

# University of Mary Washington

## CourseLeaf CIM User's Guide

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University of Mary Washington  
Office of the Provost

[www.provost.umw.edu/umw-curriculum-approval-process](http://www.provost.umw.edu/umw-curriculum-approval-process)

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## CourseLeaf CIM User Guide

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## Getting Started

UMW uses the Curriculum Inventory Management system known as “CIM” (pronounced KIM). The product is delivered by Leapfrog 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** - <https://nextcatalog.umw.edu/courseadmin/>  
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** - <https://nextcatalog.umw.edu/programadmin/>  
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** - <https://nextcatalog.umw.edu/designationadmin/>  
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 <https://provost.umw.edu/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.

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
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).

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
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 (<https://nextcatalog.umw.edu/programadmin/>) and Designations (<https://nextcatalog.umw.edu/designationadmin/>). 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 - <https://nextcatalog.umw.edu/courseadmin/>

## Proposing a New Course

1. Navigate to <https://nextcatalog.umw.edu/courseadmin>
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.

Search ☐ Archive ☐ History - OR - **Propose New Course** Quick Searches...

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

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  Email

Discipline  Course Number

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.

**Propose New from Existing Course**

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

4. 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

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	<input type="text" value="Jon Anderson"/>	Email	<input type="text" value="janderson@umw.edu"/>
Discipline	<input type="text" value="MUSC - Music"/>	Course Number	<input type="text" value="TBD"/> <input type="button" value="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.

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

## 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	<input type="text" value="Jon Anderson"/>	Email	<input type="text" value="janderson@umw.edu"/>
Discipline	<input type="text" value="MUSC - Music"/>	Course Number	<input type="text" value="100"/>

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

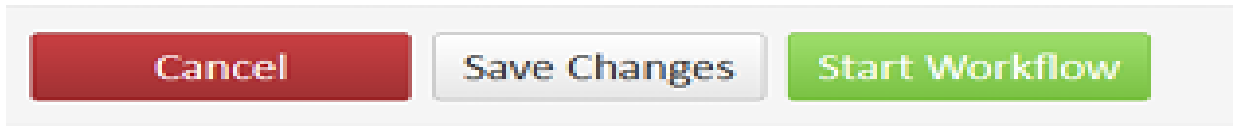
Course History

Course Number and Title of Previous Course	Semester Offered	Enrollment	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

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](mailto: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<sup>[1]</sup><sub>SEP</sub>
- Change to a course's catalog description<sup>[1]</sup><sub>SEP</sub>
- Change to a course's prerequisites
- Cross-list a course at the same level<sup>[1]</sup><sub>SEP</sub>
- 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 <https://nextcatalog.umw.edu/courseadmin>



### Course Inventory Management

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 -

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

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 \(BLS Only\)](#)

3. 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.
4. 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.

COMM 351	<input type="button" value="Search"/>	<input type="checkbox"/> Archive <input type="checkbox"/> History	- OR -	<input type="button" value="Propose New Course"/>	Quick Searches... 
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 \(BLS Only\)](#)

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.**

- 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.”

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 E for the full display of all steps in the workflow to a course credit change proposal.

### **CROSS-LIST COURSE AT DIFFERENT LEVEL**

- Navigate to <https://nextcatalog.umw.edu/courseadmin>

The screenshot shows the top navigation bar of the University of Mary Washington website with the logo and tagline "where great minds get to work". Below this is the "Course Inventory Management" header with a "Help" link. The main content area includes instructions on how to use the search function, such as using asterisks for wildcards. At the bottom, there is a search bar, a "Search" button, checkboxes for "Archive" and "History", an "OR" separator, a "Propose New Course" button, and a "Quick Searches..." dropdown menu.

- 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 \(BLS Only\)](#)

- 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)

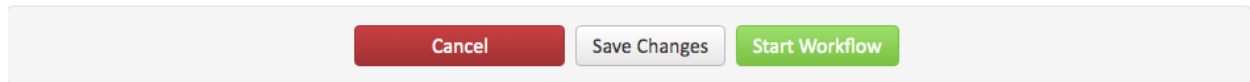
**Provide the explanation for the cross-level course listing in the box titled "justification."**

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.”

A horizontal bar containing three buttons. The first button is red with the text "Cancel". The second button is light gray with the text "Save Changes". The third button is green with the text "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 cross list a course at a different level.

