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Submitting a Program Proposal:

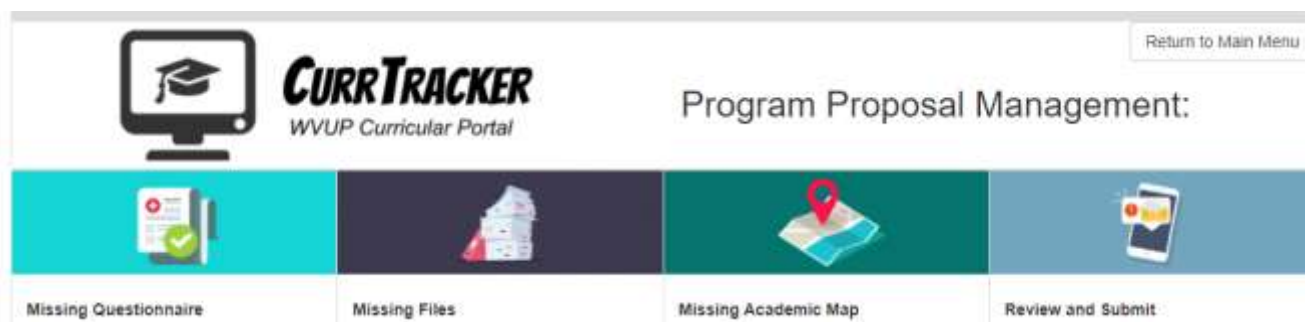
Proposal submissions have been divided into 5 steps: General Information, Questionnaire, Academic Map Changes/ Layout, Supplemental Files and Final Review.

1. Select the type of proposal you would like to submit.



2. Make sure to complete all required fields and click **Submit** at the bottom of the screen.
3. Depending on the type of proposal will determine the next steps.

Once you have submitted the basic information related to your proposal, you will be redirected to the Program Proposal Management System. This screen will show you what sections you still have to complete for your proposals.

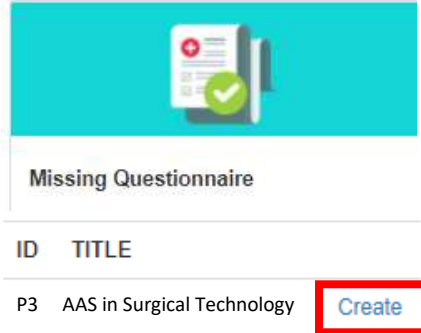


- [**Add / Modify a Program Proposal Instructions**](#)
- [**Term / Suspend a Program Proposal Instructions**](#)

Add / Modify a Program Proposal

QUESTIONNAIRE:

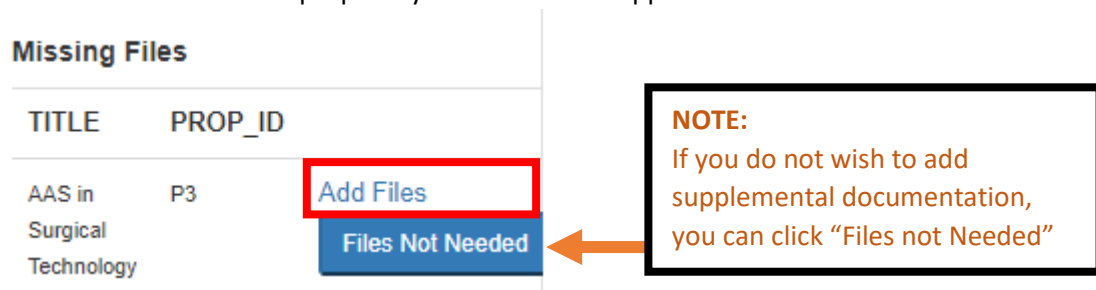
1. Click on **Create** next to the proposal you wish to complete the questionnaire for.



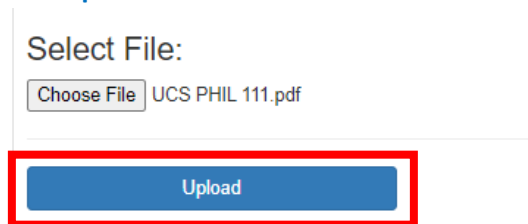
2. Make sure to complete all required fields and click **Submit** at the bottom of the screen.
3. The proposal will then move to the “Missing Files” Section.

