

UMW CourseLeaf CIM User's Guide

University of Mary Washington

CourseLeaf CIM User's Guide

University of Mary Washington
[Office of the Provost](#)

CIM Manager:
Kevin Caffrey
kcaffrey@umw.edu
540-654-5864

CourseLeaf CIM User Guide

Getting Started	3
Using the Search Box	4
CIM Course Proposals	5
Proposing a New Course	5
Editing an Existing Course	9
Expedited Course Proposals	10
Credit Hour Changes	13
Cross-list Courses at Different Level (Cross-level Courses)	14
CIM Program Proposals	17
Proposing New Certificate/Degree Programs or Significant Change to Existing Program	17
Proposing New Major or Minor	20
Change an Existing Academic Program	22
Building or Editing Program Requirement Tips	24
CIM Bundling	32
Bundling New Program Proposal with New Course Proposal(s)	33
Bundling Changes to Existing Program with New Course Proposals(s)	42
CIM Designation Proposals	45
Proposing a New Course Designation	47
Adding Comments to Proposals	49
Appendix A: Explanation of New Course Proposal Form Fields	50
Appendix B: New Course Proposal Workflow	52
Appendix C: Explanation of Course Change Proposal Form Fields	54
Appendix D: Expedited Course Proposal Workflow	55
Appendix E: Credit Hour Change Proposal Work	56
Appendix F: Cross-list Course at Different Level Proposal Workflow	57
Appendix G: Explanation of New Cert/Degree Program Proposal Form Fields	58
Appendix H: New Program Proposal Workflow	60
Appendix I: Explanation of New Major or Minor Proposal Workflow	62
Appendix J: New Major/Minor Proposal Workflow	65
Appendix K: Explanation of Program Change Proposal Workflow	66
Appendix L: Program Change Proposal Workflow	67
Appendix M: Explanation of Course Designation Proposal Form Fields	68
Appendix N: Course Designation Proposal Workflow	69

Getting Started

UMW uses the Curriculum Inventory Management system known as “CIM” (pronounced KIM). The product is delivered by Leepfrog Technologies, Inc., Coralville, Iowa. As articulated in the Statement on [Shared Curriculum Governance](#), the primary responsibility for curriculum development rests with the faculty. Grounding curriculum review and approval on the principle of shared governance recognizes that both the faculty and the administration have important roles to play in the process of approving and revising educational programs. CIM is designed to enable effective enactment of this shared curriculum governance process. Once proposals are submitted through CIM, they enter an established workflow for approval.

There are three different CIM forms:

- **Course Proposals - [Course Admin](#)**

Use this form to...

- Propose a new course (*except Special Topics courses. Instead, work with your Department Chair when planning to offer a Special Topics course*).
- Edit an existing course
- Inactivate a course or reactivate a course that was formerly taught at UMW

- **Program Proposals - [Program Admin](#)**

Use this form to...

- Propose a new degree program
- Propose a new major or minor program
- Edit an existing program
- Deactivate an existing program

- **Designation Proposals - [Designation Admin](#)**

Use this form to add a designation (digital intensive, first-year seminar, general education, honors, majority online, speaking intensive, or writing intensive)

All course and program changes will take effect in the fall semester only. No course or program proposals will be accepted for a change that would start in the spring or the summer terms. Consult with the appropriate designation committee for specific deadlines for proposals.

For a course or program action to be implemented beginning in the next fall semester, it must have received all required approvals no later than the posted deadline date (usually in late January). Please refer to [UMW Curriculum Approval Process](#) to review deadlines for each academic year. These deadlines are normally posted by August prior to the beginning of each fall semester. If you are proposing a new certificate/degree program that requires SCHEV approval, please refer to that section in this User Guide.

If you are submitting multiple related program and course proposals (i.e. – proposing new courses to become part of changes to an existing program or creating new courses part of a new program together, please see the section on **Bundling**).

With the exception of General Education designations for the “Methods of Investigation” category, course designation changes may take effect in the fall semester, spring semester, or the summer session in accordance with a timetable established by the various Designation Committees. Because General Education “Methods of Investigation” courses are listed in the Academic Catalog (and all sections of those approved courses are always general education courses), those changes take effect in the fall semester each year. For changes to general education “Methods of Investigation” courses to be implemented beginning in the next fall semester, those proposals must have received all required approvals no later than the posted Catalog deadline date, which is usually in late January or early February.

Using the Search Box

Before we begin to show users how to submit proposals through CIM, familiarization with the Search Box feature will be helpful. Users can search for existing courses in a number of ways, but one of the easiest is to search by course prefix (i.e. ACCT, AMST, ANTH, etc.; example provided below). Users can also use an asterisk (*) as a wild card. Above the search field contains instructions on how to best use this feature.

The screenshot shows the 'Course Inventory Management' page for the University of Mary Washington. The search bar contains 'ACCT'. The search results table lists several accounting courses. Red arrows point to the search bar, the 'Search' button, and the 'deleted' status for ACCT 110 and ACCT 201.

Course Code	Title	Workflow	Status
ACCT 101	Principles of Accounting I		
ACCT 102	Principles of Accounting II		
ACCT 110	Intensive Principles of Accounting		deleted
ACCT 201	Accounting for Managers		deleted
ACCT 301	Intermediate Accounting I		
ACCT 302	Intermediate Accounting II		
ACCT 303	Business Law for Accountants		deleted

If a course has been deleted and is inactive, you will see the status as *deleted* (see screenshot above for ACCT 110 and ACCT 201). If a course is currently in workflow because someone has submitted a proposal, you will see the status as *added* (see screenshot below for DANC 300).

The screenshot shows the 'Course Inventory Management' page for the University of Mary Washington. The search bar contains 'DANC'. The search results table lists several dance courses. Red arrows point to the 'added' status for DANC 300.

Course Code	Title	Workflow	Status
DANC 271D	Dan Wrkshp Outreac		deleted
DANC 271E	SS:African		deleted
DANC 300	Broadway Jazz	University Faculty Co...	added
DANC 301	Intermediate Ballet		
DANC 302	Intermediate Ballet		
DANC 303	Intermediate Modern Dance		

If a course is “at rest,” there will be no status listed (DANC 301, 302, and 303 on the screenshot above are all currently at rest). At rest courses are active courses in Banner that currently do not have any proposals for changes in workflow.

When it comes to using the Search feature, the same search concept applies to Programs ([Program Admin](#)) and Designations ([Designation Admin](#)). For programs, you will be able to pull up active programs and deleted programs, and review their current status. For designations, you will be able to search up approved designation proposals as well as proposals that are currently in workflow. See sections below on Programs and Designations for more information. **CIM Pro Tip: When naming a proposal, include the course prefix, number and title. It will make it easier for users to retrieve in the future.**

Course Proposals

Proposing a New Course

1. Navigate to [Course Admin](#)
2. Select the “Propose New Course” button to initiate a new course proposal. Remember – do not use CIM to propose a new specific special topics course. Work with your department chair to discuss offering special topics courses. To propose having a special topics course become a permanent course after it has been taught several times, you should then use CIM to propose it as a new course.

University of Mary Washington

Course Inventory Management

You are logged in as kcaffrey [Help](#)

Search, edit, add, and inactivate courses.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Course Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
ANTH 225	Medical Anthropology: Cultural Perspectives on Health and Illness	01 Governance Chair	added
ARTH 303	Methods of Art History	01 Curriculum Commi...	edited
ARTH 470	Seminar: Special Studies in Art History	01 Curriculum Commi...	edited
BIOL 121	Biological Concepts		edited
BIOL 125	Phage Hunters I		edited
BIOL 126	Phage Hunters II		edited
BIOL 128	Special Topics: Science, Biology, Medicine, Biotechnology		edited

3. A new window will appear with a fillable form. Required fields will be outlined in red. If you attempt to submit a form with a blank required field, you will be prompted to complete the form before continuing. You may wish to use the “Propose New from Existing Course” button if you would like to pre-populate some of the fields with information from a similar course, but be sure to change the necessary fields (title, description, etc.) to customize the proposal for the new course before submitting.

New Record - Google Chrome
nextcatalog.umw.edu/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&_id=1679341606159

University of Mary Washington

Course Inventory

New Course Proposal

Provide the required information in the boxes below. All boxes highlighted in red are required fields.

Select "yes" for expedited proposal for all course changes except a change in credit hours or to cross list a course at a different level (cross listing an undergraduate course with a graduate course).

Faculty Name:

Discipline:

Academic Level:

Department:

College:

The course title is what will appear in the catalog. It must be 100 characters or less.

Course Title:

100 characters remaining

The abbreviated course title is what will appear in the published course schedule and on student transcripts. It must be 30 characters or less.

Email:

Course Number:

Note: Only 100 & 200 level courses can carry Methods of Investigation (Arts & Literature, Humanities, Natural Science, Quantitative Reasoning, Social Science) designations.

[Propose New from Existing Course](#)

- When submitting a new course, you will need to provide a new course number and CIM will help you find available course numbers to use. Once you've filled out your name, email address, and discipline, the form will generate a *Course Numbers in Use* tab that you can select to view course numbers that are unavailable. That will help you determine what number you will be able to use for your new course. Check out the screenshots below for an example of the process. In this scenario, MUSC 100 was entered once the user discovered that it was not in use and it had not previously been used for a deactivated course (grayed out and in italics).

New Record - Google Chrome
nextcatalog.umw.edu/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&_id=1679341606159

University of Mary Washington

Course Inventory

New Course Proposal

Provide the required information in the boxes below. All boxes highlighted in red are required fields.

Select "yes" for expedited proposal for all course changes except a change in credit hours or to cross list a course at a different level (cross listing an undergraduate course with a graduate course).

Faculty Name:

Discipline:

Email:

Course Number:

[Course Numbers in Use](#)

Note: Only 100 & 200 level courses can carry Methods of Investigation (Arts & Literature, Humanities, Natural Science, Quantitative Reasoning, Social Science) designations.

[Propose New from Existing Course](#)

https://nextcatalog.umw.edu/courseleaf/courseleaf.cgi?page=... nextcatalog.umw.edu/courseleaf/courseleaf.cgi?page=/courseadmin//i...

Course Numbers In Use for MUSC - Music

Active	
deleted	
Course Code	Title
MUSC 000	Music Forum
MUSC 255	Music Engagement: Street Choir
MUSC 273	Special Studies in Music
MUSC 473	Special Studies in Music
MUSC 473A	Special Studies in Music: Street Choir
MUSC 490	Music Seminar

University of Mary Washington

Course Inventory

New Course Proposal [Propose New from Existing Course](#)

Provide the required information in the boxes below. All boxes highlighted in red are required fields.

Select "yes" for expedited proposal for all course changes except a change in credit hours or to cross list a course at a different level (cross listing an undergraduate course with a graduate course).

Faculty Name Email

Discipline Course Number [Course Numbers in Use](#)

Note: Only 100 & 200 level courses can carry Methods of Investigation (Arts & Literature, Humanities, Natural Science, Quantitative Reasoning, Social Science) designations.

- Provide the additional required information. See Appendix A for an explanation of each of the form fields you will see when proposing a new course.
- One part of the form requests information about course history, asking whether the course

Course History

Was this course taught previously as a topics or experimental course?

☐ Yes ☒ No

NOTE: If the proposed course has not been previously offered as a topics or experimental course, explain in the attached rationale statement why the course should be adopted even though it has not been tried out.

was taught previously as a topics or experimental course.

If “no,” the rationale statement should explain why the course should be adopted even though it has not first been tried out. If “yes,” questions about the course history appear.

Course History

Was this course taught previously as a topics or experimental course?

☒ Yes ☐ No

Course History

Course Number and Title of Previous Course	Semester Offered	Enrollment	
			

Should the proposed course be equated with the earlier topics or experimental offerings? If equated, students who took the earlier “topics” course will only be able to take the new course as a repeat (C- grade or lower).

☐ Yes ☐ No

7. When you’ve completed the form and attached the necessary documents, you will find three buttons at the bottom of the form: *Cancel*, *Save Changes*, and *Start Workflow*. If you select *Cancel*, the proposal will be deleted and you will not be able to retrieve it. If you select *Save Changes*, you will be able to come back at a later time, search for the course as outlined at the beginning of this section, and continue to work on the proposal before you submit it to workflow for approval. If you are satisfied with your proposal, select *Start Workflow* to initiate the curriculum approval process. See Appendix B for the full display of all steps in the workflow to add a new course.



CIM Pro Tip: If you select *Save Changes*, be sure you go back to *Start Workflow* at some point to initiate the curriculum approval process. It is not uncommon for this to get overlooked and proposals then miss upcoming deadlines for approval. If you Save a proposal and then decide you do not wish to submit it to workflow for approval, please contact email kcaffrey@umw.edu so that the proposal can be shredded.

Editing an Existing Course

There are three categories of changes that may be made to an existing course. They are: (1) expedited changes, (2) credit hour changes, or (3) cross-listing across course levels.

Expedited changes are editorial revisions of an existing course or the action to inactivate a course. These are usually minor and uncontroversial changes. But they need to be reviewed and acted upon so that everyone will know what is being changed and so that the *Academic Catalog* may be updated correctly. Expedited changes proceed through a shortened approval process, described below.

The following course change actions are the only ones handled in the expedited manner:

- Change to a course's number
- Change to a course's title^[L]_{SEP}]
- Change to a course's catalog description^[L]_{SEP}]
- Change to a course's prerequisites
- Cross-list a course at the same level^[L]_{SEP}]
- Inactivate a course

Credit hour change proposals seek to adjust the number of credits carried by an existing course. These proposals require a higher level of justification and review before being implemented. These proposals proceed through all steps of the curriculum change process.

Federal requirements and the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges require that institutions publish and implement policies for determining the amount and level of credit awarded for its courses.

For reference, see [UMW's Credit Hour Policy](#).

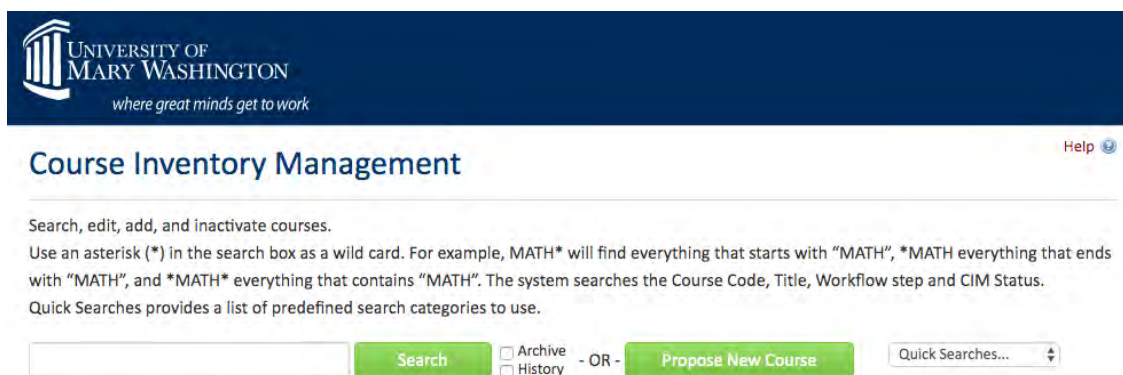
A proposal to **cross-list a course across course levels** seeks to create a cross-listing between an undergraduate course and a graduate course. These proposals also proceed through all steps of the curriculum change process.

A key consideration is to ensure that the graduate-level course expectations exceed the expectations of the academic content of the undergraduate-level course with which the graduate course is cross-listed. This requirement is in keeping with UMW's policy on Cross-Level Courses and with the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges.