## Program Proposals - <https://nextcatalog.umw.edu/programadmin/>

### Note:

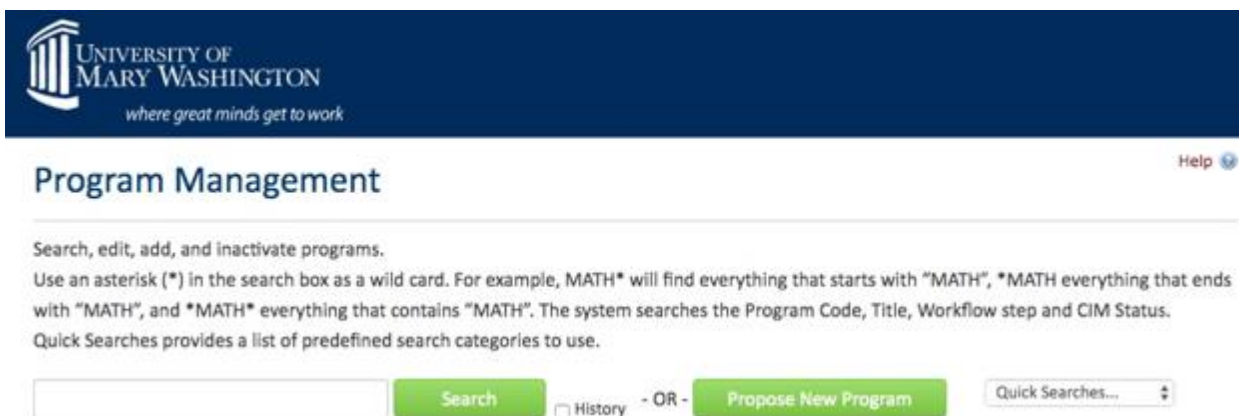
**New academic programs or current programs with significant modifications** require a more extensive process since they must go through SCHEV for final approval before implementation. As of August 2025, SCHEV has submission windows in October, March, and July for institutions to submit proposals, but 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 <https://www.schev.edu/institutions/policies-guidelines/academic-affairs-policy/approval-of-program-actions-at-public-institutions>. Please email our SCHEV academic liaisons Dr. Debra Schleef ([dschleef@umw.edu](mailto:dschleef@umw.edu)) or Dr. Kevin Caffrey ([kcaffrey@umw.edu](mailto: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 <https://provost.umw.edu/umw-curriculum-approval-process/>.

1. Navigate to <https://nextcatalog.umw.edu/programadmin>



The screenshot shows the 'Program Management' page of the University of Mary Washington's NextCatalog system. At the top is the university's logo and name. Below the header, the title 'Program Management' is displayed. A search bar is present with instructions: '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.' Below the search bar is a search input field, a green 'Search' button, a checkbox for 'History', an 'OR' separator, a green 'Propose New Program' button, and a 'Quick Searches...' dropdown menu.

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

## Program Management

The screenshot shows a web form titled "New Program Proposal" under the "Program Management" header. The form includes several input fields and dropdown menus, all highlighted with red rectangles. At the top right, there is a green button labeled "Propose New from Existing Program". The form fields are: "Name" (text input), "Email" (text input), "Department/Program" (dropdown menu), "College" (dropdown menu), "Program Title" (text input), "Program Type" (dropdown menu), "Level" (dropdown menu), "Degree Designation" (dropdown menu), "Offered in a majority online format?" (radio buttons for "Yes" and "No"), "Implementation Date" (dropdown menu), and "Please attach prospectus" (text input). There is also a green "Attach File" button and two empty text boxes for "Uploaded Files:" and "Files To Be Uploaded:". A small blue help icon is visible next to the "Offered in a majority online format?" label.

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 G 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 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

**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 <https://nextcatalog.umw.edu/programadmin>

The screenshot shows the top of the 'Program Management' page. 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, an 'OR' separator, a 'Propose New Program' button, and a 'Quick Searches...' dropdown. Below the search bar, instructions are provided: '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.'

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 fields are: '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 an 'Attach File' button and an 'Uploaded Files' section with a text box. There is also a 'Files To Be Uploaded' section with a text box.

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).

