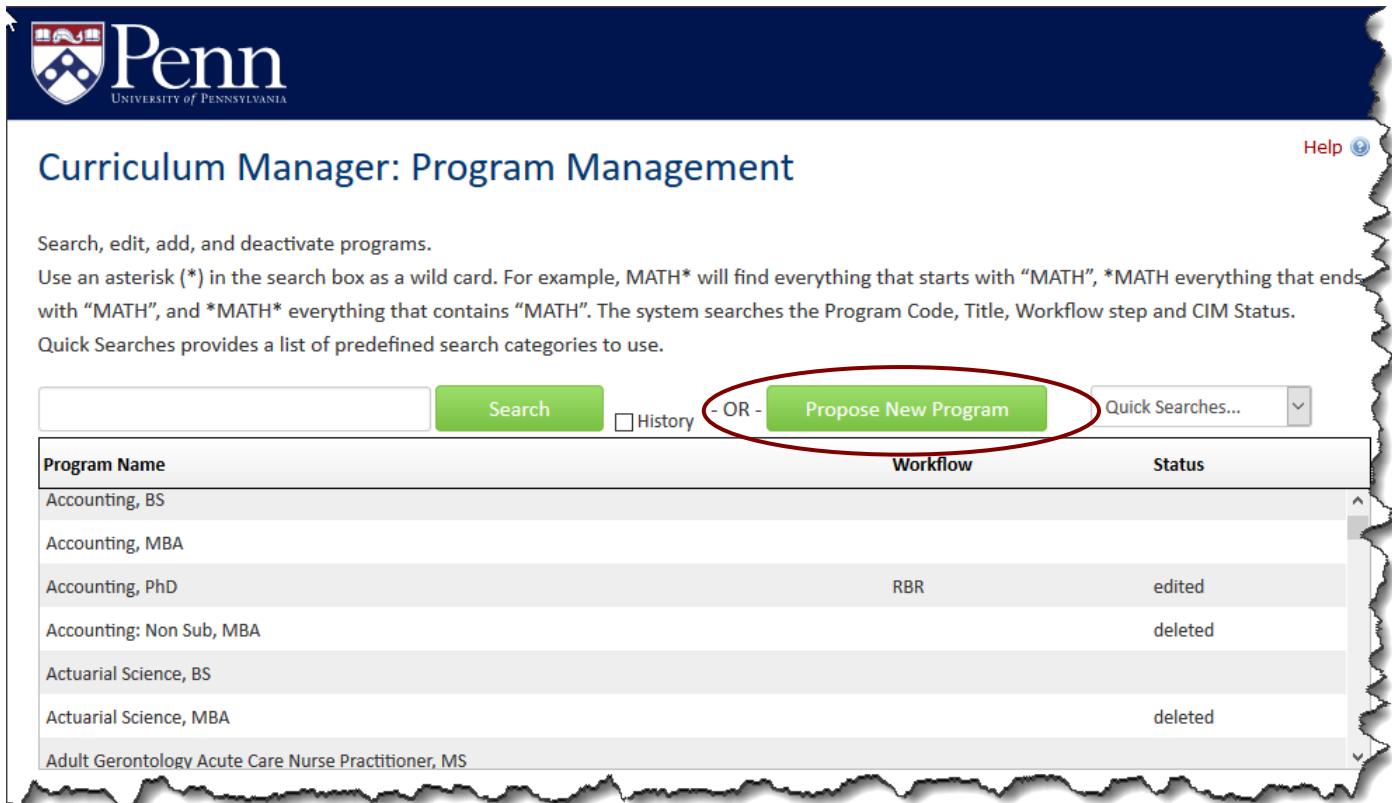
Propose a New Program - Login

- Navigate to the *Curriculum Manager: Program Management* [page](#)
- Enter your **Username** and **Password**
- Click on **[Log in]**
- Click on the **Log In** icon