For reference, see UMW's [Policy on Cross Level Courses](#).

Steps for an Expedited Course Proposal:

1. Navigate to [Course Admin](#)



The screenshot shows the 'Course Inventory Management' page of the University of Mary Washington. At the top is a dark blue header with the university's logo and name, 'UNIVERSITY OF MARY WASHINGTON', and the tagline 'where great minds get to work'. Below the header, the page title 'Course Inventory Management' is displayed in a large, bold, blue font. To the right of the title is a 'Help' link with a speech bubble icon. The main content area has a light gray background and contains the following text: 'Search, edit, add, and inactivate courses.' followed by a detailed explanation of search syntax: 'Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.' Below this text is a search interface with a text input box, a green 'Search' button, a checkbox for 'Archive' and 'History', a '- OR -' separator, a green 'Propose New Course' button, and a 'Quick Searches...' dropdown menu.

2. Enter the four-letter discipline code and number of the course to be changed in the **search** box and click on search. The result should look like the following screen:

Course Inventory Management

[Help](#) 

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive
☐ History
 - OR -

Course Code	Title	Workflow	Status
COMM 351	Communication and Political Campaigns		

Viewing: **COMM 351 : Communication and Political Campaigns**

[Preview Workflow](#)

Catalog Pages
 referencing this
 course

[Communication \(COMM\)](#)
[Leadership and Management Studies \(BLS Only\)](#)

- If you wish to Inactivate the course, select the red Inactive button to remove this course from the Academic Catalog. The gray area beneath the word "viewing" is called the environmental scan area; it lists the places where this course is referenced in the Academic Catalog. This information might be helpful in deciding the potential consequence of the decision to inactivate the course.
- After clicking on the red button to "inactivate," the submitter would see this next screen:

Inactivating: **COMM 351**

End Term

Select...

Justification for this request

Cancel

Start Workflow

End term is a drop-down menu of upcoming terms to pick from. This is the semester when the course will be made inactive and will no longer appear in the Academic Catalog. In the justification box, the submitter would explain the reasons for making the course inactive.

Once the term is selected and the justification is entered, the submitter hits the “start workflow” button and the proposal is routed to the first approval step, which is either the Department Chair (or Program Director) in the College of Arts and Sciences or the Associate Dean (in the College of Business or College of Education).

5. If the action desired was to change some feature of the course – such as its title, description, prerequisites – the submitter would select the green edit course button. A different set of fields would appear.

Inactivate

Export to PDF

Export to Word

Edit Course

Preview Workflow

Viewing: **COMM 351 : Communication and Political Campaigns**

6. The submitter would make the desired changes right on the form. After all editorial changes are made, the start workflow button is selected to move the proposal to the first reviewer (Department Chair or Associate Dean). A proposal may be saved for continued work, cancelled, or submitted by selecting “start workflow.”

Cancel

Save Changes

Start Workflow

See Appendix C for an explanation of each of the form fields you will see when editing a course.

Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red strikethrough text~~. See Appendix D for the full display of all steps in the workflow to an expedited course proposal.

CREDIT HOUR CHANGES

1. Search for the course to be changed. The result should look like the following screen:

Course Inventory Management

Help 

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
COMM 351	Communication and Political Campaigns		

Viewing: COMM 351 : Communication and Political Campaigns [Preview Workflow](#)

Catalog Pages referencing this course

[Communication \(COMM\)](#)
[Leadership and Management Studies \(BLS Only\)](#)

2. Enter the proposed new credit hours for the course in the box label credit hours. Then, answer this question:

Will this course meet for at least 700 contact minutes for each credit hour proposed?

☐ Yes ☐ No

If the answer is NO, this field will appear:

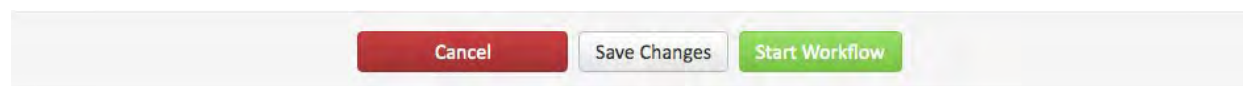
UMW has a Credit Hours Policy (D.5.3), requiring that the course meets for at least 700 contact minutes for each credit hour proposed. Will this course meet this credit hour policy?

☐ Yes ☒ No

If no, provide a credit hour justification.

Provide the explanation/justification in the text box.

5. The submitter would make the desired changes right on the form. After all required information is provided, the start workflow button is selected to move the proposal to the first reviewer (Department Chair or Associate Dean). A proposal may be saved for continued work, cancelled, or submitted by selecting “start workflow.”

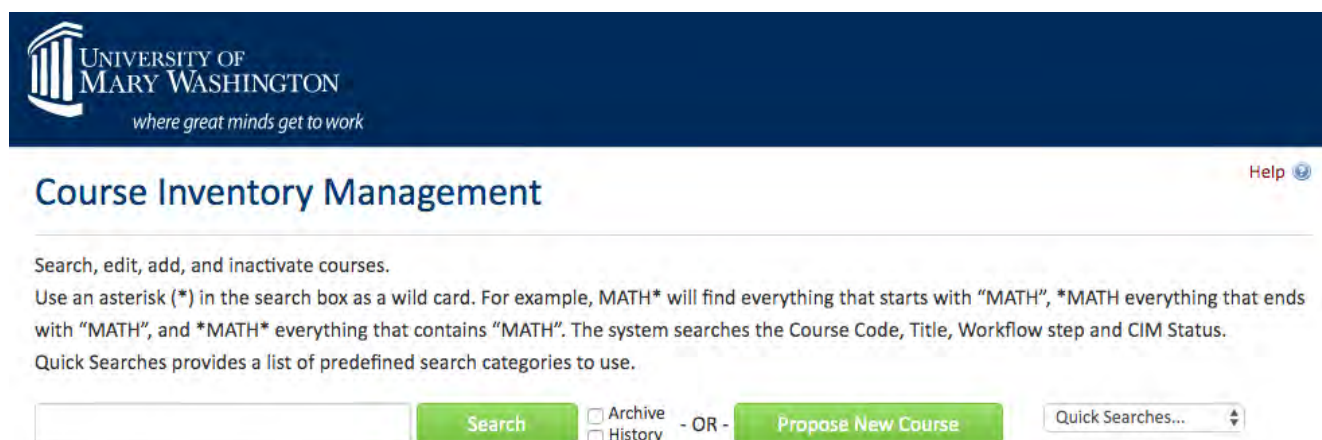
A horizontal bar containing three buttons. From left to right: a red button labeled 'Cancel', a light gray button labeled 'Save Changes', and a green button labeled 'Start Workflow'.

See Appendix C for an explanation of each of the form fields you will see when editing a course.

Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red strikethrough text~~. See Appendix E for the full display of all steps in the workflow to a course credit change proposal.

CROSS-LIST COURSE AT DIFFERENT LEVEL

1. Navigate to [Course Admin](#)

A screenshot of the 'Course Inventory Management' web interface. At the top is a dark blue header with the University of Mary Washington logo and tagline 'where great minds get to work'. Below the header, the title 'Course Inventory Management' is displayed in a large blue font, with a 'Help' link and icon to its right. A descriptive paragraph explains search functionality: 'Search, edit, add, and inactivate courses. Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.' Below this text is a search bar with a 'Search' button, checkboxes for 'Archive' and 'History', an 'OR' separator, a 'Propose New Course' button, and a 'Quick Searches...' dropdown menu.

3. Search for the course to be changed. The result should look like the following screen:

Course Inventory Management

Help 

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive
☐ History - OR -

Course Code	Title	Workflow	Status
COMM 351	Communication and Political Campaigns		

[Preview Workflow](#)

Viewing: COMM 351 : Communication and Political Campaigns

Catalog Pages
referencing this
course

[Communication \(COMM\)](#)
[Leadership and Management Studies \(BLS Only\)](#)

- Find the section of the form to enter a cross listed course. Click on "add" to navigate to a directory of courses. Select the desired course for cross listing. NOTE: for courses cross listed at a different level, the graduate-level course expectations exceed the expectations of the academic content of the undergraduate-level course with which the graduate course is cross-listed.

Cross Listed [Add...](#)
Course(s)

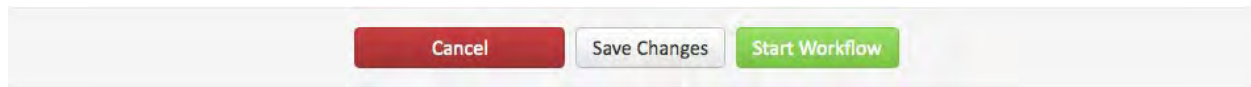
Provide the explanation for the cross-level course listing in the box titled "justification."

JUSTIFICATION:
Please explain
the reasons for
the changes
being proposed
for this course.

Include a syllabus that shows how the proposed pairing of cross-level courses will have different and higher-level requirements for the graduate-level course.

- The submitter would make the desired changes right on the form. After all required information is provided, the start workflow button is selected to move the proposal to the first reviewer (Department Chair or Associate Dean). A proposal may be saved for continued work, cancelled, or submitted by selecting "start

workflow.”



See Appendix C for an explanation of each of the form fields you will see when editing a course.

Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red strikethrough text~~. See Appendix D for the full display of all steps in the workflow to cross list a course at a different level.

Program Proposals - [Program Admin](#)

Note:

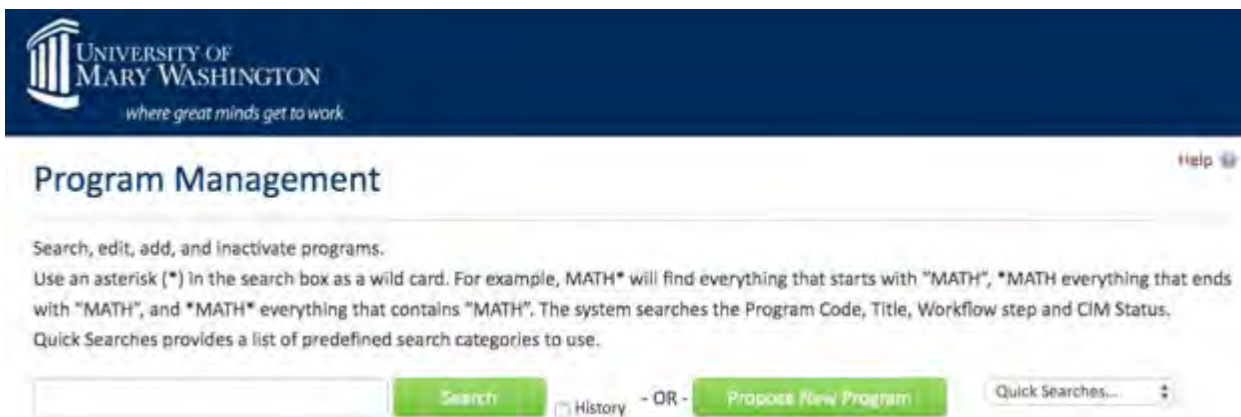
New academic programs or current programs with significant modifications require a more extensive process since they must go through SCHEV for final approval before implementation. As of August 2025, SCHEV has submission windows in October, March, and July for institutions to submit proposals, but recently they've updated the process for new programs to be submitted on a "rolling" basis for approval. Proposals for new programs must be submitted to SCHEV after they have received our regular curriculum proposal process and BOV approval. Therefore, keep this timeframe in mind when submitting proposals of this nature. The sooner they can be approved by UFC and the BOV, the sooner our SCHEV academic liaisons can submit the proposals to SCHEV.

An example of a new program requiring SCHEV approval would be a new certificate program (i.e. undergraduate Criminal Justice certificate) or a new degree program (i.e. Bachelor of Fine Arts). An example of a significant modification to an existing program may include increasing or decreasing the total credit hours by more than three (3) credits from what was originally approved by SCHEV (i.e. a proposal to increase the credits required for the MBA program from 30 to 45.). It also includes adding a new delivery format or ceasing to offer a program in the format in which it was approved by SCHEV as well as altering program requirements in a way that results in a fundamental change to the curriculum, purpose, focus, or identity of the program. To review all that constitutes new programs and/or significant program modifications requiring SCHEV approval, go to

Consult with your college dean and the Office of the Provost when working on developing a new degree program in anticipation of completing the full degree proposal for SCHEV as program announcements must be presented at specific SCHEV council meetings. This process will take place outside of CIM. The proposal to SCHEV must be submitted within one (1) year from the date of the Council meeting at which the Program Announcement was presented. For new academic programs or current programs with significant modifications to be approved for an upcoming fall implementation date, proposals should be on the earliest fall UFC Agenda. Unless otherwise specified in the approval letter from SCHEV, new degree programs approved must be initiated within one (1) year of the date of the SCHEV approval. UMW traditionally implements all new degree programs with a fall semester initiation date.

SCHEV Academic Approval Policy at [Policies-Guidelines Academic Affairs/Approval of Program Actions at Public Institutions](#). Please email our SCHEV academic liaisons Dr. Debra Schleef (dschleef@umw.edu) or Dr. Kevin Caffrey (kcaffrey@umw.edu) should you have any questions. You can also find the latest, up-to-date information on this process and additional resources at [Curriculum Approval Process](#)

1. Navigate [Program Admin](#)

The screenshot shows the 'Program Management' section of the University of Maryland System's website. At the top is the university's logo and tagline 'where great minds get to work'. Below this is a search bar with the text 'Search, edit, add, and inactivate programs.' and instructions on using asterisks for wildcards. A 'Quick Searches' dropdown menu is visible. At the bottom, there are two green buttons: 'Search' and 'Propose New Program', separated by a 'History' link and an 'OR' separator. A 'Quick Searches...' dropdown is also present on the right.

2. Click on the box for Propose New Program. A form looking like this will appear:

Program Management

New Program Proposal

Name Email

Department/Program

College

Program Title

Program Type

Only use Post-Graduate if proposing a new Certificate that will include both undergraduate and graduate courses.

Level

Degree

Designation

Offered in a majority online format? ☐ Yes ☐ No

Information

Implementation Date

Please attach prospectus

Uploaded Files:

Files To Be Uploaded:

- Name and email refer to the person proposing the changes. Those would be filled in. Level and implementation date are drop down boxes with the relevant choices available. Level is undergraduate, graduate, and so forth. Implementation date would be the academic year when the proposed changes would start, with changes going into effect in the fall.
- See Appendix G for an explanation of each of the form fields you will see when proposing a to change an existing academic program.
- The option for “Propose New from Existing Program” allows one to start with an existing program that would be modified to create the new proposal. For example, if one wanted to propose new Bachelor of Science degree in Biochemistry, one way to start would be to bring in the current Biochemistry major (which leads to a B.S. degree in Chemistry currently). All the requirements for the current major would be copied into the form. Then, the proposer would modify those requirements to create the proposal for the new degree (instead of starting from scratch).

Keep these important requirements in mind:

- State policy requires that all undergraduate degrees be 120 credits.
- If the proposed new degree will require more than that, a “strong justification” (in SCHEV’s words) will be required.
- A master’s degree will have at least 30 credit hours required.
- A new degree program may share no more 25% of its courses (excluding general education) with any other current degree program at the institution. This means, in the example given above, that a Biochemistry degree would be limited in the number of courses required that were the same as the courses required for the Chemistry degree.

When proposing a new degree, the state requires that the new degree must be in a degree field not currently offered and that it must have a unique CIP Code. The classification of instructional program (CIP) codes are defined by the U.S. Department of Education. To find a new CIP code, use the box that will appear if the program type selected is undergraduate degree or graduate degree.