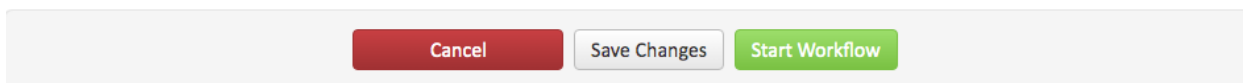
Keep these important requirements in mind: State policy requires that all majors leading to the same degree must have 25% of the requirement in common; this is 25% of the requirements not including general education. “Requirements in common” means the same requirements. In other words, a student who 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 <https://nextcatalog.umw.edu/programadmin>



### Program Management

Help

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:

### Program Management

#### Editing: 12: American Studies

Name	<input type="text"/>	Email	<input type="text"/>
Department/Program	<input type="text" value="History &amp; American Studies"/>		
College	<input type="text" value="College of Arts and Sciences"/>		
Program Title	<input type="text" value="American Studies"/>		
Only use Post-Graduate if proposing a new Certificate that will include both undergraduate and graduate courses.			
Level	<input type="text" value="Undergraduate"/>		
Degree Designation	<input type="text" value="Bachelor of Arts"/>		
Information			
Implementation Date	<input type="text" value="2021-2022"/>		

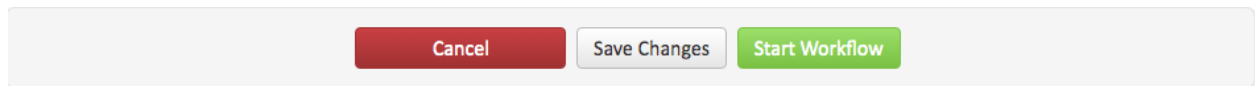
JUSTIFICATION: Please provide a rationale for why these program changes are needed.

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.”



A horizontal bar containing three buttons: "Cancel" (red), "Save Changes" (grey), and "Start Workflow" (green).

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**

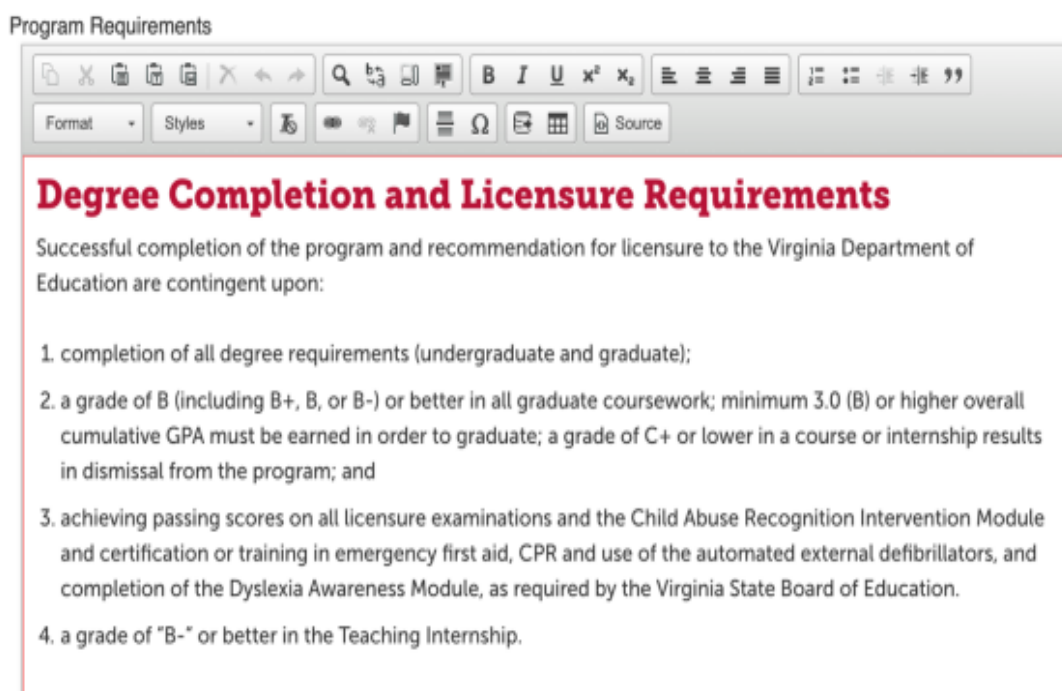
These instructions outline basic steps for working with the various fields in a CIM program form. The [CourseLeaf help documentation](#) goes into greater depth and describes more advanced options available. Remember that the way you build or edit an existing program affects how the information will 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 <http://catalog.umw.edu> for 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:

Program 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:

<b>Chemistry Major Requirements</b>			
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:

☐ Indent ☐ Area Header

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.