SUPPLEMENTAL FILES

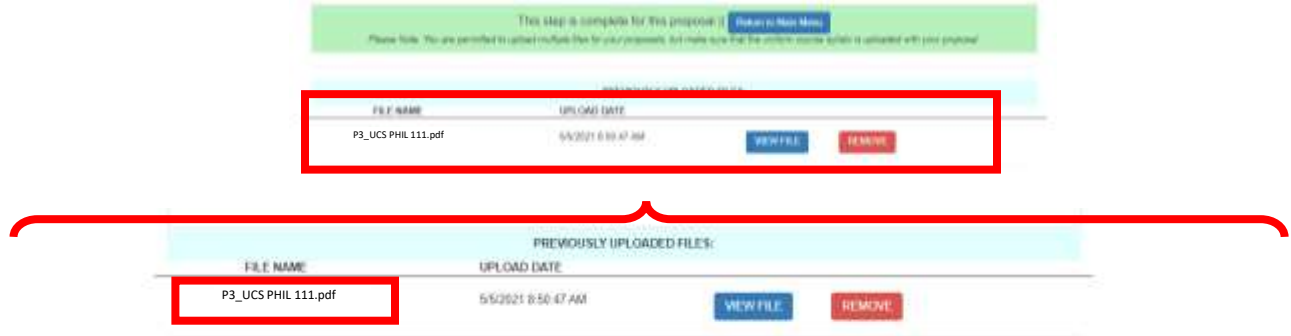
1. Click on **Add Files** next to the proposal you wish to add supplemental files to.



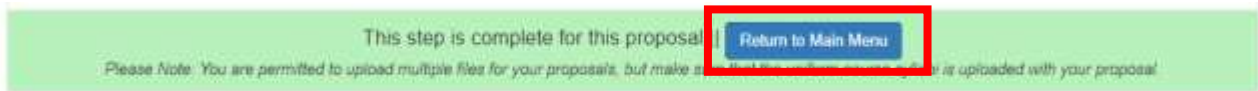
2. Click on **Choose File** to pick the file you wish to upload. Once it is selected, click **Open**.
3. Make sure the file is listed and click **Upload**.



- If the file uploads successfully, it will be listed under **Previously Uploaded Files**.

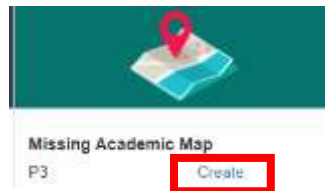


- If you wish to add more files, follow steps 1-3 to add additional files.
- Once you are done adding files, click **Return to Main Menu**.



ACADEMIC MAP:

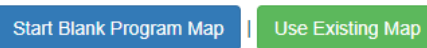
- Click on **Create** next to the proposal you wish to create a map for.



- For creating a program map, you can either **Start Blank Program Map** or **Use Existing Map**.

You have not started a Program Map for proposal P3.

Please select one of the options below:

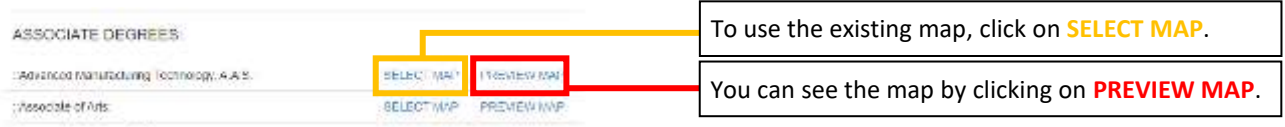


[Start Blank Program Map Instructions](#)

[Use Existing Map Instructions](#)

Use Existing Map:

- From the list, you can select any Certificate, Associate and Baccalaureate Degree map currently active.



- b. Click **ADD** to add the course to your new map. Once you have added all the courses you want from the existing map to your map, click **Continue to Next Step**.
(You will be able to add more courses to the map that may not be part of the existing map in the next step.)

The screenshot shows the 'ACADEMIC MAP' interface for Parkersburg West Virginia University. It features a 'Current Map' section with a 'Semester 1' dropdown. Below this is a table of courses with columns for 'COURSE', 'CR', and 'COMMENTS'. Two 'ADD' buttons are visible next to the first two rows of the table. To the right, a 'My Map' section shows a course 'CS 101 | INTRO TO PC APPLICATIONS' with a '4' in the 'CR' column. A 'Continue to Next Step' button is highlighted with a red box.

- c. To add another course, click **Add Content to this MAP**

This screenshot shows the top of the 'ACADEMIC MAP' interface. It includes the university logo and a 'Draft Program Map for Proposal P3' label. A red box highlights the 'Add Content to this MAP' button in the top right corner.