CIP Code

Find...

When **find** is clicked, a selection box appears that affords several options for selecting possible CIP Codes.

CIP Code Picker

To select a CIP code either enter a search term to the right or select a CIP family from the list below to get a subset of CIP Codes to choose from.

Search

Select CIP Family

Results:

Select CIP family or enter a search term.

Once the desired code is discovered, select it, and return to the program form to complete the remaining items necessary.

6. After all required information is provided, the start workflow button is selected to move the proposal to the first reviewer (Department Chair or Associate Dean). A proposal may be saved for continued work, cancelled, or submitted by selecting “start workflow.”

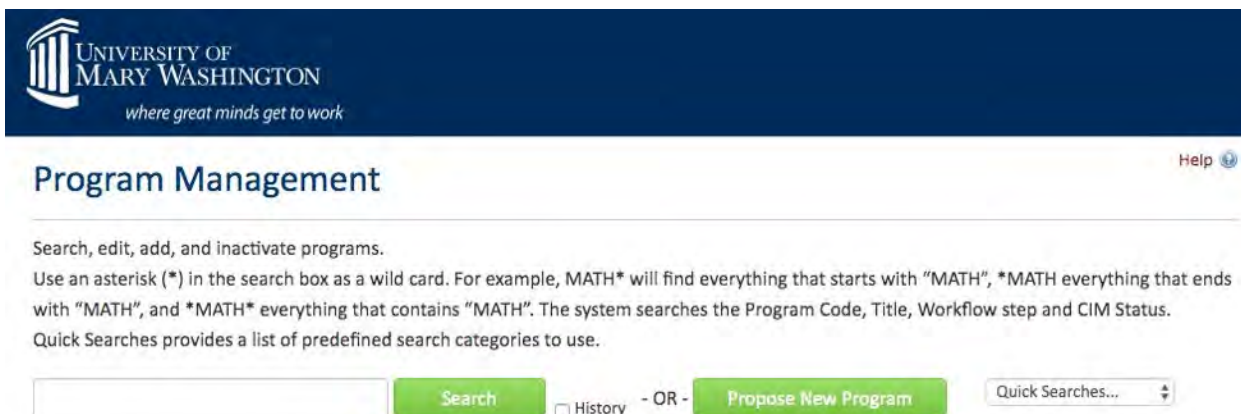
Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red strikethrough text~~.

See Appendix H for the full display of all steps in the workflow to propose a new degree program.

Proposing a New Major or Minor

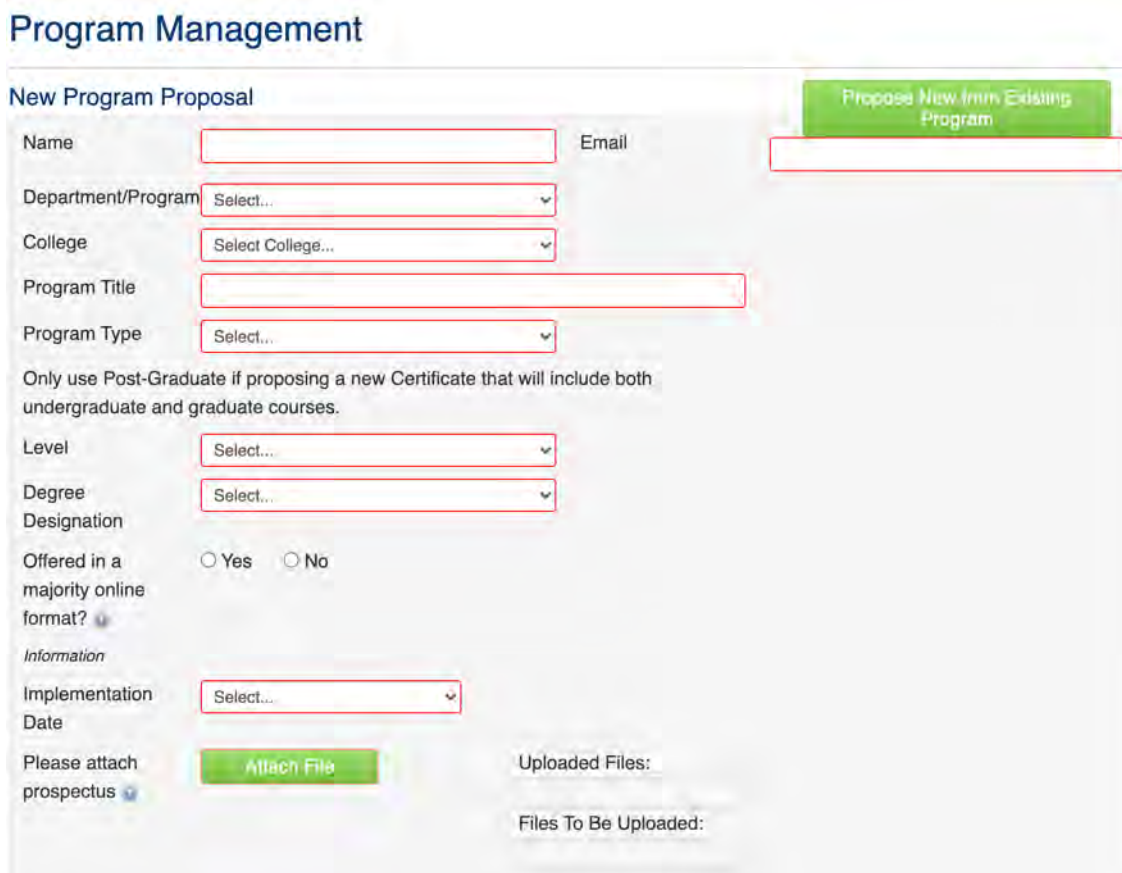
These instructions outline the procedures for proposing a new minor or a new major that would lead to an existing degree (i.e. Proposing a Criminology major that would lead to a Bachelor of Arts degree in Sociology). These types of proposals do not require SCHEV approval.

1. Navigate to [Program Admin](#)



The screenshot shows the top of the 'Program Management' web application. At the top is the University of Mary Washington logo and tagline 'where great minds get to work'. Below this is the 'Program Management' title and a 'Help' link. A search bar is present with a 'Search' button, a 'History' checkbox, and a '- OR -' separator. To the right is a green 'Propose New Program' button and a 'Quick Searches...' dropdown menu. Below the search bar, there is instructional text about using asterisks as wildcards and a list of predefined search categories.

2. Click on the box for Propose New Program. A form looking like this will appear:



The screenshot shows the 'New Program Proposal' form. It has a title 'New Program Proposal' and a green button 'Propose New from Existing Program'. The form contains several fields: 'Name' (text box), 'Email' (text box), 'Department/Program' (dropdown), 'College' (dropdown), 'Program Title' (text box), 'Program Type' (dropdown), 'Level' (dropdown), 'Degree' (dropdown), 'Designation' (text box), 'Offered in a majority online format?' (radio buttons for Yes/No), 'Implementation Date' (dropdown), and 'Please attach prospectus' (text box). There is also an 'Attach File' button and sections for 'Uploaded Files' and 'Files To Be Uploaded'.

3. Name and email refer to the person proposing the changes. Those would be filled in. Level and implementation date are drop down boxes with the relevant choices available. Level is undergraduate, graduate, and so forth. Implementation date would be the academic year when the proposed changes would start, with changes going into effect in the fall.

4. See Appendix I for an explanation of each of the form fields you will see when proposing a to change an existing academic program.
5. The option for “Propose New from Existing Program” allows one to start with an existing program that would be modified to create the new proposal. For example, if one wanted to propose Criminology major that would lead to a Bachelor of Arts degree in Sociology, he/she could start by selecting the existing Sociology major. All those requirements would be copied into the form. Then, the proposer would modify those requirements to create the proposal for the new major (instead of separately having to type all of them in).

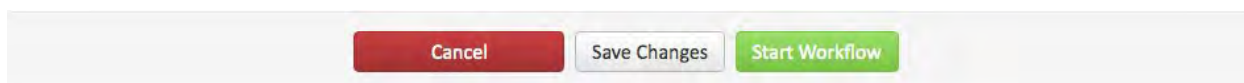
Keep these important requirements in mind: State policy requires that all majors leading to the same degree must have 25% of the requirement in common; this is 25% of the requirements not including general education. “Requirements in common” means the same requirements. In other words, a student who majored in Sociology and one who majored in a proposed Criminology major would have to take the same courses for 25% of whatever the total requirements for the degree are (not counting general education). The way this works under the new general education program at UMW is this: all undergraduate degrees require 120 credits. Our new general education program is valued at 30 credits. Thus, 25% of 90 credits is the key value. A new major being proposed that would lead to the same degree as any existing major should have at least 22.5 credits in common (the same) as the other major – roughly 6 to 8 courses (depending on the credit values of the courses).

For graduate degrees, the number of credits that must be in common (in there were majors or “tracks” leading to the same graduate degree) is 33%.

To minimize confusion, “concentration” really means the same as major in the case where two programs would be ending up with the same degree awarded. Based on the desires of those making the proposal, the program could be called a major or a concentration. They end being the same (except for how they would be marketed). The term track would only be found in graduate degree programs. Again, this is designed to provide clarity about what our program names signify. See the academic terminology document for additional information.

Any change that impacts another Department must include a written statement (such as a copy of an email) from the Chair(s) or Associate Dean(s) agreeing to the change.

6. After all required information is provided, the start workflow button is selected to move the proposal to the first reviewer (Department Chair or Associate Dean). A proposal may be saved for continued work, cancelled, or submitted by selecting “start workflow.”



Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red strikethrough text~~.

See Appendix J for the full display of all steps in the workflow to propose a new major or min

CHANGE AN EXISTING ACADEMIC PROGRAM

1. Navigate to [Program Admin](#)

The screenshot shows the top of the 'Program Management' page. At the top is the University of Mary Washington logo and name. Below it is the title 'Program Management' and a 'Help' link. A search section contains a text input box, a 'Search' button, a 'History' checkbox, an '- OR -' separator, a 'Propose New Program' button, and a 'Quick Searches...' dropdown menu. Below the search section, there is instructional text about using asterisks in the search box and a link to 'Quick Searches'.

UNIVERSITY OF MARY WASHINGTON
where great minds get to work

Program Management

Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ History - OR -

2. Enter the name of the program to be changed in the search box. The result should look like the following screen:

The screenshot shows the 'Editing' screen for the program '12: American Studies'. It contains various form fields for program details, a justification text area, and file upload options.

Program Management

Editing: 12: American Studies

Name Email

Department/Program

College

Program Title

Only use Post-Graduate if proposing a new Certificate that will include both undergraduate and graduate courses.

Level

Degree Designation

Information

Implementation Date

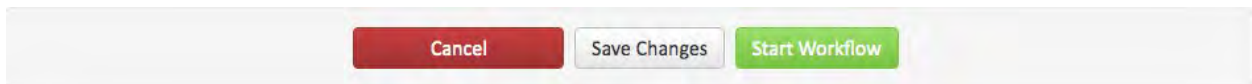
JUSTIFICATION: Please provide a rationale for why these program changes are needed.

Please attach additional document if desired

Uploaded Files:

Files To Be Uploaded:

3. Name and email refer to the person proposing the changes. Those would be filled in. Level and implementation date are drop down boxes with the relevant choices available. Level is undergraduate, graduate, and so forth. Implementation date would be the academic year when the proposed changes would start, with changes going into effect in the fall.
4. See Appendix K for an explanation of each of the form fields you will see when proposing a to change an existing academic program.
5. After all required information is provided, the start workflow button is selected to move the proposal to the first reviewer (Department Chair or Associate Dean). A proposal may be saved for continued work, cancelled, or submitted by selecting “start workflow.”



Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red-strikethrough text~~.

See Appendix L for the full display of all steps in the workflow to change an academic program.

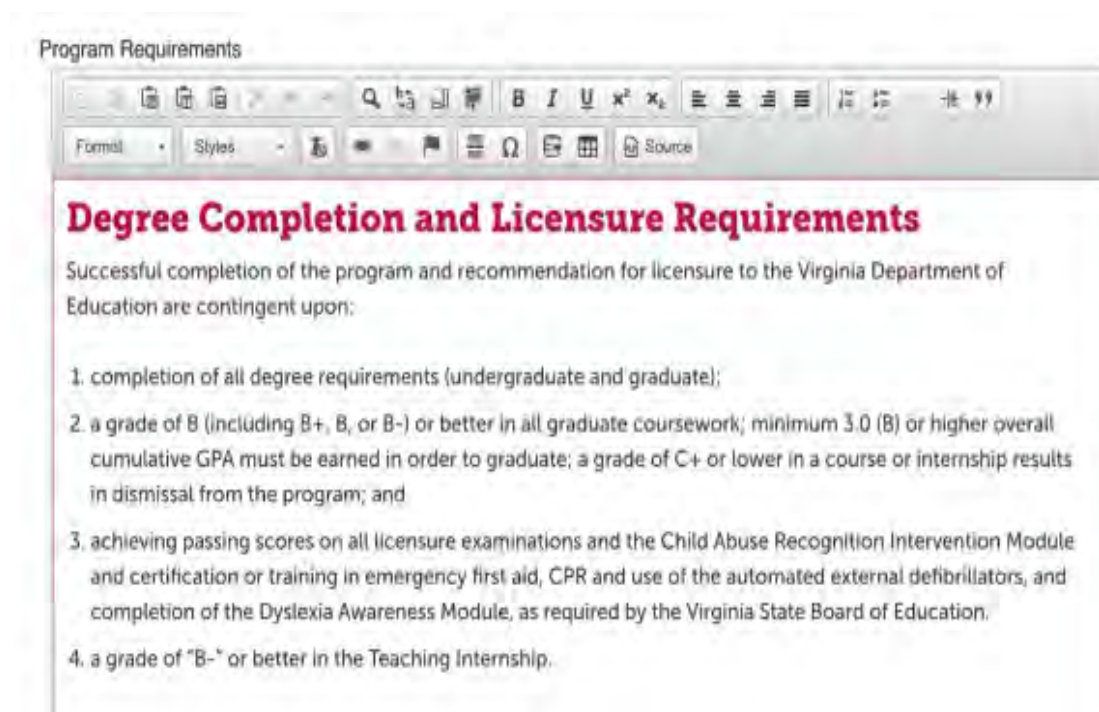
BUILDING OR EDITING PROGRAM REQUIREMENT TIPS

These instructions outline basic steps for working with the various fields in a CIM program form. The [CourseLeaf help documentation](#) goes into greater depth and describes more advanced options available. Remember that the way you build or edit an existing program affects how the information will be displayed in the catalog because CIM program information syncs with how the program information is displayed in the catalog. Therefore, try to build and edit program requirements keeping in mind how this information is normally displayed in the catalog (See [The Catalog](#) or reference)

EDITING AN EXISTING PROGRAM

When editing an existing program, the options are to change the program requirements or admission requirements (if any – most UMW undergraduate programs do not have separate admission requirements).

The form to edit the program will bring in the existing content on the tabs that are open for editing. When program changes (edits) are entered, additions will show up as green text; deletions will show as ~~red strikethrough text~~. Content available to be edited will present itself in one of two ways: as text box or a formatted table. In the text example, the content will have a red border around it:



The screenshot shows a web-based text editor titled "Program Requirements". The editor has a toolbar at the top with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, source code) and a "Source" button. Below the toolbar, the text content is displayed within a red-bordered box. The content includes a heading "Degree Completion and Licensure Requirements" in red, followed by a paragraph and a numbered list of four requirements.