Propose a New Program

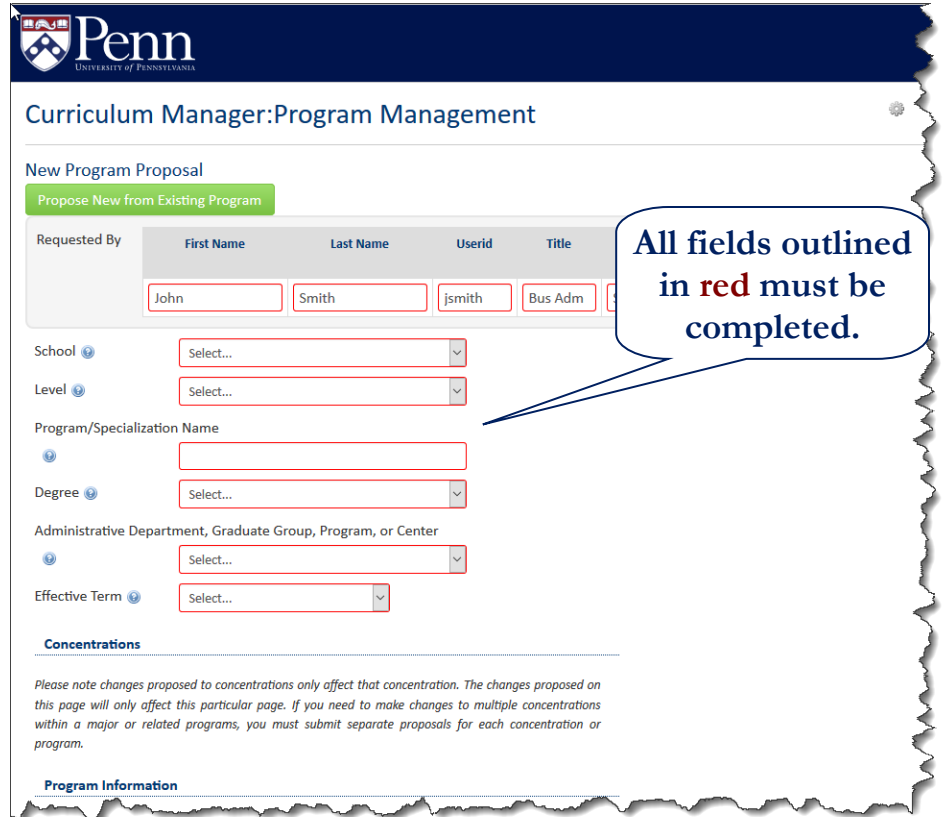
- Click on **[Propose New Program]**



The screenshot shows the 'Curriculum Manager: Program Management' interface. At the top left is the Penn University of Pennsylvania logo. The title 'Curriculum Manager: Program Management' is displayed in blue. A 'Help' icon is in the top right. Below the title is a search box with a 'Search' button, a 'History' checkbox, and a '- OR -' separator followed by a 'Propose New Program' button (circled in red). To the right is a 'Quick Searches...' dropdown menu. Below the search area is a table with columns for 'Program Name', 'Workflow', and 'Status'. The table lists several programs, including Accounting (BS, MBA, PhD), Actuarial Science (BS, MBA), and Adult Gerontology Acute Care Nurse Practitioner (MS).

Program Name	Workflow	Status
Accounting, BS		
Accounting, MBA		
Accounting, PhD	RBR	edited
Accounting: Non Sub, MBA		deleted
Actuarial Science, BS		
Actuarial Science, MBA		deleted
Adult Gerontology Acute Care Nurse Practitioner, MS		

- The New Program Proposal form is open
- This form is to be used when creating an entirely new Program, i.e. Program, Certificate, or Degree
- Fields such as School, Level (or Division), Administrative Dept., and Graduate Group are fields that drive workflow
 - ☞ *Note: Field level help is available by clicking the '?' icon*