- d. Select the **semester for the course, desired course and course features**.
 Once you completed the form, make sure to click **Update Content**.

This screenshot shows a form for selecting a course and configuring its features. On the left, there is a 'Selected Semester' dropdown menu and a 'Course to Add' section with 'Select a Course' and 'Enter a Course' options. On the right, there is a list of course features, each with a dropdown menu set to 'NO'. A yellow bracket groups these features, with a callout box labeled 'Course Features'. At the bottom, a green 'Update Content' button is highlighted with a red box.

- e. If you add a course by mistake, click **remove** next to the course you want to remove from the map.

This screenshot shows a single row from the course table. It includes a 'remove' button (highlighted with a red box), the course name 'CS 101 | INTRO TO PC APPLICATIONS', and the credit value '4'.

- f. Once all courses have been added, click **SUBMIT MAP** at the top of the screen.

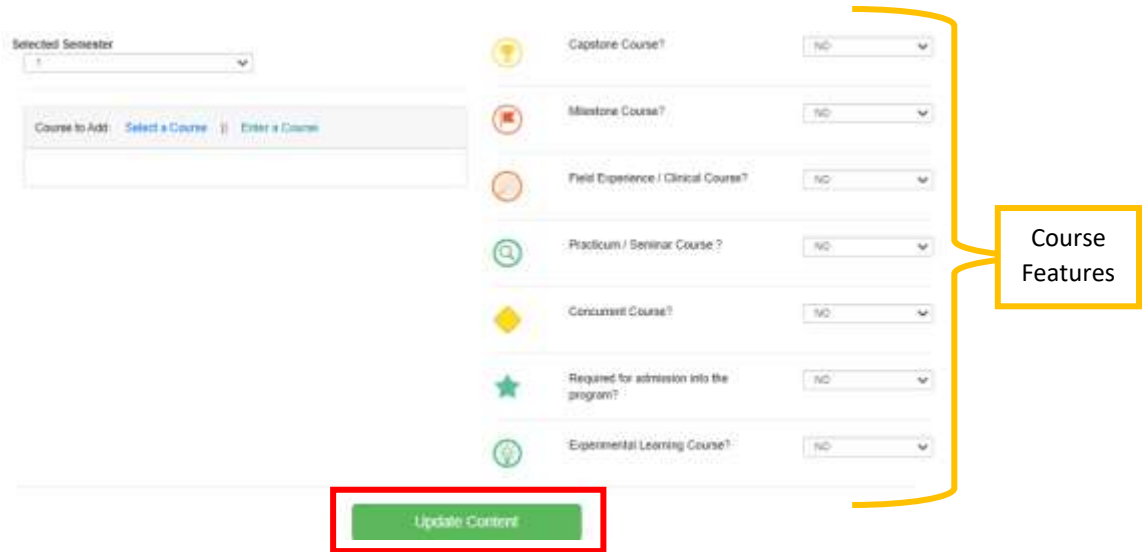
This screenshot shows the bottom of the 'ACADEMIC MAP' interface. A green 'SUBMIT MAP' button is highlighted with a red box.

Start Blank Program Map:

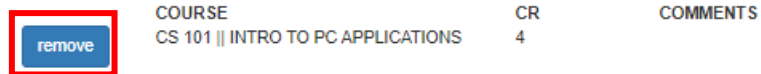
- a. To add another course, click **Add Content to this MAP**



- b. Select the **semester for the course, desired course and course features**. Once you completed the form, make sure to click **Update Content**.



- c. If you add a course by mistake, click **remove** next to the course you want to remove from the map.

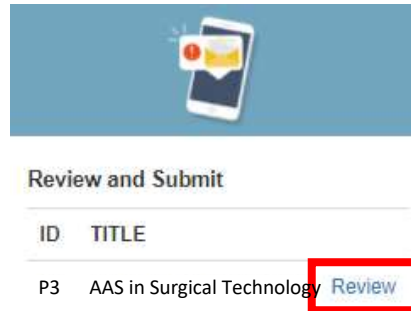


- d. Once all courses have been added, click **SUBMIT MAP** at the top of the screen.