Degree Completion and Licensure Requirements

Successful completion of the program and recommendation for licensure to the Virginia Department of Education are contingent upon:

1. completion of all degree requirements (undergraduate and graduate);
2. a grade of B (including B+, B, or B-) or better in all graduate coursework; minimum 3.0 (B) or higher overall cumulative GPA must be earned in order to graduate; a grade of C+ or lower in a course or internship results in dismissal from the program; and
3. achieving passing scores on all licensure examinations and the Child Abuse Recognition Intervention Module and certification or training in emergency first aid, CPR and use of the automated external defibrillators, and completion of the Dyslexia Awareness Module, as required by the Virginia State Board of Education.
4. a grade of "B-" or better in the Teaching Internship.

Using the options in the toolbar at the top of the text box (familiar by now to anyone who has used a word processing program), simply select the text to be changed or insert the cursor at the desired point and begin adding new text. The format option allows one to select headings of various size and style or to use normal text. It is preferable to type directly in the text box rather than copying and pasting from another word processing document. If, for some reason, text is being copied from another document, paste it as plain text (unformatted) or use the paste from word option rather than the general paste selection on the toolbar. When selecting one of the paste options, a dialog box appears with instructions to follow:



The other way current program content appears on a CIM form is as a formatted table, either as a course list or a footnote. When program requirements were created in a pre-matted table, the content will show up framed in blue:

Chemistry Major Requirements			
Course List			
<u>CHEM 111</u>	General Chemistry I		4
<u>CHEM 112</u>	General Chemistry II		4
<u>CHEM 211</u>	Organic Chemistry I		4
<u>CHEM 212</u>	Organic Chemistry II		4
<u>CHEM 253</u>	Chemical Analysis I		4
<u>CHEM 254</u>	Chemical Analysis II		4
<u>CHEM 383A</u>	Physical Chemistry I		3
<u>CHEM 384A</u>	Physical Chemistry II		3
<u>CHEM 387A</u>	Physical Chemistry Laboratory I		2

To make changes, double-click inside of the area bordered in blue. Doing that brings up the option for moving courses in and out of the course list:

Course List

College of Arts and Sciences

Chemistry (CHEM)

☒ Sum Hours

CHEM 000 Summer Research

CHEM 100 QA Testing of the Course Form

CHEM 101 Foundations of Chemistry

CHEM 105 Intro Chem I

CHEM 105A Chemistry and Society with Laboratory I

CHEM 105LA Chem & Society Lab

CHEM 105LB Intro Chem Lab

CHEM 106 Intro Chem II

CHEM 106A Chemistry and Society with Laboratory II

CHEM 106LA Chemistry & Society Lab

CHEM 106LB Intro Chem Lab

CHEM 107 Societal Chemistry

CHEM 111LB General Chem Lab

CHEM 112LB Gen Chem Lab

CHEM 200 Courseleaf Chemistry

CHEM 211LB Organic Chem Lab

CHEM 111 General Chemistry I

CHEM 112 General Chemistry II

CHEM 211 Organic Chemistry I

CHEM 212 Organic Chemistry II

CHEM 253 Chemical Analysis I

CHEM 254 Chemical Analysis II

CHEM 383A Physical Chemistry I

CHEM 384A Physical Chemistry II

CHEM 387A Physical Chemistry Laboratory I

>>

<<

Comment:

Sequence:

Cross

Reference:

Or Class:

Hours:

Footnote:

Quick Add: Add Course

Add Comment Entry

Indent Area Header

Move Up Move Down

Cancel OK

To remove a course from the current list, select it and then click the << arrow, which will move the selected course into the box on the left side of the screen. Be sure you are in the correct college and discipline when returning a “discarded” course to its home.

CHEM 111 General Chemistry I

CHEM 112 General Chemistry II

CHEM 211 Organic Chemistry I

CHEM 212 Organic Chemistry II

CHEM 253 Chemical Analysis I

CHEM 254 Chemical Analysis II

CHEM 383A Physical Chemistry I

CHEM 384A Physical Chemistry II

CHEM 387A Physical Chemistry Laboratory I

>>

<<

Comment:

To add a course that is not currently in the requirements list, select a course from the box on the left and click the >> arrow.

Several additional features of the course list deserve mention, for these resources will guide how the program requirements may be organized and presented.

Sum hours – if checked, required course hours are added and the total shows at the bottom of the course list.

Comment – allows for a category heading or other description to be added. Use the add comment feature to insert comment.

Quick Add:

Indent – moves item to nest under a heading. Credit hours for individual courses on an indented list do not show; a credit value added for the category/list is what is summed.

Area header – makes text selected bold.

Or class – to use for showing a choice of courses to meet a particular requirement.

Hours – the course credit hour value

Use **move up** or **move down** to change the placement of a course in the list; select the course, then pick the way to move it.

This example shows the various elements as employed in one program's set of requirements:

Cybersecurity

OVERVIEW

REQUIREMENTS

FACULTY

Minor Requirements

CPSC 220	Computer Programming and Problem Solving	4
CPSC 225	Software Development Tools	1
CPSC 414	Network Principles & Applicatn	3
CPSC 345	Introduction to Computer Security	3
or MIST 411	Information Security	
MIST 444	Ethical Hacking	3
or CPSC 445	Software Security	
Select one of the following:		3
CPSC 302	Computer Ethics	
BUAD 464	Business Ethics	
PHIL 225	Practical Ethics	
Total Credits		17

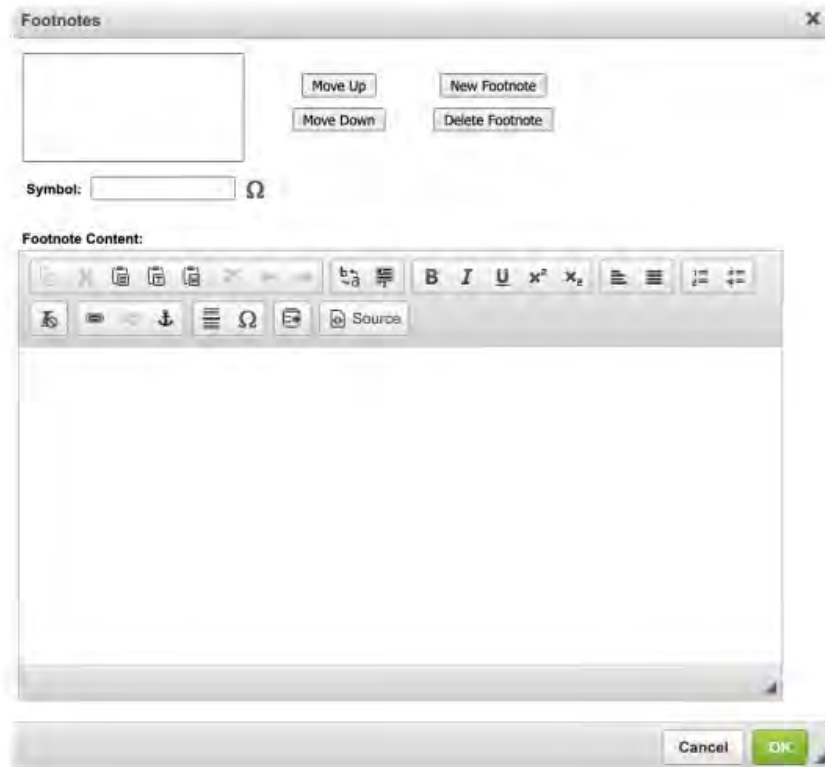
As mentioned before, another formatted table available for use is a footnote table. Adding a footnote table is a two-step process. First, in the course list table, select the course or the comment entry that will have the footnote and insert a footnote number in the footnote box.

ACCT 102	Principles of Accounting II
FINC 301	Principles of Finance
FINC 401	Advanced Corporate Finance
	Select three of the following:
ACCT 401	Accounting Information Systems
DSCI 401	Applied Machine Learning
DSCI 402	Analytics Applications and Development
FINC 411	Student Managed Investment Fund I
FINC 412	Student Managed Investment Fund II

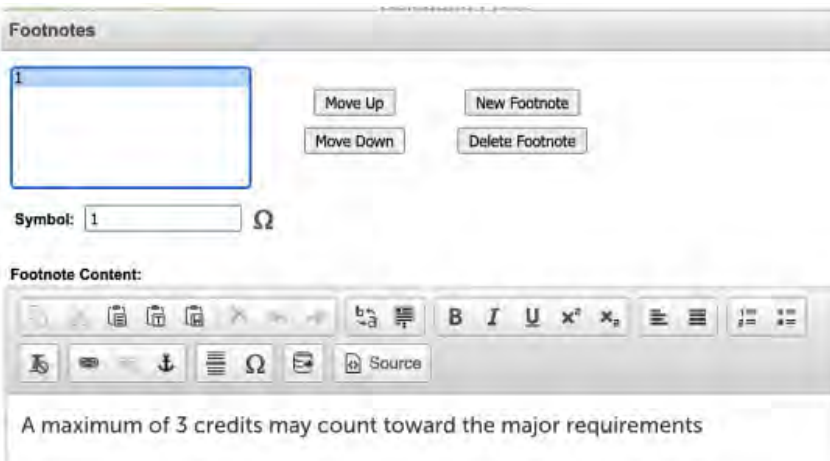
>>
 <<

Comment:
 Sequence:
 Cross Reference:
 Or Class:
 Hours:
 Footnote:

The text for the footnote, the second step, requires that a footnote table be inserted below the course list table. This is another pre-formatted table that has a series of options. In addition to attaching a footnote to a course, it may also be anchored to a comment entry. A footnote may also be attached to text that was written outside of a course list; in this case, the superscript font option on the tool bar would be used to indicate the footnote number. But in each case, a footnote table would be entered to write the footnote text. Selecting the pre-formatted footnote table produces the following:



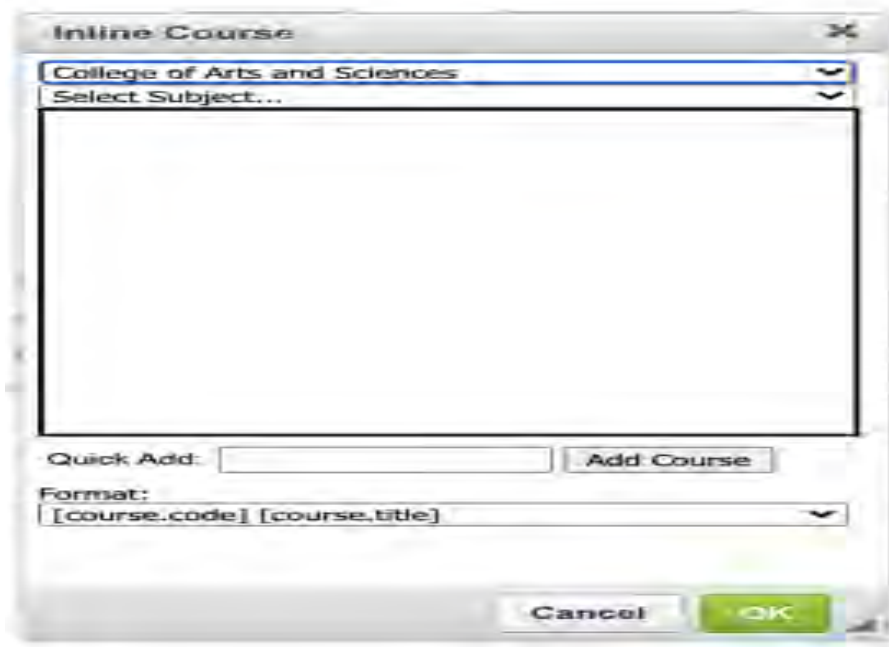
First, enter the number in the symbol box. Then, highlight the number, and type the footnote content in the large box.



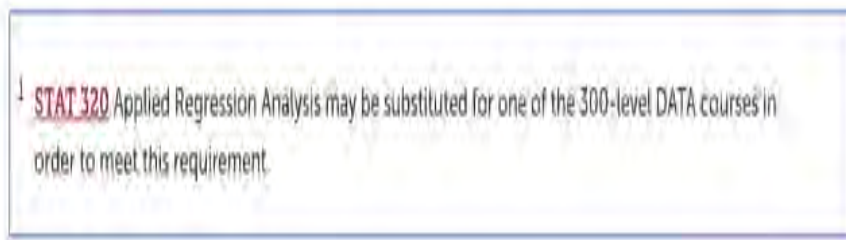
One handy resource in footnotes is insertion of a course number and title that will be in the content of the footnote. The way this is done is with the insert/edit database field tool:



Clicking on that option brings up a selection box of all available courses in all colleges and disciplines. Place the cursor at the desired location in the footnote content, select the course desired, and click ok.

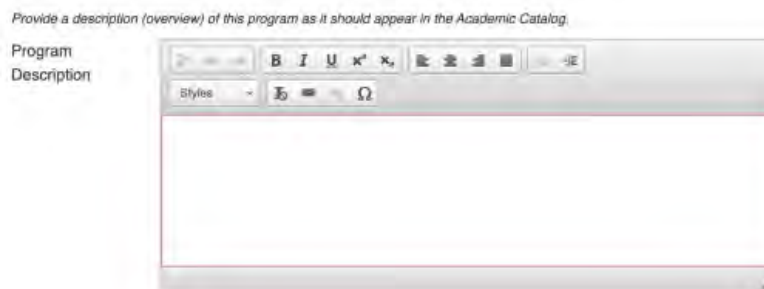


The end result might be a footnote looking like this:



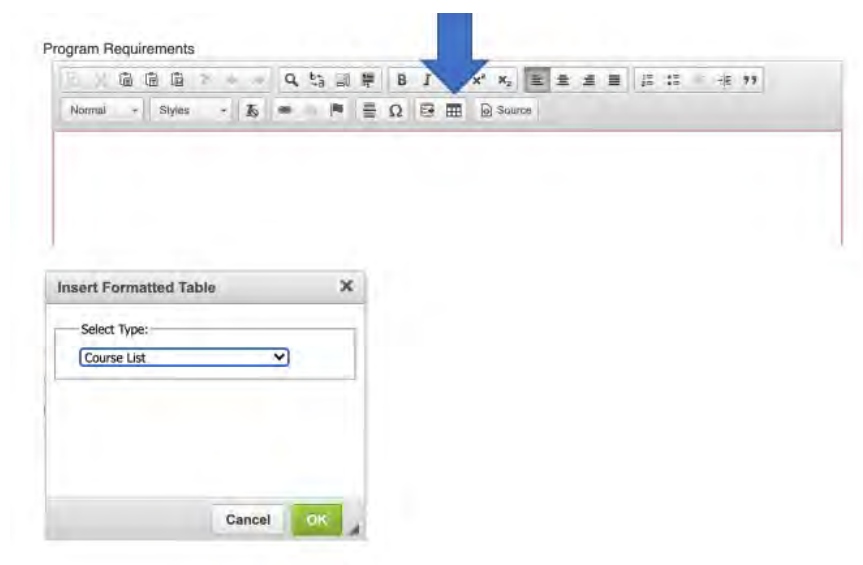
BUILDING NEW PROGRAM PROPOSALS

As part of the new program form, a text box for entering the program description (overview) will appear and should be completed. In the box, the proposer offers a statement about the purposes, goals, objectives, etc. of the program as it would appear in the Academic Catalog, should the program proposal be approved.

