

## Submitting Your New Program Proposal (P) Form in Curriculog

1. **The P form template is a Word document** that includes instructions as well as areas to complete all pertinent data for your new program proposal.  
You will also need to complete a cost revenue worksheet, which is an Excel document.

You can find the Word doc template of the P form and the Excel worksheet on the Academic Programs Website:

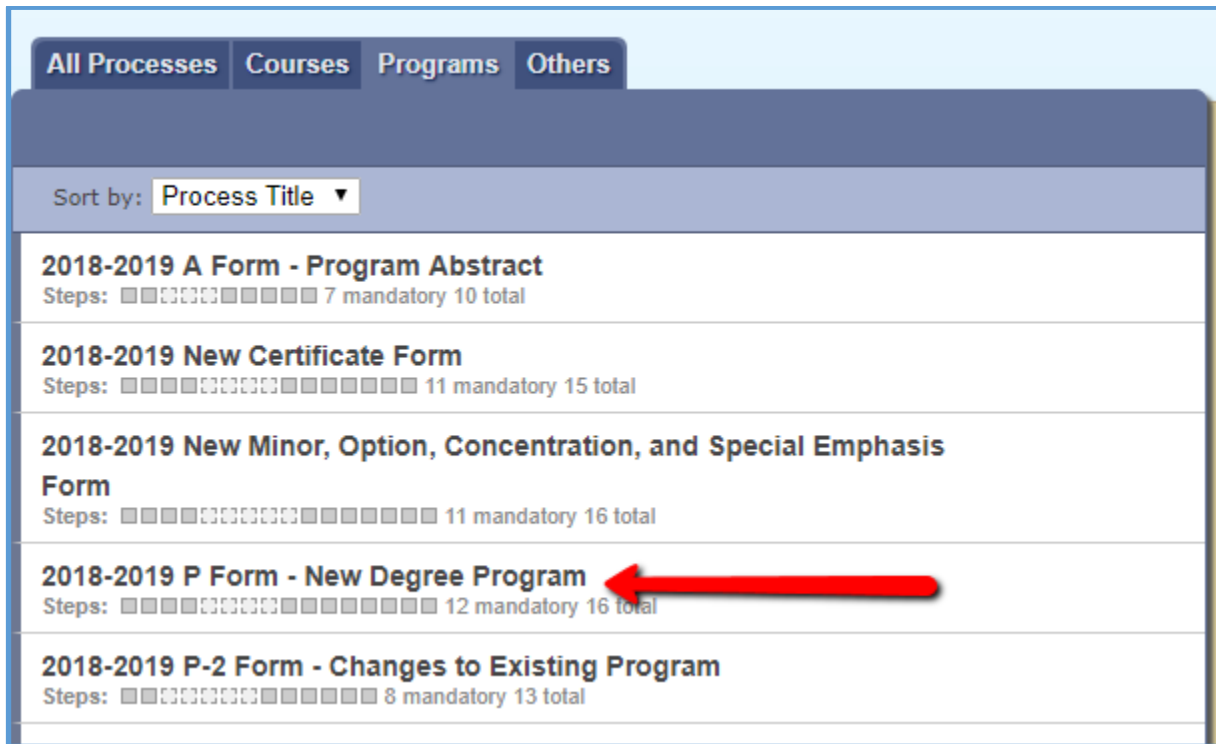
[https://www.csusm.edu/academic\\_programs/catalogcurricula/curriculum\\_forms.html#program](https://www.csusm.edu/academic_programs/catalogcurricula/curriculum_forms.html#program)

