

## Tips for submitting Curriculum Forms

- Please use the forms located on the Provost's Office website. These forms will always be the most up-to-date.
- Before filling out the forms, save them to your computer.
- Read the instructions for each form, and fill out all required sections.
- Make sure the form has gone through all previous steps in the curriculum process before it reaches the Associate Provost/Provost's Office, including all necessary signatures.
- The Associate Provost's office needs a printed copy (with signatures) as well as an electronic copy of each form. Back up information must be included with both versions.
- Any back up information (CV, syllabus, additional learning outcomes) should be stapled to the back of each forms hard copy.
- In order to add a [digital signature](#), you may need to resave the document to your computer.
- For electronic submissions: Please send one document for each proposal. Because the form has digital signatures enabled, you may need to use the following method:
  - Convert any back up documents (Memo's, degree requirements, catalog pages, etc.) into PDF's.
  - Combine these all into a single PDF document.
  - Insert the Curriculum form into this document (Document-> Insert Pages-> Navigate to where you've saved the Curriculum Form & select the file-> Insert "Before First" and then save the PDF.
  - If this process doesn't work, when the form is completed, print it as an Adobe PDF. (Control P, select Adobe PDF from the drop down list of available printers, click on "print" and choose a location on your computer where you'll be able to easily locate the file.) The document will now be a normal pdf (not a form) and you will not be able to make any edits to the text in the form, but you should be able to combine the form and its back up information without any issues.
- If your curriculum submission will alter any of your Programs/Degrees in any manner, you'll also need to fill out a Program/Degree change form, and include a memo detailing the changes as well as an edited version of existing degree requirements as found in the E-Catalog. For instructions on how to pull existing degree requirements from the E-catalog, visit: <http://suu.edu/academics/provost/pdf/get-degree-req-from-ecatalog.pdf>