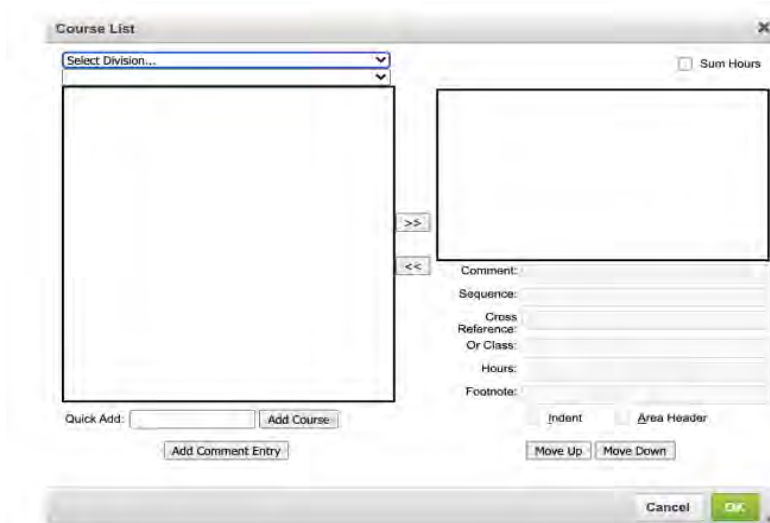


Enter text in the box, using the formatting tools available. If pasting text from a word processing program, paste it in as plain (unformatted) text. Format using the options on the CIM toolbar. When proposing a new program, the requirements box will be blank. Following the instructions provided above, insert a blank pre-formatted

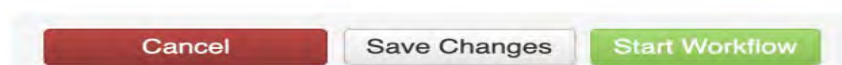
course list and enter the proposed requirements. Insert footnotes or other text outside of the course list table as desired.



Once course list is selected, the next choice (under division) is where one would pick the college. Once college is selected, the array of all disciplines in that college is available. Follow the instructions provided above (under editing a program) for working with the course list. The only difference is in starting from a blank slate.



Remember -- THE LAST STEP AFTER ALL CHANGES HAVE BEEN ENTERED OR A NEW PROGRAM DESCRIPTION AND REQUIREMENTS BEEN PROPOSED.



Save changes preserves the work done for completion at a later time. Once the proposal is ready to go, start workflow will move the proposal to the first reviewer/approver. This starts the path toward final approval and incorporation of the program changes (or the new program) in the next Academic Catalog.

Bundling

Bundling is the ability to combine multiple proposals in CIM, similar to stapling several forms together and dropping it in campus mail to start the approval process. Since proposals are often dependent on the approval of other courses or programs, bundling is a feature that can enable all proposals to be approved together through a combined, expanded workflow. Bundling also only involves courses and programs; designation proposals are entirely separate and cannot be bundled together with other proposals.

When should I bundle proposals? The most common situation that would require bundling may be when a user wishes to propose a new program that contains three new courses. Another common situation that may call for bundling would be when a user wishes to update an existing program by adding newly proposed courses to it. The following documentation will take you through these scenarios.

For a detailed explanation on bundling from CourseLeaf, go to their 7/28/21 video, [Introducing Bundling](#)

When should I NOT bundle proposals together? We recommend that users **DO NOT** bundle multiple proposals together that are not dependent on one another such as three separate new course proposals or multiple course change proposals that are unrelated. If bundled together and one needs to be rolled back, the process would roll back *all* of the proposals. Bundling should really just include proposals that are dependent on one another for approval.

However, if a committee is reviewing a bundled proposal and wish to deny one of the proposals in the bundle, but not the others, they should contact Kevin Caffrey (kcaffrey@umw.edu) who can then X out the proposal that separately needs to be denied. From there, the separated individual proposal would stay at the same place in the workflow for a committee to deny it and for the other proposals to be approved. If a committee wishes to deny an *entire* bundle, they can do so by denying it like any other proposal.

Note: For more information about the differences between rolling a proposal back and denying a proposal, please contact Kevin Caffrey. Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. This does not necessarily mean that a proposed course, program, or designation is forever denied, it just means that the particular proposal for curricular changes cannot be taken out of the "denied" space. If the curricular change needs to move forward in the future, it will need to be resubmitted as a new proposal.

Remember...

Just because you are submitting multiple proposals at the same time does not mean that bundling is necessary. Bundling should be used for proposals that are dependent on one another for approval so that they can all be approved together through an expanded workflow. The key examples of this are:

- 1) bundling a new program proposal with new course proposals (see below)
- 2) bundling a program change request proposal with new course proposals or course change proposals for courses that will become or currently are requirements of the program (see below)

Therefore, you do not have to bundle proposals if their approvals truly have nothing to do with one another. We recommend *not* bundling multiple separate new course proposals or multiple course change proposals together if their approvals are not dependent on one another. The reason? If one is not approved, it will hold up the approval process for the other proposals because as a bundled proposal, they need to be approved together. If that is your intention, then you can certainly bundle the proposals together. Considering these hypothetical scenarios may help:

- You are proposing three new History courses to serve as electives in the History major, but if one is rolled back or denied from a committee for additional information, you do not want that to hold up the approval process for the other two. If this is the case, do not bundle them together.

- College of Business wants to propose a sequence of two courses. They propose new courses FINC 450 Investment Portfolio Analysis I and FINC 451 Investment Portfolio Analysis II. But if a committee rolls back one of these courses for additional information, College of Business would want to hold up the approval process for the other course. In this scenario, bundle them together.

BUNDLING NEW PROGRAM PROPOSAL WITH NEW COURSE PROPOSALS

Step #1: Create Proposals for New Courses, but SAVE them, do not Start Workflow

Scenario: A faculty member wishes to propose a new music business major that will lead to a BS in Business Administration. While this program will require mostly existing courses, it will also require new courses in MUSC and BUAD. The first step will be for the faculty member to create proposals for these new courses (MUSC 299 Music Entertainment and BUAD 120 Music Business) as one normally would in [Course Admin](#)

** Effective Fall 2025, if you are proposing a new course to be taught as part of a new program, you will not need to attach a full syllabus to the course proposal. **

When done creating the proposal(s), select SAVE CHANGES.

Do not select START WORKFLOW.

This step will take place later once all proposals are ready to be bundled.

New Record - Google Chrome

https://umw-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&_id=1753293005464

University of Mary Washington

Course Inventory

New Course Proposal

Propose New from Existing Course

Provide the required information in the boxes below. All boxes highlighted in red are required fields.

Select "yes" for expedited proposal for all course changes except a change in credit hours or to cross list a course at a different level (cross listing an undergraduate course with a graduate course).

Faculty Name	Kevin Caffrey	Email	kcaffrey@umw.edu
Discipline	MUSC - Music	Course Number	299
		Course Numbers in Use	
Note: Only 100 & 200 level courses can carry Methods of Investigation (Arts & Literature, Humanities, Natural Science, Quantitative Reasoning, Social Science) designations.			
Academic Level	Undergraduate		
Department	Music		
College	College of Arts and Sciences		
The course title is what will appear in the catalog. It must be 100 characters or less.			
Course Title	Music Entertainment		
81 characters remaining			
The abbreviated course title is what will appear in the published course schedule and on student transcripts. It must be 30 characters or less.			

New Record - Google Chrome

umw-yahr-dryrun-82105.dev7.leefrog.com/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&_ =1654605964022

Number of credits

Catalog Description

46 of 50 words remaining

Recommended length for a catalog course description is 50 words or less.

If this course has no prerequisites or corequisites, leave these fields blank. If this course has prerequisites or corequisites, do not put a period at the end of the prerequisite or corequisite list. Use the four-letter discipline code for the course rather than spelling out the course discipline. Follow the discipline code with a space and then the course number. Example: COMM 205

Prerequisites

Corequisites

Proposed frequency of offering of the course

Proposed enrollment limit for the course

List the faculty who will likely teach the course:

This course will be:

☒ Required in the major ☐ Elective in the major

☐ Required in the minor ☐ Elective in the minor

☐ General Elective

Cross Listed [Add...](#)

Course(s)

Cross-level

Code	Title

UMW has a Credit Hours Policy (D.5.3), requiring that the course meets for at least 700 contact minutes for each credit hour proposed. Will this course meet this credit hour policy?

New Record - Google Chrome

https://nextcatalog.umw.edu/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&_id=1751042724506

☐ General Elective

Cross Listed Course(s) [Add...](#)

Cross-level

Code	Title

UMW has a Credit Hours Policy (D.5.3), requiring that the course meets for at least 700 contact minutes for each credit hour proposed. Will this course meet this credit hour policy?

☒ Yes ☐ No

Is this a new, repeatable special topics "umbrella" course? (Do you want students to be able to take this new course more than once if the topic changes?)

☐ Yes ☐ No

Instruction Type

Is this course Pass/Fail only? ☒ Yes ☐ No

Repeatable for credit ☐ Yes ☒ No

Course History

Was this course taught previously as a topics or experimental course?

☐ Yes ☒ No

Required Attachments

Is this course part of a new program being developed at UMW?

☒ Yes ☐ No

Once you've created proposals for all the new courses for the new program, go to [Program Admin](#) to create a proposal for the new program.

Step #2 – Create Proposal for New Program and use as PRIMARY PROPOSAL

You can either choose to build the new program from scratch or you can propose new from an existing program if there are similarities between the new program and an existing one (See above sections in this User Guide for review on this process). In this case, we will propose a new program from an existing program since the music business major will lead to a BS in Business Administration and will share many requirements with that program. When working on this proposal, you'll notice the new courses you've created are available as options to add as program requirements. After the proposal has been finished, it is time to select **START WORKFLOW** to create the Bundle.

New Record - Google Chrome

https://umw-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&_id=1753293348328

University of Mary Washington

Program Management

New Program Proposal

Propose New from Existing Program

Name

Kevin Caffrey

Email

kcaffrey@umw.edu

Department/Program

Business

College

College of Business

Program Title

Music Business

Program Type

Undergraduate Major

Only use Post-Graduate if proposing a new Certificate that will include both undergraduate and graduate courses.

Level

Undergraduate

Degree Designation

Bachelor of Science

Associated Program

Business Administration (B.S.)

Program Code

BS.BUAD

Offered in a majority online format?

☐ Yes

☒ No

Information

Implementation

2025-2026

New Record - Google Chrome

umw-yahr-dryrun-82105.dev7.leepfrog.com/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&_id=1654607265049

Please attach additional document if needed. Any change that impacts another Department must include a written statement (such as a copy of an email) from the Chair(s) or Associate Dean(s) agreeing to the change.

Attach File

Uploaded Files:

Files To Be Uploaded:

Attach File

Library Impact

A library impact evaluation is required for all new program proposals. After an evaluation request is submitted, the Collection Services Librarian or University Librarian will complete the library impact evaluation. The completed evaluation, which will be returned to the program proposer, must be attached should to the proposal before it may be submitted for review.

Link to the form: <https://libraries.umw.edu/request-library-impact-statement-form/>

Library Impact Attachment

Attach File

Uploaded Files:

Files To Be Uploaded:

Sample syllabus.docx [Remove](#)

Provide a description (overview) of this program as it should appear in the Academic Catalog.

Program Description

TEST; DISREGARD.

Program Requirements

Once you've edited/completed the program proposal, select **Start Workflow** at the bottom of the proposal.

Cancel Save Changes Admin Save Start Workflow

Consider this program proposal your **primary proposal**. This proposal's workflow will be the basis for the merged bundle workflow. You will then be prompted to name this bundle and select your current active proposals (in this scenario, these are the new courses you've created) to add to it. These active proposals are considered **target proposals**. Then select **START WORKFLOW**.

Choose Proposals to Bundle

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

Course

- ☒ BUAD 120: Music Business ⓘ
- ☐ CPSC 418: Digital Libraries: Info, Systems and Info, Retrieval
- ☐ DATA 353: Analytics II: Optimization Models
- ☐ DSCI 352: Analytics I: Predictive Models
- ☐ IDIS 307: How Things Work: Engineering and the Design Process
- ☒ MUSC 299: Music Entertainment ⓘ

Program

- ☐ 107: Geospatial Analysis
- ☐ 26: Geography Major
- ☐ 30: History Major
- ☐ 52: Asian Studies Minor
- ☐ 69: French Minor
- ☐ 94: Master of Education, Post-Baccalaureate Initial Licensure

Note: If you are looking to add a proposal that another user has created, you will not be able to do so unless you are the last user to have edited it. You can do this by going to the proposal in [Course Admin](#), editing it, saving it, and then returning to the primary proposal to bundle. It should then appear as one of your options to add to the primary proposal for bundling.

Now the bundle of proposals (the new program proposal and the two new course proposals) have entered a merged workflow that combines shared steps so that everything can go through workflow together. Notice that the first step will begin with the BUSI Chair who will review the new courses and the new program to approve. **The user should approve the primary proposal only.** After the proposal goes through all the curriculum approval steps for the College of Business, it will then go on to the MUSC Chair to review and approve since a new MUSC course is part of the proposal. It will then complete the necessary CAS curriculum steps for a new course before moving on to the University Curriculum Committee and finally the UFC and Provost for final approval of a new major.



A great aspect of bundling is that the user has to view ALL proposals in a bundle before it can be approved. The eyeball icon will remind you if these bundles have been viewed yet or not. Once you view them, the icon will update and allow you to approve.

Export to PDF

Export to Word

Shred Proposal

New Music Business Major

Course

- [BUAD 120: Music Business](#)
- [MUSC 299: Music Entertainment](#)

Program

- 135: Music Business

New Program Proposal

Add Comment

Date Submitted: 07/23/25 2:05 pm

Viewing: **135 : Music Business**

Last edit: 07/23/25 2:05 pm

Changes proposed by: Kevin Caffrey (kcaffrey)

Name	Kevin Caffrey	Email
	kcaffrey@umw.edu	
Department/Program	Business	
College	College of Business	
Program Title	Music Business	
Program Type	Undergraduate Major	
Only use Post-Graduate if proposing a new Certificate that will include both undergraduate and graduate courses.		
Level	Undergraduate	
Degree Designation	Bachelor of Science	

In Workflow

1. **BUSI Chair**
2. 05 Curriculum Committee Chair
3. 05 Governance Chair
4. 05 Dean
5. MUSC Chair
6. 01 Curriculum Committee Chair
7. University Curriculum Committee Chair
8. University Faculty Council Chair
9. Provost
10. Registrar's Office
11. Banner

umw-yahr-dryrun-82105.dev7.leepfrog.com says

All proposals in the bundle have not been viewed. You must view all the proposals in a bundle in order to approve.

OK

Users should approve the **primary proposal** after reviewing the other proposals. When a user approves the primary proposal, they are approving ALL the proposals in the bundle. If a user for example selected a course proposal that is part of a bundle, they would see the following and should select 135: Music Business to review everything.

University of
Mary Washington

Course Change Request

Export to PDF

Export to Word

Shred Proposal

New Music Business Major

Course

- BUAD 120: Music Business
- MUSC 299: Music Entertainment

Program

- 135: Music Business

Add Comment

In Workflow

1. BUSI Chair

2. 05 Curriculum Committee Chair

3. 05 Governance Chair

4. 05 Dean

5. MUSC Chair

6. 01 Curriculum Committee Chair

7. University Curriculum Committee Chair

8. University Faculty Council Chair

9. Provost

10. Registrar's Office

11. Banner

Date Submitted: 07/23/25 2:05 pm

Viewing: **BUAD 120 : Music Business**

Last edit: 07/23/25 2:04 pm

Changes proposed by: Kevin Caffrey (kcaffrey)

Provide the required information in the boxes below. All boxes highlighted in red are required fields.