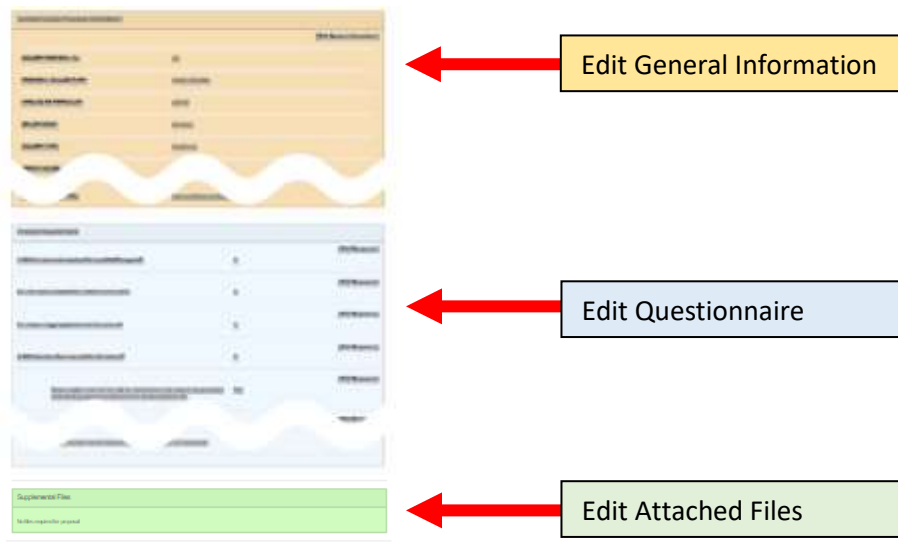


REVIEW AND SUBMIT:

1. Click on **Review** next to the proposal you wish to view and submit for approval



2. Review the content for each section. If you need to make edits, this is **THE ONLY TIME YOU CAN MAKE CHANGES.**



3. Once you have reviewed the proposal and made any desired changes, make sure to click **Submit Proposal for Approval** to send your proposal to the curriculum committee for approval.



Term/ Suspend a Program Proposal

SUPPLEMENTAL FILES

1. Click on **Add Files** next to the proposal you wish to add supplemental files to.

Missing Files	
TITLE	PROP_ID
AAS in Surgical Technology	P3

Add Files

Files Not Needed

NOTE:
If you do not wish to add supplemental documentation, you can click "Files not Needed"

2. Click on **Choose File** to pick the file you wish to upload. Once it is selected, click **Open**.
3. Make sure the file is listed and click **Upload**.

Select File:

UCS PHIL 111.pdf

4. If the file uploads successfully, it will be listed under **Previously Uploaded Files**.

This step is complete for this proposal.

Please Note: You are permitted to upload multiple files for your proposals, but make sure that the entire course which is uploaded with your proposal.

FILE NAME	UPLOAD DATE		
P3_UCS PHIL 111.pdf	5/5/2021 9:50:47 AM	<input type="button" value="VIEW FILE"/>	<input type="button" value="REMOVE"/>

PREVIOUSLY UPLOADED FILES:

FILE NAME	UPLOAD DATE		
P3_UCS PHIL 111.pdf	5/5/2021 9:50:47 AM	<input type="button" value="VIEW FILE"/>	<input type="button" value="REMOVE"/>

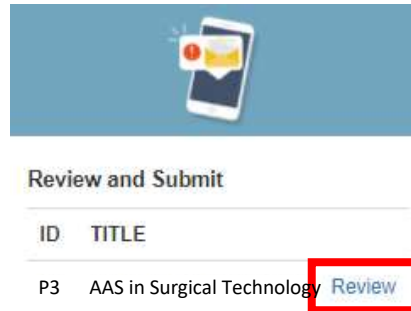
5. If you wish to add more files, follow steps 1-3 to add additional files.
6. Once you are done adding files, click **Return to Main Menu**.

This step is complete for this proposal.

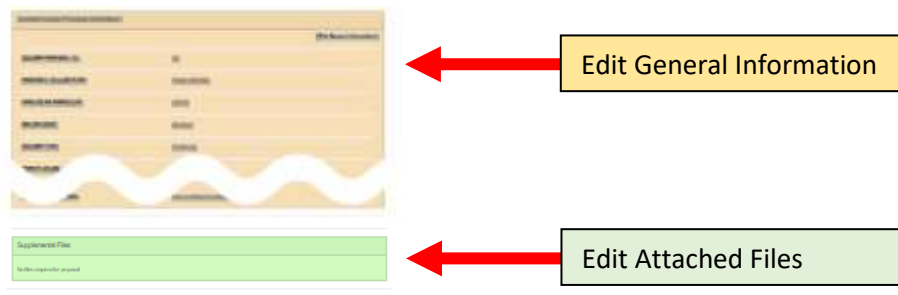
Please Note: You are permitted to upload multiple files for your proposals, but make sure that the entire course which is uploaded with your proposal.

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