

**Prairie View A&M University**  
**Office for Academic Affairs**  
**Procedures for Using Curriculum Tracking System**

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**I. Procedures for Department/Unit Submission**

1. **Access** the Academic Affairs (AA) Curriculum Document Tracking System on the University Academic Council page at:  
<http://www.pvamu.edu/academicaffairs/university-academic-council/>. The box is located on the toolbar on the right side of the page.
2. **Click** on the Curriculum Document Tracking link.
3. **Select** the College/School/Department and originating office from the drop down selection and click **NEXT**.
  - a. If the originating office is an individual, **select other** and **type in name**.

**Example1: College/Department/Unit:** College of Arts & Science,  
**Originating Office:** Department of Biology

**Example 2: College/Department/Unit:** JB Coleman Library, **Originating Office:** Jane Ray Doe

4. **Enter** the name and email address of the contact person and then click **NEXT**. **Please note all communications concerning this item will be sent to this contact person.**
5. **Select** document type that represents the documented being submitted to the Office for Academic Affairs. **If document type is not provided, select "Other," and type the name of the document in the available box.**
5. **Enter** the appropriate information for the document.
  - Example for a Course:** Enter the Course Prefix and Number
  - Example for a Program:** Enter the Name of the Program
6. **Select** the type of proposal.
7. **Enter** any additional comments associated with the proposal
8. **Upload** a copy of the document and any supporting documentation. Please scan all information for each item as one file. Please note that you are still required to submit the original signed document to the Office for Academic Affairs to the Attn. of Dr. Phillips after you have completed this submission.
9. **Select** – Click the Next button

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10. If you have additional documents you will select that option, if you are finished loading documents, select that option.
11. **Select** – Click the Submit button

**NOTE:** All originals must be submitted to the Office of Academic Affairs before the curriculum items will be considered for approval.