Faculty Name	Kevin Caffrey	Email	
	kcaffrey@umw.edu		
Discipline	BUAD - Business Administration	Course Number	120

Note: Only 100 & 200 level courses can carry Methods of Investigation (Arts & Literature, Humanities, ...)

Rollbacks & Comments

If a user decides to Rollback the proposal, it rolls back everything. If a user adds a comment to the proposal, the comment will be added to all proposals.

Final Steps

When the bundled proposal finally gets to the last Banner step, since courses must sync with Banner, the proposal will unbundle so that these courses can be bridged to Banner. Programs do not sync with Banner, but will have a page created for the next Academic Catalog by the UMW CIM Administrator.

BUNDLING CHANGES TO AN EXISTING PROGRAM PROPOSAL WITH NEW COURSE PROPOSALS

Step #1 – Create Proposals for New Courses, SAVE them, do not Start Workflow

A faculty member wishes to create a new course to then add as a core requirement for an existing program. This is another good example of when to bundle. The first step, as it was above, will be for the faculty member to create a proposal for the new course. In the below scenario, the faculty member is proposing new course *ACCT 195 Accounting and Intro Stats*, and then wishes to add it as a core requirement for the Mathematics major. ACCT 195 would be proposed as one normally would in [Course Admin](#) but **select SAVE CHANGES as opposed to Start Workflow**.

Step #2 – Create Proposal to Edit an existing Program and use as PRIMARY PROPOSAL

Through [Program Admin](#) find the program you wish to make changes to. In this case, we're going to propose changes for the Musical Theater minor. After the proposal has been finished, it is time to select **START WORKFLOW** to create the Bundle.

The screenshot shows a web browser window titled "Edit Record - Google Chrome" with the URL https://umw-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/programadmin/79/index.html&step=editrecord&id=79&_id=1753294607394. The page header features the University of Mary Washington logo. The main heading is "Program Management". Below this, it says "Editing: 79: Musical Theatre Minor". The form contains the following fields:

- Name: Kevin Caffrey
- Email: kcaffrey@umw.edu
- Department/Program: Theatre & Dance (dropdown)
- College: College of Arts and Sciences (dropdown)
- Program Title: Musical Theatre Minor
- Program Type: Undergraduate Minor (dropdown)
- Level: Undergraduate (dropdown)
- Program Code: MMTH
- Implementation Date: 2025-2026 (dropdown)

Below the form, there is a "JUSTIFICATION:" section with the text: "Please provide a rationale for why these program changes are needed. If a transition plan will be needed for current students in this program, please provide it in the justification or attach a transition plan as an additional document below." A text box contains the justification: "Adding ACCT 195 as option".

Edit Record - Google Chrome

https://umw-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/programadmin/79/index.html&step=editrecord&id=79&_id=1753294607394

To edit the Program Requirements, double click in the Course List field.

Program Requirements

Course ID	Course Name	Credits
THEA 321	Acting I	4
THEA 335	Musical Theatre Performance	3
THEA 336	Musical Theatre Performance	3
Select 3-4 credits of the following:		3-4
ACCT 195	Accounting for the Entertainment Business	
DANC 121A	Beginning Ballet	
DANC 122A	Beginning Ballet	
DANC 123A	Beginning Modern Dance	
DANC 124A	Beginning Modern Dance	
DANC 141	Beginning Jazz	
DANC 142	Beginning Jazz	
DANC 300	Broadway Jazz	
DANC 301	Intermediate Ballet	
DANC 302	Intermediate Ballet	
DANC 303	Intermediate Modern Dance	

Admissions

Name your Bundle and select the course that is part of the proposed changes:

Choose Proposals to Bundle

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

Course

☒ ACCT 195: Accounting for the Entertainment Business
☐ CPSC 418: Digital Libraries: Info. Systems and Info. Retrieval
☐ DATA 353: Analytics II: Optimization Models
☐ DSCI 352: Analytics I: Predictive Models
☐ IDIS 307: How Things Work: Engineering and the Design Process
☐ RELG 350: Happiness: Here and Now ⓘ

Program

☐ 107: Geospatial Analysis
☐ 26: Geography Major
☐ 30: History Major
☐ 52: Asian Studies Minor
☐ 69: French Minor
☐ 94: Master of Education, Post-Baccalaureate Initial Licensure

Start Workflow

Cancel

Notice the merged Workflow, starting off with the THDA Chair and CAS curriculum process to edit a program, and then going through the COB curriculum process since ACCT 195 is a new COB course. Then the workflow will end at the traditional UCC, UFC, and Registrar/Banner steps:

- In Workflow

 1. THDA Chair
 2. 01 Curriculum
Committee Chair
 3. 01 Dean
 4. BUSI Chair
 5. 05 Curriculum
Committee Chair
 6. 05 Governance
Chair
 7. University
Curriculum
Committee Chair
 8. University Faculty
Council Chair
 9. Registrar's Office
 10. Banner

Designation Proposals - [Designation Admin](#)

With the exception of GENERAL EDUCATION designations for the “Methods of Investigation” category, course designation changes may take effect in the fall semester, spring semester, or the summer session in accordance with a timetable established by the various Designation Committees. Because General Education “Methods of Investigation” courses are listed in the Academic Catalog (and all sections of those approved courses are always general education courses), those changes take effect in the fall semester each year. For changes to general education “Methods of Investigation” courses to be implemented beginning in the next fall semester, those proposals must have received all required approvals no later than the posted Catalog deadline date, which is usually in late January or early February.

Designation changes are made to currently existing courses. If proposing a new course that one desires to be designated as a general education course (for example), the new course proposal would have to be submitted to workflow in CIM Courses first before the action to add the designation would be able to be proposed. As a caution, if the new course is not approved, any proposed designation would be invalidated. Finally, if multiple designations are desired, these have to be submitted one by one (rather than all designation actions being done at once).

COURSE DESIGNATION CHANGES – OVERVIEW OF PROCEDURES

Course designation proposals occur when the goal is to have the course be approved to fulfill one (or more) of the following curriculum requirements:

- General Education – all categories including Community Engaged Courses
- Writing Intensive
- Speaking Intensive
- Digital Intensive
- First-Year Seminar
- Honors
- Majority Online Course

Separate forms exist in CIM for each of these designation actions. Each of these forms was built out by taking the materials each of the various committees had been using for their course proposal forms and moving them into this completely online environment.

Depending upon the requirements and procedures established for each of these curricular requirements, there is an option to apply the proposed designation to an individual instructor or to all instructors of the course. This option will appear as a choice only when relevant.

Each of the course designation forms has a combination of fields that are “**free text boxes**” (such as entering in a rationale statement), fields with **dropdown boxes** (such as choosing the request type), and requested **attachments** (such as adding a syllabus).

After the proposing faculty member’s department chair (or Associate Dean in the Colleges of Business and Education) have approved the proposal, it is routed to the appropriate faculty committee, depending upon the action desired.

Table 1- Review Committee Overview

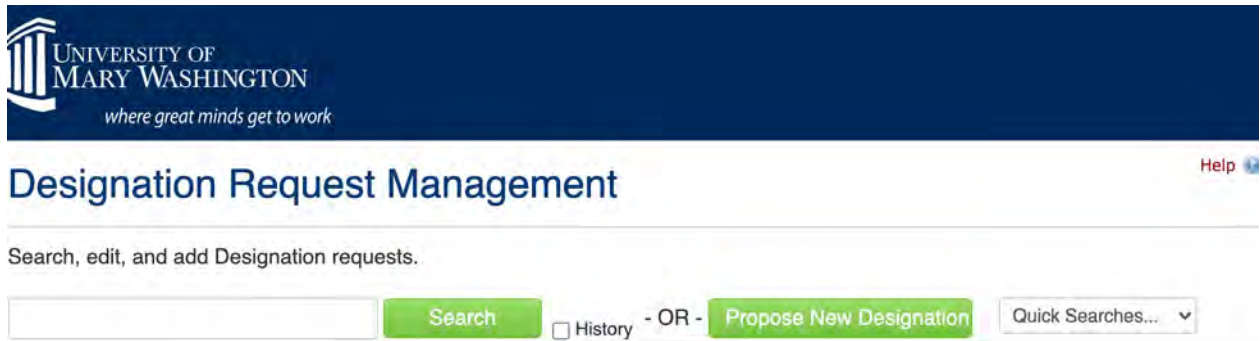
ACTION	REVIEWING COMMITTEE
Digital Intensive Course Designation Proposals	Digital Intensive Committee (<i>ad hoc</i> committee)

First Year Seminar Course Designation Proposals	First Year Seminar Committee
General Education Course Designation Proposals	General Education Committee
Honors Course Designation Proposals	Honors Committee
Majority Online Course Designation Proposals	Distance and Blended Learning Committee
Speaking Intensive Course Designation Proposals	Speaking and Writing Intensive Committee
Writing Intensive Course Designation Proposals	Speaking and Writing Intensive Committee

Following approval by the relevant committee, the proposal advances to the University Faculty Council for final action.

ADD COURSE DESIGNATIONS

1. Navigate to [Designation Admin](#)



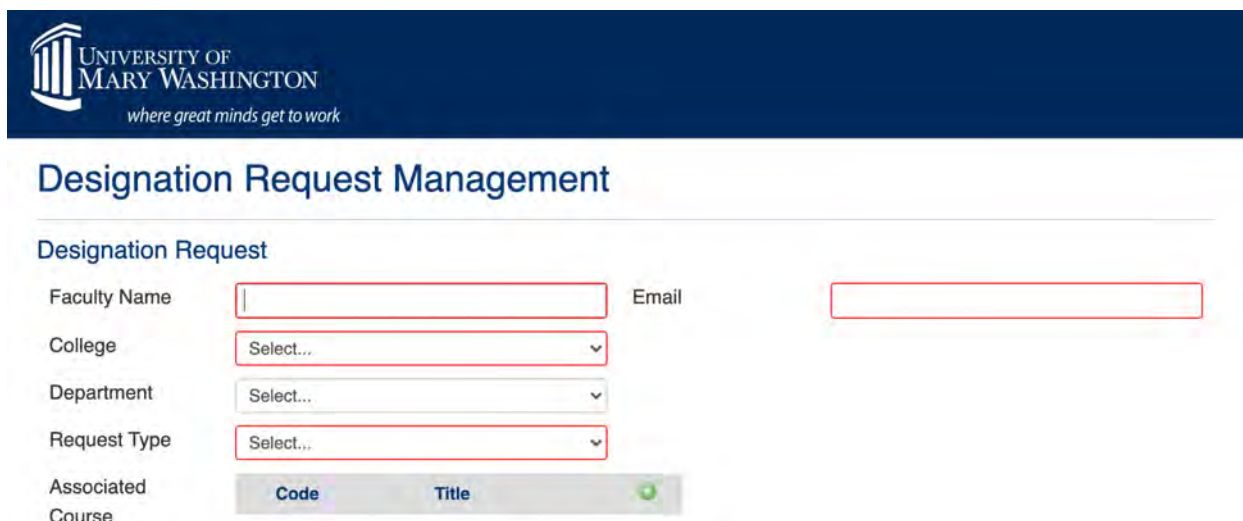
UNIVERSITY OF MARY WASHINGTON
where great minds get to work

Designation Request Management [Help](#)

Search, edit, and add Designation requests.

☐ History - OR -

2. Select “Propose New designation.” The result should look like the following screen:



UNIVERSITY OF MARY WASHINGTON
where great minds get to work

Designation Request Management

Designation Request

Faculty Name Email

College

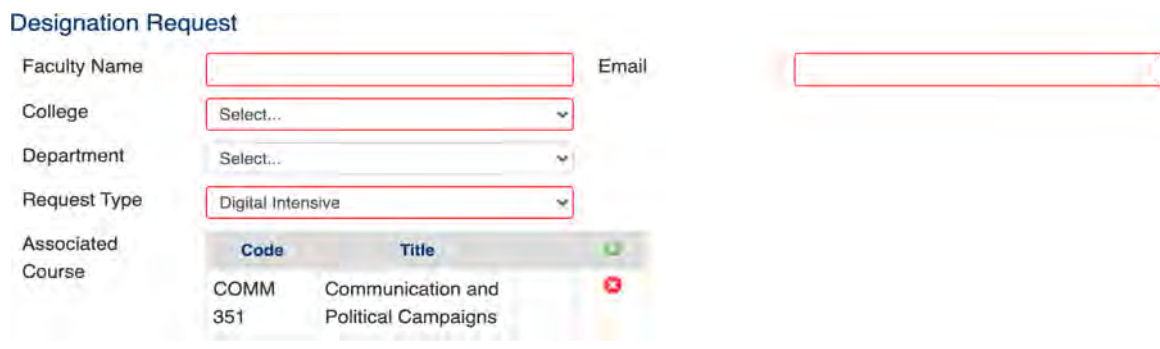
Department

Request Type

Associated Course

Code	Title

3. Fill in name, email, college, and department. Under “Request Type,” select the designation to be added. When proposing a new designation, best practice is to enter the full correct course title in the Title field and utilize the Associate Course feature. This will not only make it easier for reviewers to know exactly which course is being discussed, but it will also help CIM users looking for the course through the Search feature. Under “Associated Course,” click the  to search for the existing course to which you want the designation added. For example:



Designation Request

Faculty Name Email

College

Department

Request Type

Associated Course

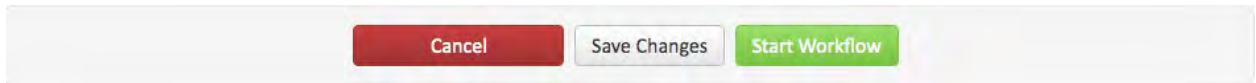
Code	Title
COMM 351	Communication and Political Campaigns

.

Proposal Form

Selecting “Request Type” brings up the additional forms and information required to submit a proposal for the designation in question. **Provide the explanations and any attachments as required.**

4. After all required information is provided, the start workflow button (located at the bottom of the page) is selected to move the proposal to the first reviewer (Department Chair or Associate Dean).



See Appendix M for an explanation of the form fields you will see when submitting a course designation proposal.

See Appendix N for the full display of all steps in the workflow process for a course designation proposal.

ADDING COMMENTS TO PROPOSALS IN CIM

Proposals in workflow have an Add Comment button.



Users can select this button to add any comments on the proposal that they may have. A text box will appear and you can click Save when you are done.



Consider being as specific as possible when leaving these comments. Please also keep in mind that these comments will be visible to anyone accessing the proposal. Comments cannot be edited after they have been posted. Comments will display with a timestamp and the username of the person who added the comment at the bottom of the course proposal.

Reviewer
Comments

umw-user (09/28/20 8:37 am): It is very unclear why this course is needed. What will it add to the program of study?

APPENDIX A: EXPLANATION OF NEW COURSE PROPOSAL FORM FIELDS

Fields outlined in red are required and must be completed in order to submit the form.

Faculty Name and Email

The proposing faculty member's name and UMW email address are to be provided.

Propose from Existing Course

This option would enable some fields of information to be copied from another course that is already in the system. This might be useful as a starting point for a new course or courses that will have similarities to a first one (such as a proposal to create a new course that would be cross-listed with an existing course).

Academic level

Undergraduate or graduate. Undergraduate courses are numbered 000-499. Graduate courses are numbered 500 and above.

Discipline

This is the four-letter code used to identify subject areas offered at UMW (ENGL, MATH, SPAN, and so forth). The discipline will display as a drop-down menu including the four-letter code and the associated discipline name (e.g. SOCG – Sociology).

