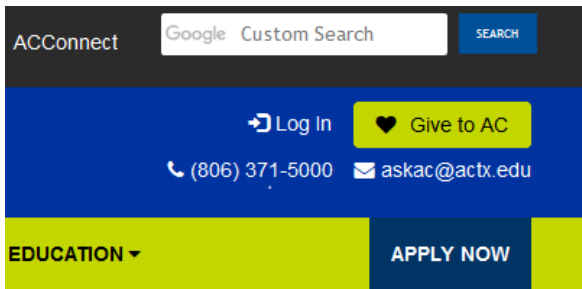
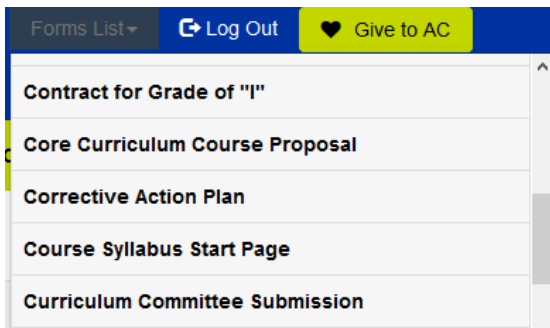


## Navigating the Electronic Submission Platform

1. <https://www.actx.edu/forms/curriculum/index.php>
2. Log into platform:



3. Go to the “Forms” drop down menu, and select “Curriculum Committee Submission.”



4. Click on “My Requests,” which is located in the blue band near the top of the screen.
5. Click on “New Request.”

The screenshot shows a form titled 'Curriculum Request'. It contains several input fields: 'Division' with a dropdown menu showing '-- Select Division --'; 'Department' with a dropdown menu; 'Point of Contact' with two text boxes containing 'Frank' and 'Sobey'; and 'Action to Take' with a dropdown menu showing 'Choose One'. Below the 'Point of Contact' section, there are two text boxes containing 'Associate Vice President of Academic Affairs' and '806-371-5472'. A blue 'Save & Continue' button is located at the bottom right of the form.

6. Start with the drop down for “Division.” Select the department/program/area under the appropriate division. Doing so will ensure that the submitted petition will be routed to the appropriate academic dean.
7. Next, use the drop down for “Department.”
8. Finally, select the appropriate action from the “Action to Take” drop down.

The rest of the submission process is fairly intuitive and will prompt you to provide information and justifications associated with the curriculum change. As you move through the form, you will be prompted to save and continue. At the end of the process, you will have an opportunity to upload any other documentation you believe is warranted. The final step is to submit the form:

Completed Form




**Is the form completed and ready to be reviewed?**

Yes  No

Please select "No" if you wish to come back and edit it later.

Submit Curriculum Form

If you select “No,” then you will be able to open the form again by clicking on the pencil icon:

Division	Department	Action	Status	Date	
English	English	Program Revision Add a New Major Code or Reactivate a Major Code	In Process	04-28-2017	  

If you submit the form, you will not be able to edit it again unless it is denied later on in the approval process.