<p>Proposing a New Degree Program (BA, BS, MA, MS, etc.)</p> <p>[Note that such programs must first be placed on the University Academic Master Plan (UAMP). See the A Form immediately above.]</p>	<p><b>NEW PROGRAM PROPOSAL INFORMATION (P Form)</b> (effective March 2017)</p> <ol style="list-style-type: none"><li>1. Review the <a href="#">TIPS for Completing a Successful Program Proposal</a>. This is an explanation of the items in the Proposal Template with examples that will help you understand what is required.</li><li>2. Complete the <a href="#">New Program Proposal Template (P Form)</a>. Following the instructions given in the footnotes of the template and the TIPS document referenced in #1 above will greatly simplify the approval process for this proposal. The footnotes may be deleted from the completed proposal. <b>NOTE: DO NOT add, change, and/or delete the text from the template. The only text you may delete are the instructions in the footnotes.</b></li><li>3. For State-Support Programs:<ul style="list-style-type: none"><li>• Undergraduate - Complete the <a href="#">Anticipated Revenues and Costs Worksheet (Undergraduate programs)</a></li><li>• Graduate - Complete the <a href="#">Anticipated Revenues and Costs Worksheet (Graduate programs)</a></li></ul></li></ol> <p>For Self-Support Programs - Complete a Cost Recovery Budget (explained in item #9 in the New Program Proposal Template)</p> <ol style="list-style-type: none"><li>4. <a href="#">CSUSM New Degree Proposal Checklist</a></li></ol>
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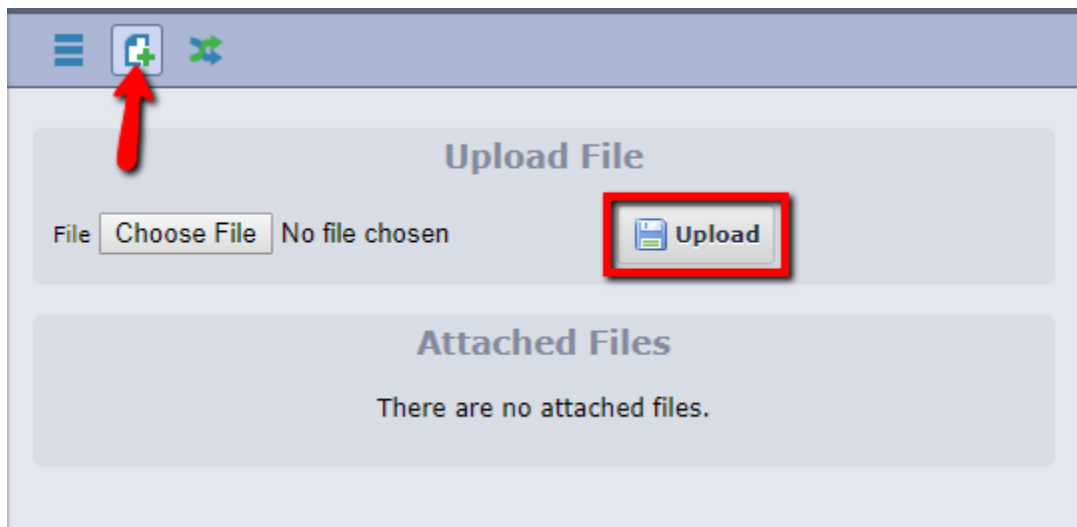
2. **Once you have completed your P form and the worksheet**, you will circulate them via email or hard copy to the **IITS and Library Deans** for their review, so that they can provide you with their feedback.

3. **Now you are ready to launch the proposal in Curriculog:**

The P form in Curriculog is simply a means to obtain approval, similar to an “electronic interoffice envelope.”



4. In the Curriculog P form you will attach your completed Word doc P Form, along with those support emails or memos, saved as PDF.



On the Curriculog form are additional instructions about acquiring support in advance (see screenshot).

**Library & IITS Statements / Impact**

This section in the Curriculog form will ask you to attach resource memos/reports

Obtain memos/reports from the Library Dean and IITS Dean, in support of your program.

In order to obtain the memos (*BEFORE* you take the final step to "Make your "Decision." );

- Email your **Word doc P form template** and **Excel worksheets** to the department liaisons (OR to email them within Curriculog, refer [to this handy guide](#) )
- Save their memo as a PDF and attach in Files

[Instructions for converting an email to pdf and uploading it to Curriculog.](#)

**Library Dean's memo/report**

Check: (Please be advised the library review may take up to 3 weeks)\*  Statement from the Dean of the Library that indicates any necessary library resources not available through the CSU library system. Indicate the commitment of the campus to purchase these additional resources.

**IITS Dean's memo/report**

Check:\*  Statement from the Dean of IITS which indicates any necessary technology resources necessary for the implementation of the program. Indicate the commitment of the campus to purchase these additional resources.




5. **After you have completed and launched your proposal in Curriculog**, and it reaches the Academic Programs approval step, it will be routed to the following people for official approval (what used to be "signature"):

- \*College Associate Dean
- \*Library Dean
- \*IITS Dean
- \*VP for Student Affairs
- \*VP for Finance and Administrative Services



NOTE: For the VPs, you don't need to circulate your Word doc P form to them in advance – they will review and approve it when it arrives at their step in the Curriculog approval process.

**Example**

**Academic Programs (System Admin)** Status: *Approved*

Participants	Activity 
 <b>Criselda Yee</b> 3/2/2018 4:11 PM	Required for Approval: 100% required
 <b>Criselda Yee (System Administrator)</b> 3/2/2018 4:08 PM	Date Completed: 3/2/2018 4:11 PM
	Changes: <i>No</i>
	Comments: <i>Yes</i>

**Custom Route** Status: *Approved*

Participants	Activity 
<b>Jennifer Fabbi</b>	Required for Approval: 100% required
<b>Neal Hoss</b>	Date Completed: 3/2/2018 4:15 PM
<b>Lorena Meza</b>	Changes: <i>No</i>
<b>Kevin Morningstar</b>	Comments: <i>No</i>
<b>Martha Stoddard Holmes</b>	
 <b>Criselda Yee (System Administrator)</b> 3/2/2018 4:15 PM	

6. After the Deans and VPs have approved, your proposal will proceed to UCC for review and then through the standard completion of approval process.