Curriculum Manager: Program Management

New Program Proposal

Propose New from Existing Program

Requested By	First Name	Last Name	Userid	Title
	John	Smith	jsmith	Bus Adm

School

Level

Program/Specialization Name

Degree

Administrative Department, Graduate Group, Program, or Center

Effective Term

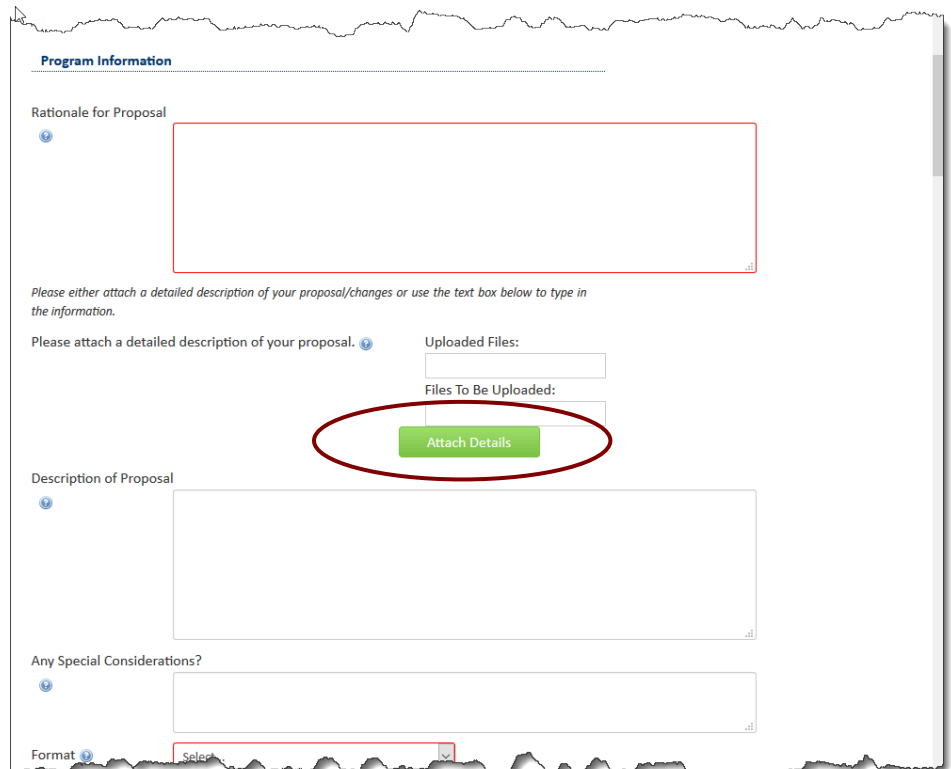
Concentrations

Please note changes proposed to concentrations only affect that concentration. The changes proposed on this page will only affect this particular page. If you need to make changes to multiple concentrations within a major or related programs, you must submit separate proposals for each concentration or program.

Program Information

Program Information

- Enter data that is relevant to the proposal
- **[Attach Details]** can be used to upload supporting documentation



Program Information

Rationale for Proposal

Please either attach a detailed description of your proposal/changes or use the text box below to type in the information.

Please attach a detailed description of your proposal.

Uploaded Files:

Files To Be Uploaded:

Attach Details

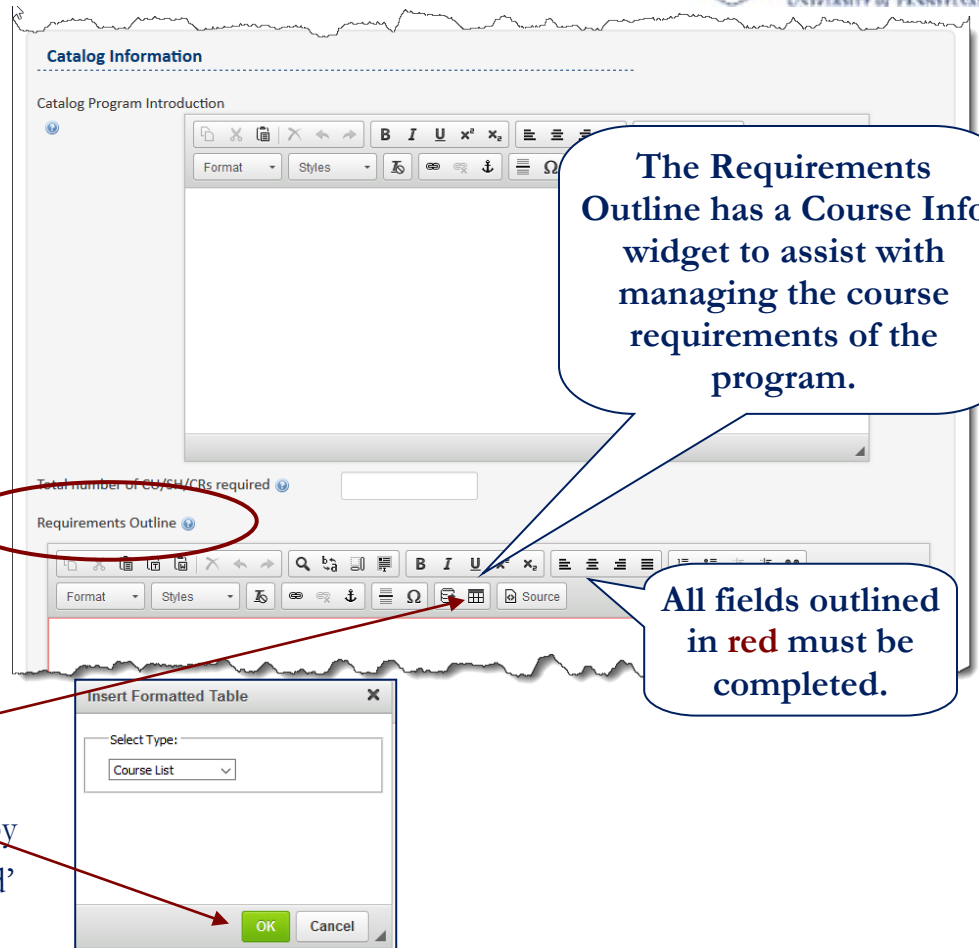
Description of Proposal

Any Special Considerations?

Format

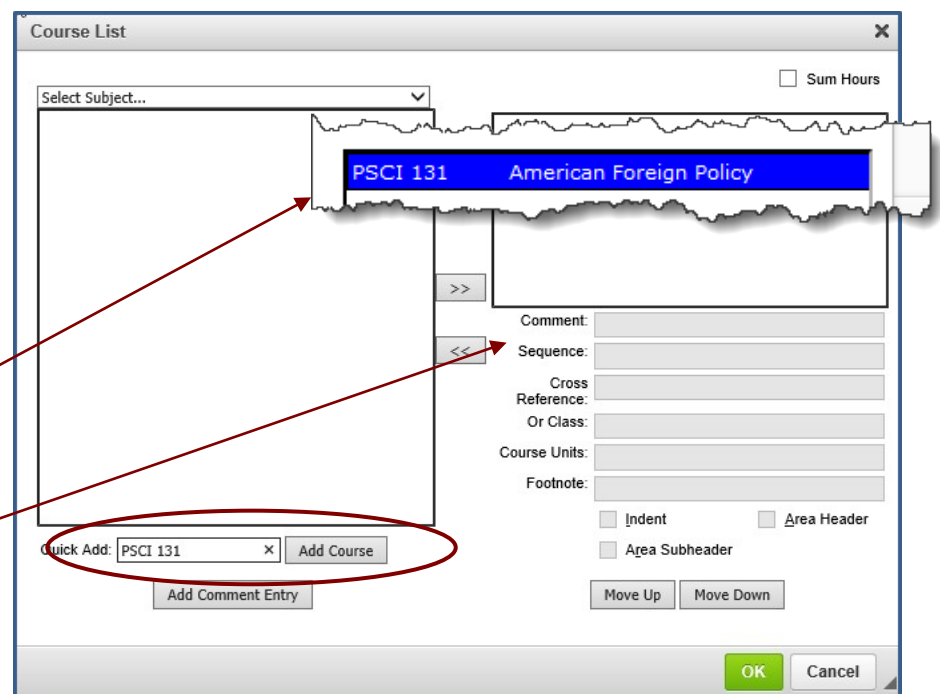
Catalog Information

- The **[Requirements Outline]** field is required for completion. However, "See attached" is appropriate if the Program's requirements were included in a previously attached document.
- There is a Course Info widget to assist with selecting and adding courses to the Program
- Click on the **table icon**
- Click **[OK]**
- Courses can be selected by Subject or via 'Quick Add'



