

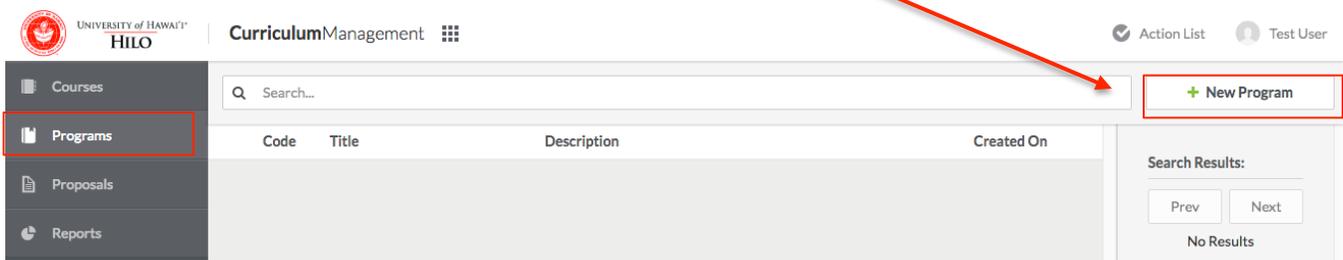
## PROPOSING A NEW PROGRAM OR SUBJECT CERTIFICATE UNDER AN EXISTING PROGRAM

Kuali CM Login URL:  
<https://hilo.kuali.co/cm>

Upon visiting the above URL, you will be prompted to login with your UH username and password. After logging in, navigate to the Courses main screen by clicking on:

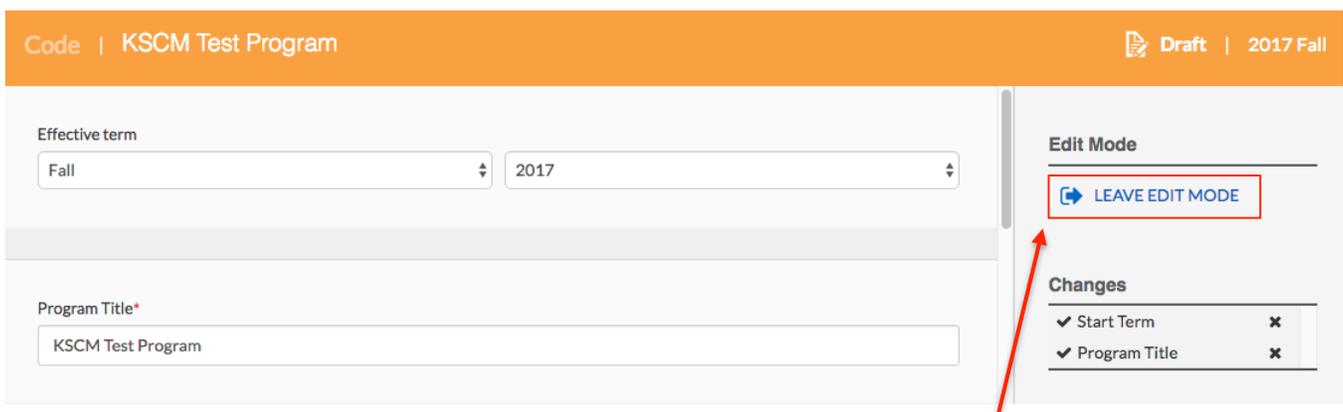
“Apps” → “Curriculum” → “Programs”

Then proceed to click on “+ New Program” at top left.



The screenshot shows the 'CurriculumManagement' interface. On the left, a sidebar menu has 'Programs' highlighted. At the top right, there is a '+ New Program' button. A red arrow points from the text above to this button. The main area contains a search bar and a table with columns for Code, Title, Description, and Created On. On the right, there is a 'Search Results' section with 'Prev' and 'Next' buttons and 'No Results' displayed.

The program proposal form will open in the same window with an orange bar at top indicating the proposal is in “Draft” status. Please complete all fields.



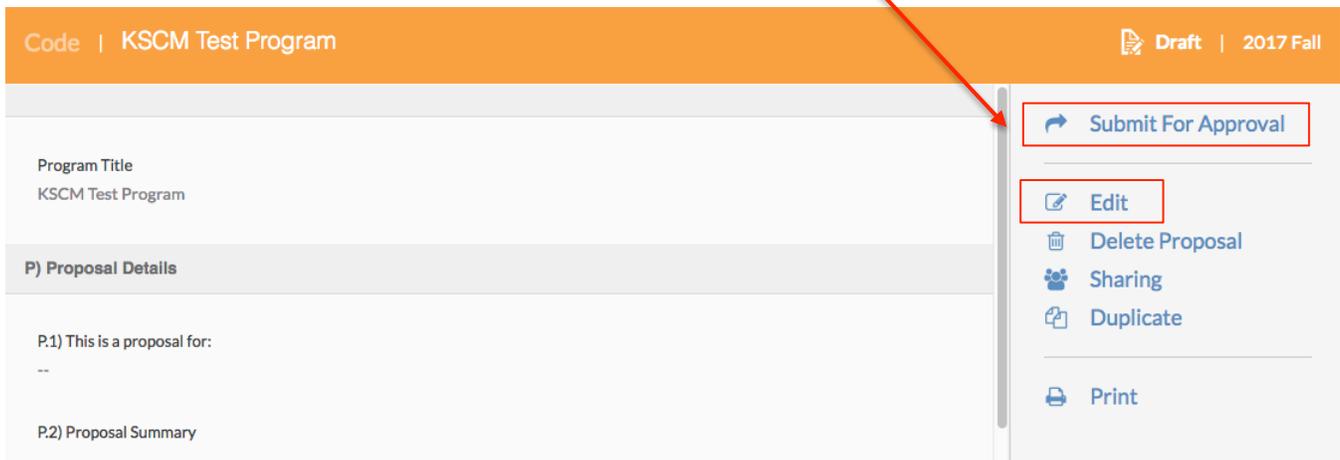
The screenshot shows the program proposal form. At the top, an orange bar displays 'Code | KSCM Test Program' and 'Draft | 2017 Fall'. The form includes an 'Effective term' section with dropdowns for 'Fall' and '2017'. Below that is a 'Program Title\*' field containing 'KSCM Test Program'. On the right side, there is an 'Edit Mode' section with a 'LEAVE EDIT MODE' button highlighted by a red box and a red arrow. Below this is a 'Changes' section with a table:

Changes	
✓ Start Term	✕
✓ Program Title	✕

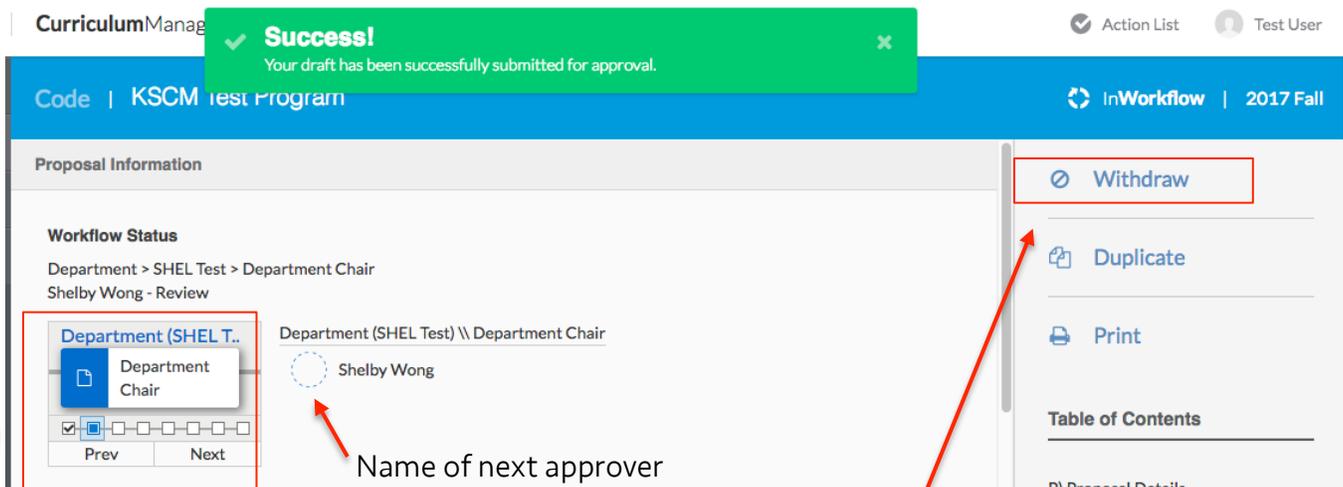
When you have completed all fields of your proposal, click on “Leave Edit Mode”.

In the next screen you are able to review your proposal. You can re-enter into edit mode at any time by clicking on "Edit".

When you are ready to submit the proposal for approvals, click on "Submit for Approval"



You will see a green box indicating "Success!" your proposal has been submitted appear in the top middle of the screen. The orange bar will now change to blue, indicating your proposal is in workflow for approvals.



This is a dynamic window that allows you to see who the current approver for the proposer is currently and who else needs to approve it in future. Click on "Prev" and "Next" to see past and future approvers.

If you need to pull your proposal from the approval process at any time, you can do so by using the "Withdraw from Workflow" button, please note that the approvers will not be notified if this action is taken and the proposal will need to be resubmitted before any approvals can take place.

Your proposal has been submitted!

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## Frequently Asked Questions New Programs, New Subject Certificates

Q: What is the difference between the Proposal Details Section and the Program Information section?

A: Proposal Details: Specific to this one request.

Program Information: Will stay attached to this program permanently or until changes are requested to the information via a modification.

Q: What attached "Proposal Supporting Documents" do I need?

A: If the Program Includes courses from other departments in which it is housed:

Mandatory: PDF stating approval to include the other departments' courses from the other Department Chair(s)

Optional: Syllabi of other department courses

Q: What "Attachments" do I need?

A: There are no required attachments but you may upload any relevant documents to the program that you would like to be saved with the program in perpetuity.

Q: I want to submit an Approval to Plan (ATP) proposal, what does this mean?

A: An ATP is the first step in creating and proposing a new Board of Regents (BOR) approved degree program. The ATP proposal will go through the Curriculum Review Cycle, but approval by the VCAA is NOT a final approval. The proposal will then need to be reviewed and vetted at multiple UH Systemwide committees before being presented for BOR approval. Once the Curriculum Review process has approved an ATP, the Academic Affairs team will work with the proposer and department on the next steps.