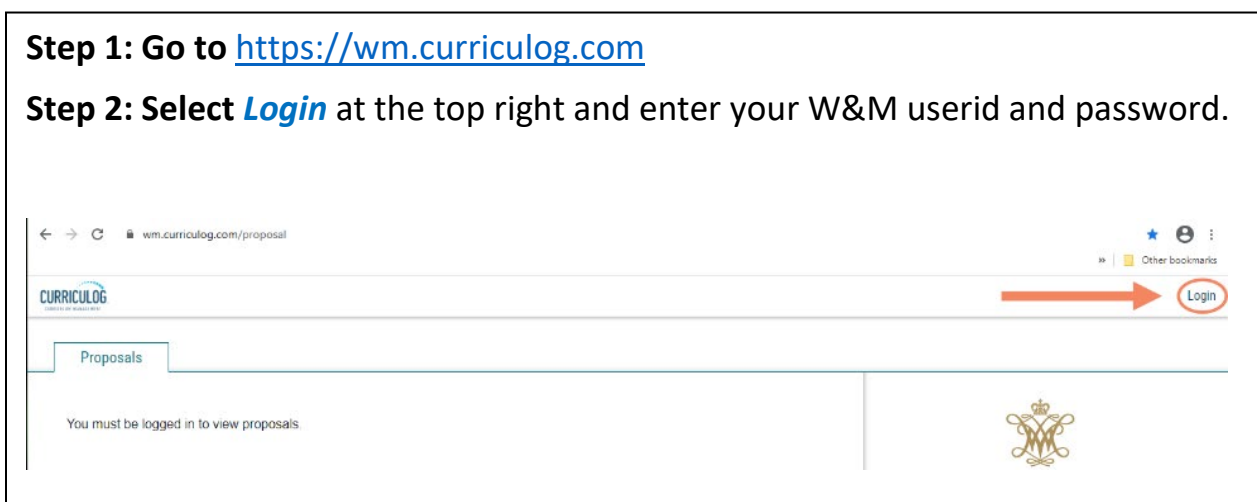*NOTE: Please submit the zIC Announcement form (zIC ANNOUNCE) and obtain approval from the Asst. Provost for Institutional Accreditation & Effectiveness BEFORE submitting a zIC form for your proposal.*
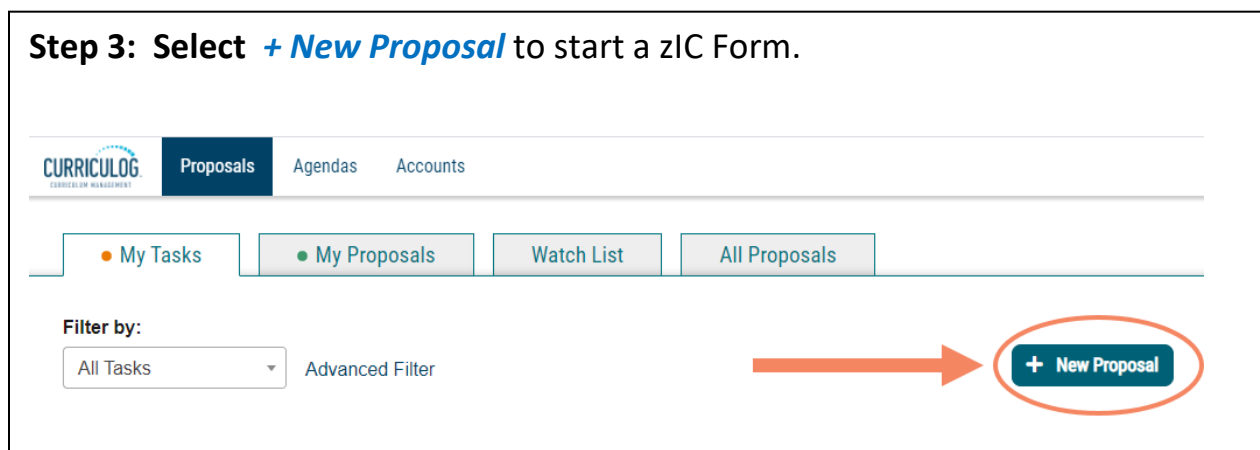
HOW TO SUBMIT A NEW zIC FORM