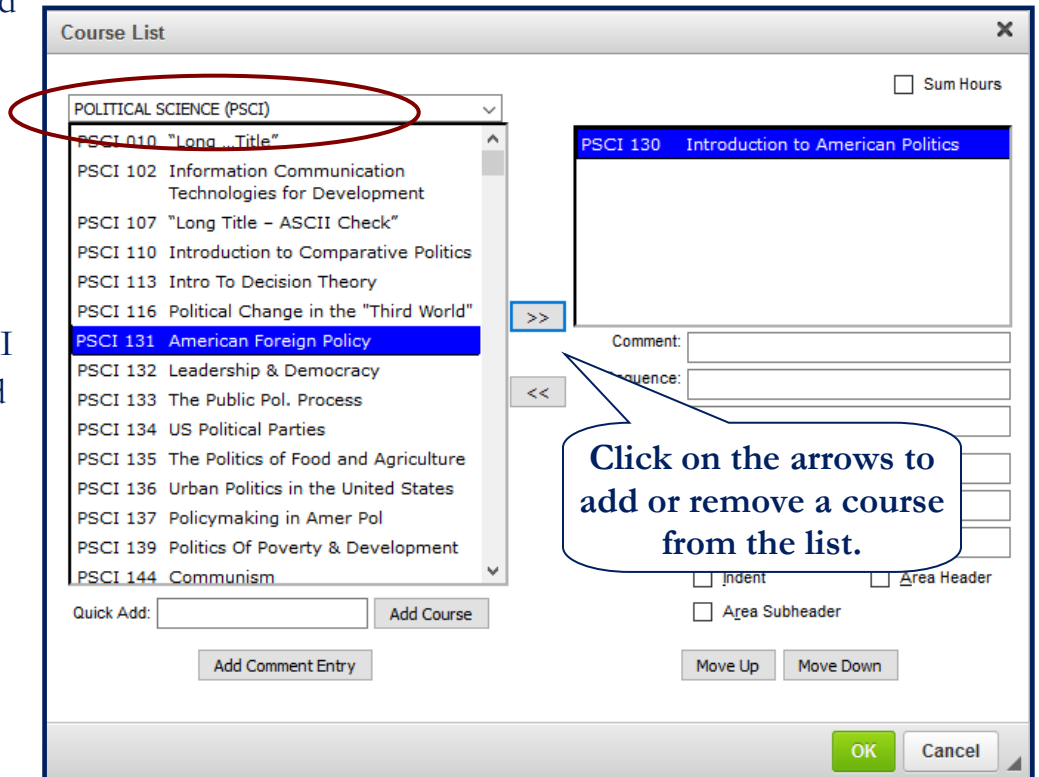
Quick Add

- If you know the Course Number, you can use this feature
- In this example, type "PSCI 131"
 - *Note: must enter the subject in all caps*
- Click on **[Add Course]**
- The Course will appear on the right side of the Course List widget. Additional information such as "Sequence" or "Course Units" can be added. Please contact your School CM Administrator for more information



Select Subject

- Scroll through to find a subject pertaining to the Courses included in the Program
- For example, select **Political Science (PSCI)** and the PSCI courses are displayed
- Select **PSCI 130 Introduction to American Politics**
- Click the [**>>**] button to add the course



Course List

Sum Hours

POLITICAL SCIENCE (PSCI)

PSCI 010 "Long... Title"

PSCI 102 Information Communication Technologies for Development

PSCI 107 "Long Title - ASCII Check"

PSCI 110 Introduction to Comparative Politics

PSCI 113 Intro To Decision Theory

PSCI 116 Political Change in the "Third World"

PSCI 131 American Foreign Policy

PSCI 132 Leadership & Democracy

PSCI 133 The Public Pol. Process

PSCI 134 US Political Parties

PSCI 135 The Politics of Food and Agriculture

PSCI 136 Urban Politics in the United States

PSCI 137 Policymaking in Amer Pol

PSCI 139 Politics Of Poverty & Development

PSCI 144 Communism

Quick Add: Add Course

Add Comment Entry

Comment:

Sequence:

Indent Area Header

Area Subheader

Move Up Move Down

OK Cancel

Click on the arrows to add or remove a course from the list.