Department

The home department of the discipline offering the course. IDIS (interdisciplinary) courses must be associated with a home department.

College

UMW's three colleges are the choices available.

Course Title

This is the full title for the course that will appear in the Academic Catalog. Do not use abbreviations or & (in place of the word and) in this title.

Abbreviated Course Title:

This is a 30-character short title that will appear in the schedule of courses and on the transcript. Abbreviations and & may be used here.

Effective Term

The date when the course action takes effect. For all course changes, the effective term is the fall semester of the next academic year (or a subsequent fall semester).

Number of Credits

The current credit hour value for the course. If the proposal seeks to change the course credit hours, insert the new credit hour number, answer the question about compliance with the credit hour policy and attach an explanation/justification if the response was "no."

Catalog Description

The written course description as it will appear in Banner and the *Academic Catalog*. Course descriptions should be succinct; it is recommended that course descriptions be 50 words or less.

Prerequisite

Courses that must be taken prior to the course in question, or other qualifying conditions necessary before the student may enroll in the course (such as must be a major in a certain field or must have junior/senior standing). Use the four-letter discipline prefix (e.g. MATH) rather than spelling out the discipline name. Have a blank space after the four-letter discipline prefix and the course number. ***Do not use a period at the end of the list.***

Example: MATH 201

Corequisite

Courses that must be taken simultaneously with course in question. Use the four-letter discipline prefix (e.g. MATH) rather than spelling out the discipline name. Have a blank space after the four-letter discipline prefix and the course number. ***Do not use a period at the end of the list.***

Example: MATH 121

Cross Listed Course

For courses offered at the same level, this is the option for the same course to bear two separate discipline codes (e.g. CPSC/DATA 419). Courses cross listed at the same level must have the same title, course description, prerequisites, and corequisites. A note stating “Cross listed as . . .”) will appear at the end of the course description in the *Academic Catalog*.

For courses cross listed across levels (an undergraduate course cross listed with a graduate course), the courses cross level listed may have different titles, descriptions, prerequisites, and corequisites. However, the graduate-level course expectations must exceed the expectations of the academic content of the undergraduate-level course with which the graduate course is cross-listed.

Proposed frequency of offering

From the drop-down menu, select fall, spring, yearly, or alternate years. Yearly means both semesters each year. Fall or spring means only in that semester each academic year.

Proposed enrollment limit

Indicate if this course is proposed as one that will be taught single or multiple sections. State the enrollment cap (maximum) for the course. The help icon  reveals the suggested course enrollment guidelines at UMW.

List faculty who will teach the course

Indicate full-time faculty by full name. If selected adjuncts will also teach the course, indicate that by the word “adjunct.” Do not list adjunct faculty by name (since many adjuncts do not teach continuously from semester to semester).

Rationale

An explanation of why the proposed new course needs to be added to the curriculum.

APPENDIX B: EXPLANATION OF COURSE CHANGE PROPOSAL FORM FIELDS

Fields outlined in red are required and must be completed in order to submit the form.

Faculty Name and Email

The proposing faculty member's name and UMW email address are to be provided.

Academic level

Undergraduate or graduate. Undergraduate courses are numbered 000-499. Graduate courses are numbered 500 and above.

Discipline

This is the four-letter code used to identify subject areas offered at UMW (ENGL, MATH, SPAN, and so forth). The discipline will display as a drop-down menu including the four-letter code and the associated discipline name (e.g. SOCG – Sociology).

Department

The home department of the discipline offering the course. IDIS (interdisciplinary) courses must be associated with a home department.

College

UMW's three colleges are the choices available.

Course Title

This is the full title for the course that will appear in the Academic Catalog. Do not use abbreviations or & (in place of the word and) in this title.

Abbreviated Course Title:

This is a 30-character short title that will appear in the schedule of courses and on the transcript. Abbreviations and & may be used here.

Effective Term

The date when the course action takes effect. For all course changes, the effective term is the fall semester of the next academic year (or a subsequent fall semester).

Number of Credits

The current credit hour value for the course. If the proposal seeks to change the course credit hours, insert the new credit hour number, answer the question about compliance with the credit hour policy and attach an explanation/justification if the response was "no."

Catalog Description

The written course description as it will appear in Banner and the *Academic Catalog*. Course descriptions should be succinct; it is recommended that course descriptions be 50 words or less.

Prerequisite

Courses that must be taken prior to the course in question, or other qualifying conditions necessary before the student may enroll in the course (such as must be a major in a certain field or must have junior/senior standing). Use the four-letter discipline prefix (e.g. MATH) rather than spelling out the discipline name. Have a blank space after the four-letter discipline prefix and the course number. **Do not use a period at the end of the list.**

Example: MATH 201

Corequisite

Courses that must be taken simultaneously with course in question. Use the four-letter discipline prefix (e.g. MATH) rather than spelling out the discipline name. Have a blank space after the four-letter discipline prefix and the course number. ***Do not use a period at the end of the list.***

Example: MATH 121

Cross Listed Course

For courses offered at the same level, this is the option for the same course to bear two separate discipline codes (e.g. CPSC/DATA 419). Courses cross listed at the same level must have the same title, course description, prerequisites, and corequisites. A note stating “Cross listed as . . .”) will appear at the end of the course description in the *Academic Catalog*.

For courses cross listed across levels (an undergraduate course cross listed with a graduate course), the courses cross level listed may have different titles, descriptions, prerequisites, and corequisites. However, the graduate-level course expectations must exceed the expectations of the academic content of the undergraduate-level course with which the graduate course is cross-listed.

Rationale

An explanation of why the proposed change needs to be made to the course.

APPENDIX C: NEW COURSE - PROPOSAL WORKFLOW

Table 2 New Course Proposal Workflow

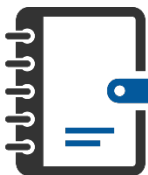
PROCESS STEPS
1. Proposer logs in to CIM Course Admin, completes new course proposal, and Starts Workflow.
2. Proposal goes to Department Chair (CAS and COB ¹) or Associate Dean (COE) – reviews and either approves proposal, rolls it back (to proposer), or denies ¹ it.
3. If approved, proposal goes to College Curriculum Committee – reviews and either approves proposal, rolls it back (to either proposer or Department Chair), or denies it.
4. If approved, proposal goes to College Governance for COE or goes directly to the University Curriculum Committee for CAS and COB . College Governance for COE reviews and either approves proposal, rolls it back to College Curriculum Committee, or denies it.
5. If approved, University Curriculum Committee reviews and either approves proposal, rolls it back (to College Governance or College Curriculum Committee) or denies ¹ it.
6. If approved, proposal goes to University Faculty Council – reviews and either approves proposal, rolls it back to the University Curriculum Committee, or denies ¹ it.
7. If approved, proposal goes to Registrar's Office for final check and to initiate Student Information System (SIS) sync. SIS and Next Academic Catalog are updated.


¹ For graduate courses in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs. Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. For more info, see the CIM Approver's Guide.

APPENDIX D: EXPEDITED COURSE CHANGE - PROPOSAL WORKFLOW

Expedited changes include changing a course's number, title, description, pre or corequisites, and cross-listing at the same level. Inactivating a course is also considered an expedited proposal.

Table 3 Expedited Course Change Workflow

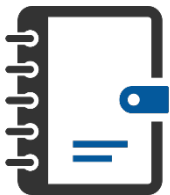
PROCESS STEPS
1. Proposer logs in to CIM Course Admin, selects Edit Course, answers 'Yes' to Expedited Question, and Starts Workflow.
2. Department Chair (CAS and COB ²) or Associate Dean (COE) – reviews and either approves proposal, rolls it back (to proposer), or denies it.
3. If approved, proposal goes to College Curriculum Committee – reviews and either approves proposal, rolls it back (to either proposer or Department Chair), or denies it.
4. If approved, proposal goes to College Governance for COE or goes directly to the Ten-Day Waiting Period for CAS and COB . College Governance for COE reviews and either approves proposal, rolls it back to College Curriculum Committee, or denies it.
5. Approved Expedited proposals are held for a Ten-Day Waiting Period before they are officially approved. The CourseLeaf administrator emails the Provost, University Registrar, academic deans, and all full-time faculty once expedited proposals enter the Ten-Day Waiting Period to notify them that these proposals are available for review. If there are no comments during this Ten-Day period, the proposal is approved. Registrar's Office initiates student information system (SIS) sync. SIS and Next Academic Catalog are updated.
If comments are made during the Ten-Day period, the Registrar's Office will send the proposal to the University Curriculum Committee for review
6. If sent to the University Curriculum Committee due to comments from administration/faculty, they will review it and either approve proposal, roll it back (to College Governance or College Curriculum Committee), or deny it.
7. If approved, proposal goes to University Faculty Council – reviews and either approves proposal, rolls it back to the University Curriculum Committee, or denies it.
8. If approved, proposal goes to Registrar's Office for final check and to initiate Student Information System (SIS) sync. SIS and Next Academic Catalog are updated.


² For graduate courses in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs. Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. For more info, see the CIM Approver's Guide.

APPENDIX E: CHANGE COURSE CREDIT HOURS - PROPOSAL WORKFLOW

*Changing credit hours of a course is a **non-expedited** proposal.*

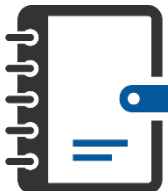
Table 4 Course Credit Hour Change Workflow

PROCESS STEPS
1. Proposer logs in to CIM Course Admin, selects Edit Course, and Starts Workflow.
2. Department Chair (CAS and COB ³) or Associate Dean (COE) – reviews and either approves proposal, rolls it back (to proposer), or denies it.
3. If approved, proposal goes to College Curriculum Committee – reviews and either approves proposal, rolls it back (to either proposer or Department Chair), or denies it.
4. If approved, proposal goes to College Governance for COE <u>or</u> goes directly to the University Curriculum Committee for CAS and COB . College Governance for COE reviews and either approves proposal, rolls it back to College Curriculum Committee, or denies it.
5. If approved, University Curriculum Committee reviews and either approves proposal, rolls it back (to College Governance or College Curriculum Committee), or denies it.
6. If approved, proposal goes to University Faculty Council – reviews and either approves proposal, rolls it back to the University Curriculum Committee, or denies it.
7. If approved by University Faculty Council, proposal goes to Registrar's Office for final check and to initiate Student Information System (SIS) sync. SIS and Next Academic Catalog are updated.


³ For graduate courses in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs. Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. For more info, see the CIM Approver's Guide.

APPENDIX F: CROSS LIST COURSE AT DIFFERENT LEVEL - PROPOSAL WORKFLOW
*Cross-listing at a different level (i.e. EDUC 478 with EDUC 578) is a **non-expedited** proposal.*

Table 5 Cross-level Proposal Workflow

PROCESS STEPS
1. Proposer logs in to CIM Course Admin, selects Edit Course, and Starts Workflow.
2. Department Chair (CAS and COB ⁴) or Associate Dean (COE) – reviews and either approves proposal, rolls it back (to proposer), or denies it.
3. If approved, proposal goes to College Curriculum Committee – reviews and either approves proposal, rolls it back (to either proposer or Department Chair), or denies it.
4. If approved, proposal goes to College Governance for COE or goes directly to the University Curriculum Committee for CAS and COB . College Governance for COE reviews and either approves proposal, rolls it back to College Curriculum Committee, or denies it.
5. If approved, University Curriculum Committee reviews and either approves proposal, rolls it back (to College Governance or College Curriculum Committee), or denies it.
6. If approved, proposal goes to University Faculty Council – reviews and either approves proposal, rolls it back to the University Curriculum Committee, or denies it.
7. If approved by University Faculty Council, proposal goes to Registrar's Office for final check and to initiate Student Information System (SIS) sync. SIS and Next Academic Catalog are updated.


⁴ For graduate courses in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs. Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. For more info, see the CIM Approver's Guide.

APPENDIX G: EXPLANATION OF NEW PROGRAM PROPOSAL FORM FIELDS

Fields outlined in red are required and must be completed in order to submit the form.

Department/Program

The home department of the discipline offering the program.

College

UMW's three colleges are the choices available.

Program Title

The name of the degree program being proposed.

Program Type

A dropdown box offering these options for programs NOT needing state approval: undergraduate major, undergraduate minor, undergraduate certificate, post-graduate certificate, or graduate certificate. The choices for undergraduate degree or graduate degree DO require state approval; anyone interested in such a proposal should review the steps in the document describing how to submit a proposal requiring g state approval.

Level

Undergraduate, graduate, or post-graduate. Post-graduate only applies to certificate programs that include both undergraduate and graduate courses.

Degree Designation

The degree designation signifies a rank or level of educational attainment that is conferred on students who successfully complete all degree program requirements and degree conditions (such as achieving the required overall grade point average, the required grade point average in the major, and meeting the residence requirement). If a new degree is proposed, and the degree type is different than any of the choices available in the current UMW inventory, select "New Degree (SCHEV approval required)."

CIP Code

This field shows when undergraduate degree or graduate degree is selected as the program type. A new degree proposed must be in a degree field not currently offered and it must have a unique CIP Code. The classification of instructional program (CIP) codes are defined by the U.S. Department of Education. To find a new CIP code, use the "CIP Code picker" that will appear if the word **find** is clicked (this is under the box for CIP Code).

Implementation Date

The academic year when the proposed program change goes into effect. The effective term is the fall semester of the next academic year (or a subsequent fall semester, if selected). This item is a dropdown box with choices provided.

Majority Online Format

If the proposal is seeking to offer a program in which a majority of the credits required could be taken fully online, the Distance and Blended Learning Committee should be contacted for guidance before proceeding to submit the proposal for the new program.

Prospectus

The prospectus document outlines why the program is needed, indicates how it relates to UMW's mission, provides information about learning outcomes, and supplies other needed details about the program being proposed (such as any new courses or resources required for startup of the program).

Depending on the type of new program proposed, the contents of the prospectus change. Details about what to include are provided in [this document](#).

Library Impact

For all new programs, the University Library needs to conduct an evaluation to determine if Library resources needed to support the program are available. The Library created a form (the link is in the CIM proposal document) that is submitted to the Library for their response. The completed assessment form is returned to the proposer and must be uploaded with the full CIM proposal when it is submitted to the workflow for review.

Program Description

An overview of the program and its purposes, goals, and value/benefit to the student as it would appear in the catalog. Any other details about the program that make it unique, interesting, attractive, etc. might also be included.

Program Requirements

The list of courses that must be taken to earn the degree. The total credit hours required to complete the program should be clearly indicated. Courses required for the major versus ones that are restricted electives should be clearly noted. The major should be between 30 and 48 credit hours. In addition to the requirements for the major in the degree, indicate the credit hours in general education as 30. Add in the number of elective credits that will be needed to reach the total of 120 credits. If proposing a degree of more than 120 credits, attach a document justifying why the degree must have more than 120 credits. (It is not necessary to list courses for the general education and elective portions; just indicate credit hours.)

Admission Requirements

If the proposed academic program will have additional admissions requirements, these should be written in the box that is provided. This is not a required field. If there are no separate admissions requirements, leave this box blank.

Program Announcement Form

This is a document required by SCHEV before they will begin the two-step state approval process for new degree programs. SCHEV's form must be used; the link to the form is provided in CIM. Keep this form as a Word document (do not convert it to PDF); SCHEV will only accept the Word document. Complete all sections of the form and attach to the proposal. This form has a box for the actual or anticipated date of Board approval. When this form is submitted for UMW's internal review in CIM, simply leave it blank or insert TBD. When the Board of Visitors approves the new degree proposal (the last step in UMW's process), the approval date will be inserted and the form will be submitted to SCHEV by the Office of the Provost.