Step 1: Go to https://wm.curriculog.com

Step 2: Select *Login* at the top right and enter your W&M userid and password.
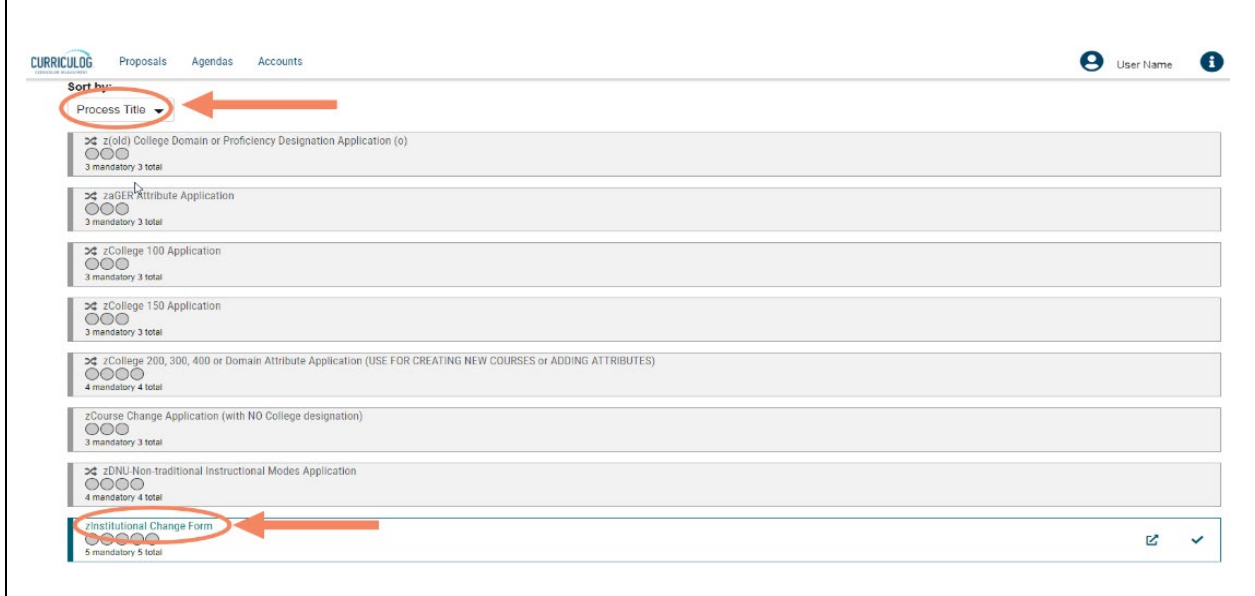

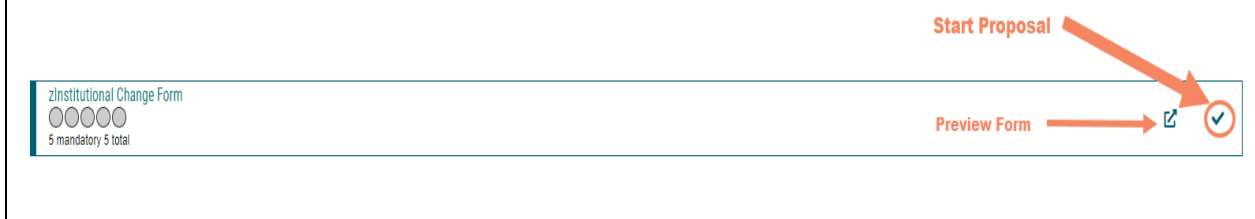**Step 3: Select** *+ New Proposal* to start a zIC Form.

Step 4: Sort by *Process Title (default) or Type*, find *zInstitutional Change Form*.

If needed, scroll down to the bottom of the page and select Next 10 to navigate through the list.

Step 5: **To open the zIC Form**, select the *checkmark* on the far right side. You may also preview the form by selecting the preview icon.

Step 6: Complete the zIC Form

A. Fields marked with an asterisk (*) are required. To "launch" (submit) your zIC Form, you will need to complete all required fields.

B. For additional information about completing the form, select Proposal Help

C. **Title of Contemplated Change**: In the Title textbox, name your proposed change *using the following naming convention*:

D. Complete the appropriate fields. To save your form, select *Save All Changes* located at the bottom and top of the page.

E. **To Edit or Delete** your form after logging out, see log in to Curriculog (see Step 1-2), select the *My Proposal* tab and find your proposal (see Step 3 image). See Step 6B image above for editing and uploading instructions.

To delete a proposal, select the *Delete Proposal* icon (🗑).

Step 7: Launch (Submit) the zIC Form. Once all the fields are completed and attachment(s) uploaded, save your changes. To submit your zIC Form, select *Validate and Launch Proposal* at the top or bottom of the page.

Step 8: Status of Proposals

Once submitted, you can track your zIC Form in the *My Proposals* tab. Near the title, you will find a bar with icons ✓✓✓↻○ that will indicate the status of your proposal. Hover your cursor over the icon for a description of the status. For a list of symbols used in Curriculog, select the *Information/Curriculog Help* icon 🛈 at the top far right of the page

Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

○	= has not made a decision	🟧	= task
👍	= approved	🟩	= mine
👎	= rejected	◉	= stuck
➖	= held	🔥	= urgent, out of date import source
⬤	= suspended		
🚫	= cancelled		
🔀	= multiple decisions		

Once the proposal has "moved on," it goes to the IC Review Team for initial review.

NOTE: Once approved in Curriculog, a Completed zIC Form is accessible to the W&M community.

If you have any questions about the form or have difficulty navigating the site, please contact Mav Reyes at mvreyes@wm.edu. Please visit our IC Resource Center if you have any questions about the Institutional Change process. If you have questions about the IC Process, please contact the Assistant Provost for Institutional Accreditation & Effectiveness.

Launch Proposal   Cancel