How to complete a Core proposal using the electronic forms

- Locate the form needed on the Core Curriculum webpage:

  https://www.seattleu.edu/core/for-faculty--staff/faculty/propose-a-new-university-core-curriculum-course/
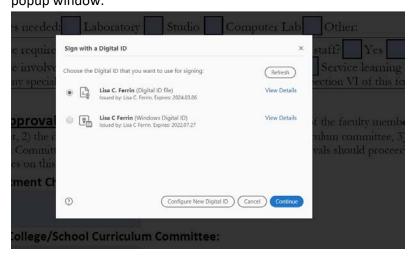
- Download the appropriate form to your desktop and save as a .pdf with a unique name.
- Complete all applicable portions of the form, **making sure to embed the syllabus in the space provided on the last pages of the proposal form. You can copy and paste the syllabus into the space provided.**
- Save again as a .pdf with a unique name.
- Forward the completed form to your Chair or Program Director for review, approval and signature.
- When the Chair receives the proposal, it should again be saved to their desktop as a .pdf, with a unique name.
- After review, the Chair will sign the proposal in the space provided on page one.

- To embed the appropriate signature, click on the blue space under #1, Department Chair. This will bring up a popup window:

- Continue through those screens, and select "save", this will affix your electronic signature to the proposal, and preserve the other formatted signature fields on the form (indicated by the orange flags).

Section II: Approvals All Core courses must be approved by home department, 2) the dean and/or chair of the faculty member' Core Curriculum Committee, and 4) the Director of the University order of signatures on this form.

1. **Department Chair:** (see Section V)

lisa ferrin
Digitally signed by lisa ferrin
Date: 2019.03.25
10:38:19 -07'00'

2. **Chair, College/School Curriculum Committee:**

3. **Dean:**

- Save the document to your desktop again, with a unique name.
- Send the proposal to the person in your school or college responsible for curriculum review.

Additional information:

- These forms do not always work with a Mac. If you are having trouble trying to complete the form on a Mac, please contact the help desk, or use a PC to complete the form.
- These forms require Adobe Acrobat Pro 2017 or newer. If you do not have this version on your desktop, please contact IT and they can add it to your computer remotely.
- Forms must be opened in Adobe, the formatting will not work in other programs, such as Word.
- **We cannot accept a scanned document, one without the type of signature above, or one without an embedded syllabus.**