Dietrich School of Arts and Sciences
General Education Course Proposal Submission Instructions

1. Log into Curriculog.

2. Log into my.pitt.edu and scroll down to the Access Curriculog option, as seen to the right.

3. Click Login on the Curriculog page (upper righthand corner).

5. Click the **Next 10** button until you find **DAS - General Education Proposal**; it should be on the third page. Click it, then click the checkmark to the right of it to initiate the proposal.

6. Enter all of the information requested on the form.
   * The course must be active in PeopleSoft to be considered for a General Education Requirement. A course’s department, subject, catalog number, and title can be imported by clicking on the curved down arrow.

**Read before you begin**

YOU MUST IMPORT FROM THE UNIVERSITY CATALOG
To import a course, select the current year’s **Undergraduate Catalog**:

Select **Prefix** from the **Filter by field** drop down and type the course’s subject in the **Prefix** criteria box, then click **Search Available Curriculum**.
Scroll down to the search results and select the course for the proposal.

Click **Import This Item**.

Once you click **Import**, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.
* The elements of the course syllabus are for reference; you do not need to enter this information via Curriculog.

* A course may fulfill no more than three General Education Requirements. If the course you are submitting is already approved for one General Education Requirement, you may select two additional General Education Requirements. If the course you are submitting is already approved for two General Education Requirements, you may select one additional General Education Requirement. If the course you are submitting is approved for three General Education Requirements, you may not submit it for additional requirements.

7. Upload the following support files. To upload the files, click the page plus icon in the information pane to the right of the proposal.
   * A syllabus that is no more than three years old;
   * A rationale for each General Education Requirement being sought; and
   * An assessment matrix for each General Education Requirement being sought.
8. Save your proposal. You may save a proposal and work on it as time permits until all of the elements have been included.

9. When the proposal is complete, click the Launch button, which looks like a play button.

10. If an error window appears, address the errors in the proposal, save it, and launch again. Click Show Me to find the fields containing errors.

11. Once you successfully launch the proposal, go to the My Proposals tab, click the Edit Proposal icon (which looks like the Upload Files icon), then click on the Decisions icon on the right panel (which looks like the Start Proposal icon), click Accept and Make My Decision.

12. Curriculog will send the proposal to the appropriate person or people for the next step in the approval process.