What happens to the proposal after SCHEV reviews the program announcement?

Once the Council reviews a program announcement, any questions, concerns, comments, or requests for additional information that arise will be conveyed to the institution. Those matters are to be addressed when the full proposal is submitted. The Office of the Provost and our SCHEV academic liaisons, working with the academic unit that proposed the program (and the relevant college dean), will guide the preparation of the full degree proposal for SCHEV. This process will take place outside of CIM.

APPENDIX H: NEW DEGREE PROGRAM PROPOSAL WORKFLOW

Table 6 New Degree Program Workflow

PROCESS STEPS
1. Proposer logs in to CIM Program Admin, completes new program proposal, and Starts Workflow.
1. Submitted to Department Chair (College of Arts and Sciences and College of Business ⁵) or Associate Dean (College of Education) – reviews and either approves proposal, rolls it back to proposer, or denies ⁵ it.
2. If approved, proposal goes to College Curriculum Committee – reviews and either approves proposal, rolls it back (to initial proposer or Department Chair/Associate Dean), or denies ⁵ it.
3. If approved, proposal goes to College Dean – reviews it and either approves proposal, rolls it back (to Department Chair/Associate Dean), or denies ⁵ it.
4. If approved, proposal goes to College Governance for College of Education; for College of Arts and Sciences and College of Business, proposal goes directly to the University Curriculum Committee
5. If approved, proposal goes to University Curriculum Committee – reviews it and either approves proposal, rolls it back to College Curriculum Committee or to College Governance, or denies ⁵ it.
6. If approved, goes to University Faculty Council - reviews it and either approved proposal, rolls it back to the University Curriculum Committee, or denies it.
7. If approved, proposal goes to Provost – reviews it, either approves it, rolls it back to University Faculty Council, or denies ⁵ it.
8. <i>[Outside of CIM]</i> New degree programs are presented by the Provost to the Board of Visitors; if approved by Board, Provost Office prepares new program proposal to be submitted to SCHEV. The Office of the Provost and UMW's SCHEV academic liaisons, working with the academic unit that proposed the program (and the relevant college dean), will guide the construction of the full degree proposal for SCHEV. If Board does not approve, Provost determines the next step (returning proposal to a prior level for necessary modifications or deciding to pause the proposal).
9. Following SCHEV (and, if necessary, SACSOC) approval, proposal is approved by Registrar's Office in CIM and a catalog page is prepared for the <i>Next</i> Academic Catalog. Student Information Systems and DegreeWorks updated as necessary as well.

⁵ For graduate programs in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs. Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. For more info, see the CIM Approver's Guide.

APPENDIX I: EXPLANATION OF NEW PROGRAM PROPOSAL FORM FIELDS

Fields outlined in red are required and must be completed in order to submit the form.

Level

Undergraduate, graduate, or post-graduate. Post-graduate only applies to certificate programs that include both undergraduate and graduate courses.

Discipline

This is the four letter code used to identify subject areas offered at UMW (ENGL, MATH, SPAN, and so forth). The discipline will display as a drop down menu including the four-letter code and the associated discipline name (e.g. SOCG – Sociology).

Department/Program

The home department of the discipline offering the program.

College

UMW's three colleges are the choices available.

Program Title

The name of the major, minor, or certificate program being proposed.

Program Type

A dropdown box offering these options for programs NOT needing state approval: undergraduate major, undergraduate minor, undergraduate certificate, post-graduate certificate, or graduate certificate. The choices for undergraduate degree or graduate degree DO require state approval; anyone interested in such a proposal should review the steps in the document describing how to submit a proposal requiring state approval.

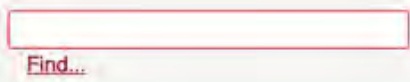
Degree Designation

The degree designation signifies a rank or level of educational attainment that is conferred on students who successfully complete all degree program requirements and degree conditions (such as achieving the required overall grade point average, the required grade point average in the major, and meeting the residence requirement). This field will not appear if the program type selected is minor. If a new major is proposed, the degree designation must match that of the current degree program this new major will be associated with. If a new certificate is proposed, the CIP Code field will appear.

CIP Code

This field shows when undergraduate, graduate, or post-graduate certificate is selected as the program type. Because certificates are reported to SCHEV, a new certificate proposed must have a unique CIP Code. The classification of instructional program (CIP) codes are defined by the U.S. Department of Education. To find a new CIP code, use the "CIP Code picker" that will appear if the word **find** is clicked (this is under the box for CIP Code). Select the code that is the best match for the certificate program being proposed.

CIP Code



When **find** is clicked, a selection box appears that affords several options for selecting possible CIP Codes.

The screenshot shows a web form titled "CIP Code Picker". Below the title, there is instructional text: "To select a CIP code either enter a search term to the right or select a CIP family from the list below to get a subset of CIP Codes to choose from." To the right of this text is a search bar with the placeholder "keyword or CIP Code" and a "Search" button. Below the instructional text is a dropdown menu labeled "Select CIP Family". At the bottom, there is a box labeled "Results:" containing the text "***Select CIP family or enter a search term.***"

Once the desired code is discovered, select it, and return to the program form to complete the remaining items necessary.

Minors do not require a CIP Code. New majors proposed will have the same CIP Code as the program the new major will be associated with (see "Associated Program," below).

Associated Program

This field only shows when undergraduate major is selected as the program type. Select from the list of existing UMW undergraduate degree programs. UMW may create a new major that is connected to an already approved degree without having to get state approval for it. However, recall that all majors leading to the same degree must have 25% of the requirements in common (not including general education). If this would not be the case, then the proposal needs to be submitted as a new degree program, an action which **does** require state approval.

Implementation Date

The academic year when the proposed program change goes into effect. The effective term is the fall semester of the next academic year (or a subsequent fall semester, if selected). This item is a drop-down box with choices provided.

Majority Online Format

If the proposal is seeking to offer a program in which a majority of the credits required could be taken fully online, the Distance and Blended Learning Committee should be contacted for guidance before proceeding to submit the proposal for the new program.

Prospectus

The prospectus document outlines why the program is needed, indicates how it relates to UMW's mission, provides information about learning outcomes, and supplies other needed details about the program being proposed (such as any new courses or resources required for startup of the program). Depending on the type of new program proposed, the contents of the prospectus change. Details about what to include are provided in [this document](#).

Library Impact

For all new programs, the University Library needs to conduct an evaluation to determine if Library resources needed to support the program are available. The Library created a form (the link is in the CIM proposal document) that is submitted to the Library for their response. The completed assessment form is returned to the proposer and must be uploaded with the full CIM proposal when it is submitted to the workflow for review.

Program Overview

A description of the program and its purposes, goals, and value/benefit to the student as it would appear in the catalog. Any other details about the program that make it unique, interesting, attractive, etc. might also be included. This is a required field.

Program Requirements

The list of courses that must be taken to earn the major, minor, or certificate. The total credit hours required to complete the program should be clearly indicated. Courses required versus ones that are restricted electives should be clearly noted. This is a required field.

Admission Requirements

If the proposed academic program will have additional admissions requirements, these should be written in the box that is provided. This is not a required field. If there are no separate admissions requirements, leave this box blank.

APPENDIX J: NEW MAJOR/MINOR PROPOSAL WORKFLOW

Table 7 New Major/Minor Workflow

PROCESS STEPS
1. Proposer logs in to CIM Program Admin, completes new program proposal, and Starts Workflow.
1. Submitted to Department Chair (College of Arts and Sciences and College of Business ⁶) or Associate Dean (College of Education) – reviews and either approves proposal, rolls it back to proposer, or denies ⁵ it.
2. If approved, proposal goes to College Curriculum Committee – reviews and either approves proposal, rolls it back (to initial proposer or Department Chair/Associate Dean), or denies ⁵ it.
3. If approved, proposal goes to College Dean – reviews it and either approves proposal, rolls it back (to Department Chair/Associate Dean), or denies ⁵ it.
4. If approved, proposal goes to College Governance for College of Education; for College of Arts and Sciences and College of Business, proposal goes directly to the University Curriculum Committee
5. If approved, proposal goes to University Curriculum Committee – reviews it and either approves proposal, rolls it back to College Curriculum Committee or to College Governance, or denies ⁵ it.
6. If approved, goes to University Faculty Council - reviews it and either approved proposal, rolls it back to the University Curriculum Committee, or denies it.
7. If approved, proposal goes to Provost – reviews it, either approves it, rolls it back to University Faculty Council, or denies ⁵ it.
8. Approved by Registrar's Office in CIM and a catalog page is prepared for the <i>Next</i> Academic Catalog. Student Information Systems and DegreeWorks updated as necessary as well.

⁶ For graduate programs in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs. Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. For more info, see the CIM Approver's Guide.

APPENDIX K: EXPLANATION OF PROGRAM CHANGE PROPOSAL FORM FIELDS

Fields outlined in red are required and must be completed in order to submit the form.

Level

Undergraduate, graduate, or post-graduate. Post-graduate only applies to certificate programs that include both undergraduate and graduate courses.

Discipline

This is the four letter code used to identify subject areas offered at UMW (ENGL, MATH, SPAN, and so forth). The discipline will display as a drop down menu including the four-letter code and the associated discipline name (e.g. SOCG – Sociology).

Department/Program

The home department of the discipline offering the program.

College

UMW's three colleges are the choices available.

Program Title

The name of the major, minor, or certificate program being modified.

Degree Designation

The degree designation signifies a rank or level of educational attainment that is conferred on students who successfully complete all degree program requirements and degree conditions (such as achieving the required overall grade point average, the required grade point average in the major, and meeting the residence requirement). This field will contain the program's existing degree designation (such as Bachelor of Arts).

Implementation Date

The academic year when the proposed program change goes into effect. The effective term is the fall semester of the next academic year (or a subsequent fall semester, if selected). This item is a drop-down box with choices provided.

Justification

An explanation for why the program changes proposed are needed. The reasons may be entered into the box or provided as an attachment. If an attachment is used, the writer might write "see attachment" in the justification box.

Resources Impact

If there are any space, staffing, budget, technology, and or other impacts created by the program change proposal, these should be described in a document that is attached to the proposal. If needed, include supporting statements from offices that would need to provide the additional resources required (such as a statement from the IT department if the program change would require additional computing or other technology resources). If there are no resource impacts, the part of the proposal would be skipped.

Program Requirements

The existing program requirements as listed in the academic catalog will be brought into the form. By double-clicking in the box containing the program requirements, changes can be entered by deleting existing courses, adding new courses, changing credits required, and so forth. Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red-strikethrough text~~.

Admission Requirements

Some UMW academic programs have additional admissions requirements. If this is the case, a box displaying current admissions requirements will appear with the text as it is presently in the catalog appearing. By double-clicking in the box containing the admissions requirements, changes can be entered by deleting existing courses, adding new courses, changing credits required, and so forth. Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red-strikethrough text~~.

APPENDIX L: PROGRAM CHANGE - PROPOSAL WORKFLOW

Table 8 Program Change Proposal

PROCESS STEPS
1. Proposer logs in to CIM Program Admin, completes new program proposal, and Starts Workflow.
1. Submitted to Department Chair (College of Arts and Sciences and College of Business ⁷) or Associate Dean (College of Education) – reviews and either approves proposal, rolls it back to proposer, or denies ⁵ it.
2. If approved, proposal goes to College Curriculum Committee – reviews and either approves proposal, rolls it back (to initial proposer or Department Chair/Associate Dean), or denies ⁵ it.
3. If approved, proposal goes to College Dean – reviews it and either approves proposal, rolls it back (to Department Chair/Associate Dean), or denies ⁵ it.
4. If approved, proposal goes to College Governance for College of Education; for College of Arts and Sciences and College of Business, proposal goes directly to the University Curriculum Committee
5. If approved, proposal goes to University Curriculum Committee – reviews it and either approves proposal, rolls it back to College Curriculum Committee or to College Governance, or denies ⁵ it.
6. If approved, goes to University Faculty Council - reviews it and either approved proposal, rolls it back to the University Curriculum Committee, or denies it.
7. Proposal is approved by Registrar's Office in CIM and catalog page is automatically updated for the <i>Next Academic Catalog</i> . DegreeWorks updated as necessary as well.

⁷ For graduate programs in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs. Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. For more info, see the CIM Approver's Guide.

APPENDIX M: EXPLANATION OF COURSE DESIGNATION FORM FIELDS

Fields outlined in red are required and must be completed in order to submit the form.

Faculty Name and Email

The proposing faculty member's name and UMW email address are to be provided.

College

UMW's three colleges are the choices available.

Department

The home department of the discipline offering the course. IDIS (interdisciplinary) courses must be associated with a home department.

Associated Course

Here is where you select the existing course to which you want to add an approved designation (such as to make the course Digital Intensive).

Request Type

The particular designation desired for the course. These are the request types available:

- General Education – all categories including Community Engaged Courses
- Writing Intensive
- Speaking Intensive
- Digital Intensive
- First-Year Seminar
- Honors
- Majority Online Course

Various Course Designation Fields

These will vary depending upon the designation request type selected, there will different items requiring responses. The General Education category has the following separate divisions:

General Education

General Education Requirements	☐ After Mary Washington	☐ Arts / Literature
	☐ Beyond the Classroom	☐ Community Engagement
	☐ Global and Diverse Perspectives	☐ Humanities
	☐ Natural Science with Lab	☐ Natural Science, Non-Lab
	☐ Quantitative Reasoning	☐ Social Sciences

With some designations (such as Speaking or Writing Intensive), there is an option to apply the designation to an individual instructor or to all instructors of the course.

Rationale

An explanation of why the proposed change needs to be made to the course.

APPENDIX N: ADD COURSE DESIGNATION - PROPOSAL WORKFLOW

All steps are the same except for #3, where separate designation committees will get a particular proposal.

Table 9 Course Designation Workflow

PROCESS STEPS*
1. Proposer logs in to CIM Designation Admin, proposes a new designation, and submits to workflow..
2. Department Chair (College of Arts and Sciences and College of Business) or Associate Dean (College of Education) – reviews and either approves proposal or rolls back (to proposer) or denies it.
3. If approved, proposal goes to Designation Committee . ** -- reviews and either approves proposal, rolls it back to Department Chair/Associate Dean or proposer, or denies it.
4. If approved, proposal goes to University Faculty Council – reviews it and either approves proposal or rolls back to Designation Committee, or denies it.
6. If approved, proposal goes to Registrar's Office for final check and approval. Registrar adds the attribute to the course section as required or, in the case of General Education "Methods of Investigation," to the course record in Banner. Designations of individual course sections are not included in the <i>Academic Catalog</i> .

Note: Denying a proposal is permanent. Once denied, a proposal cannot be edited or resubmitted, even by an administrator or CourseLeaf. For more info, see the CIM Approver's Guide.

**If other changes are involved, such as changing prerequisite or course description, those steps would occur first in CIM Courses and then the designation proposal would be submitted.*

****Designation Committees are:**

Digital Intensive Committee (for Digital Intensive Designation Proposals)

First Year Seminar Committee (for First Year Seminar Designation Proposals)

General Education Committee (for General Education Designation Proposals)

Honors Committee (for Honors Designation Proposals)

Distance and Blended Learning Committee (for Majority Online Designation Proposals)

Speaking and Writing Intensive Committee (for Speaking Intensive and Writing Intensive Designation Proposals)

-END-