Completed Requirements Outline

- Here is a sample of the **Requirements Outline** after completion
- Please contact your School CM Administrator for questions on specific requirements for Programs, Certificates or Degrees

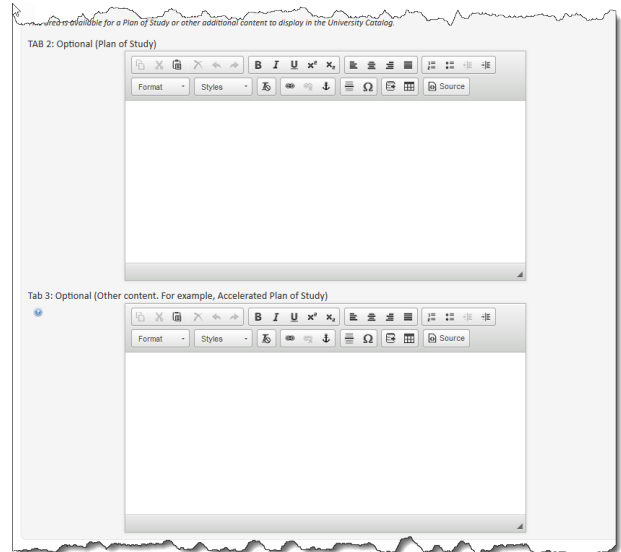


Requirements Outline

Requirement	Units
College General Education Requirements and Free Electives	
Foundational Approaches + Sectors ¹ + Free Electives	20
Major Requirements	
Core Requirement	
Select 2 course units of the following:	2
PSCI 110 Introduction to Comparative Politics	
PSCI 130 Introduction to American Politics	
PSCI 150 Introduction to International Relations	
PSCI 180 Ancient Political Thought or PSCI 181 Modern Political Thought	
Subfield Requirement	
Select 1 course in three of the four subfields:	3
American Politics	
Comparative Politics	

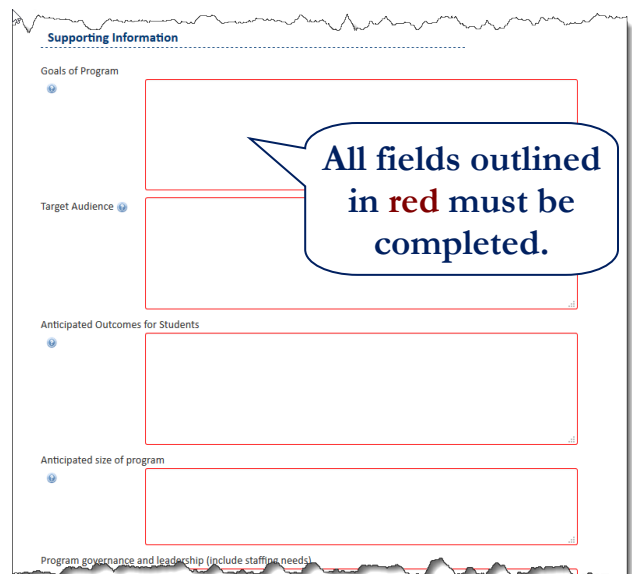
Catalog Information

- Additional information may be added about the Requirements.
 - Optional: Plan of Study
 - Optional: Other content (e.g. Accelerated Plan of Study)



Supporting Information

- The following fields must be completed:
 - Goals of the Program
 - Target Audience
 - Anticipated Outcomes for Students
 - Anticipated size of the program
 - Program governance and leadership
 - Typical timeline
 - How will this program be formally assessed
 - Does this program require accreditation
 - Space and technology requirements
 - Is this a standalone certificate, have you started a Gainful Employment assessment?
 - Will this program be taught by new or existing faculty?
 - Is the program approved/eligible for a Penn grant, school aid, or state grant?
 - Is the program part of an agreement with an institution outside of Penn?
 - Is this a dual degree program?



Save & Start Workflow

- **[Cancel]** exits the form without saving the proposal
- **[Save Changes]** saves the form
- **[Save and Start Workflow]** saves the form and starts the workflow approval process