**Course List** [X]

College of Arts and Sciences [v]  
Chemistry (CHEM) [v] ☒ Sum Hours

CHEM 319	Biochemistry Laboratory I
CHEM 319LB	DO NOT USE/ SEE CHEM0319
CHEM 320	Biochemistry Laboratory II
CHEM 330	Environmental Chem
CHEM 330LB	Environ Chem Lab
CHEM 331	Environmental Chemistry
CHEM 332	Environmental Chemistry Laboratory
CHEM 333A	Environ Chem Analysis
CHEM 333LA	Environ Chem Lab
<b>CHEM 343</b>	<b>Inorganic Chemistry</b>
CHEM 345	Inorganic Chemistry Laboratory
CHEM 383	Physical Chemistry I
CHEM 384	Physical Chemistry II

>> <<

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:

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

**Course List** [X] ☒ Sum Hours

LING 101B Introduction to Linguistics

ENGL 295 Methods of Advanced Literary Studies

Select six 300-level literature courses

Select one 300-level linguistics course

Select one 300-level writing course

Select one 400-level seminar in literature, composition, or theory

Select one of the following:

ENGL 200 News Journalism

Any 200- and 400-level English and

>> <<

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

☐ Indent ☐ Area Header

Move Up Move Down

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

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
<b>FINC 301</b>	<b>Principles of Finance</b>
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:

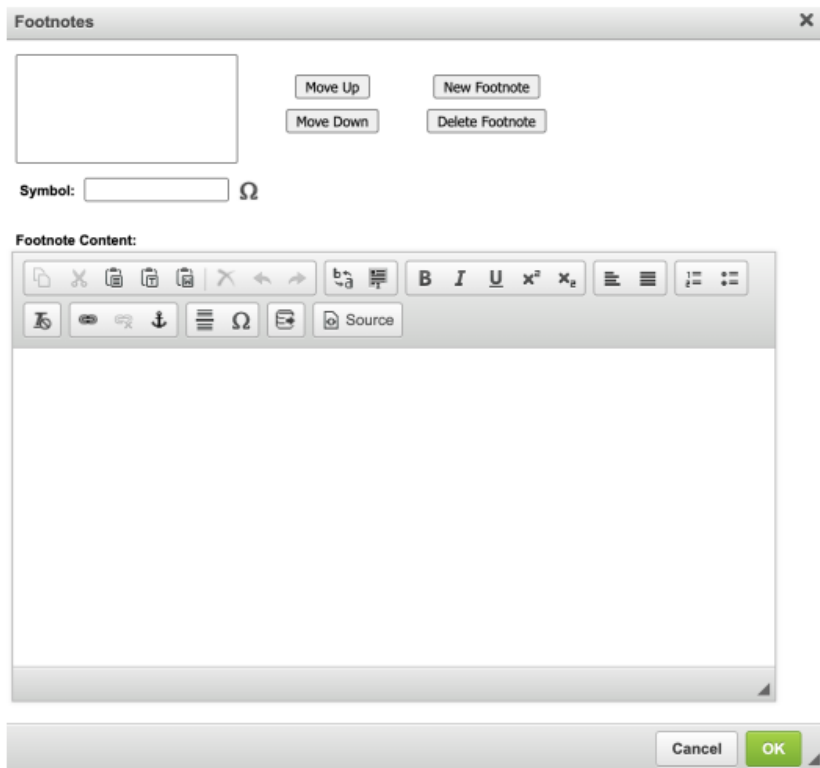
Cross Reference:

Or Class:

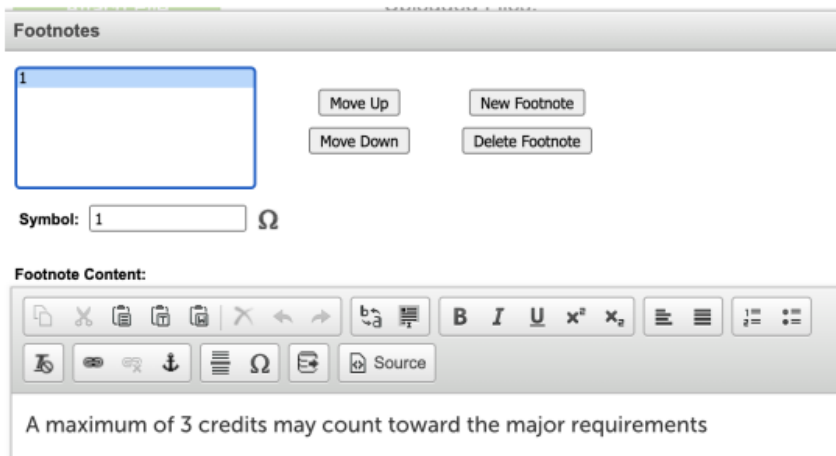
Hours:

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:

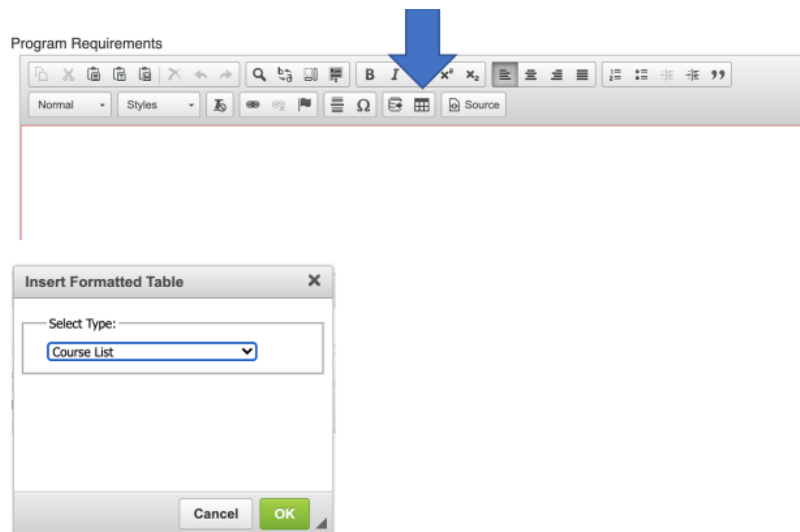
<sup>1</sup> **STAT 320** Applied Regression Analysis may be substituted for one of the 300-level DATA courses in order to meet this requirement.

## BUILDING NEW PROGRAM PROPOSALS

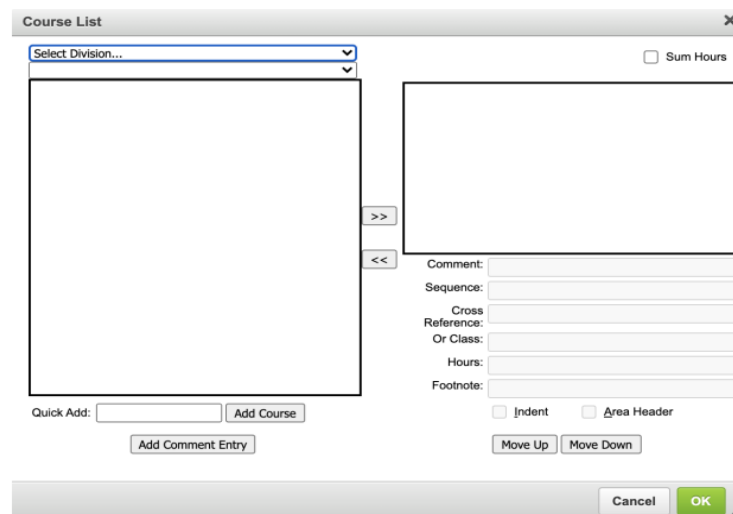
As part of the new program form, a text box for entering the program description (overview) will appear and should be completed. In the box, the proposer offers a statement about the purposes, goals, objectives, etc. of the program as it would appear in the Academic Catalog, should the program proposal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

***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* (<https://luc.courseleaf.com/videos/cim310-20210728/>).

***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. Bundling also only involves courses and programs; designation proposals are entirely separate and cannot be bundled together with other proposals.

*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 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 <https://nextcatalog.umw.edu/courseadmin/>

**\*\* 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.**

The screenshot shows a web browser window titled "New Record - Google Chrome" with the URL [https://umw-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&\\_1753293005464](https://umw-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&_1753293005464). The page header features the University of Mary Washington logo. The main heading is "Course Inventory". Below this is a section titled "New Course Proposal" with a green button labeled "Propose New from Existing Course". A note states: "Provide the required information in the boxes below. All boxes highlighted in red are required fields." Below this is a grey box containing instructions: "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)." The form fields are as follows: Faculty Name (Kevin Caffrey), Email (kcaffrey@umw.edu), Discipline (MUSC - Music), Course Number (299), Academic Level (Undergraduate), Department (Music), and College (College of Arts and Sciences). A note specifies: "Note: Only 100 & 200 level courses can carry Methods of Investigation (Arts & Literature, Humanities, Natural Science, Quantitative Reasoning, Social Science) designations." The Course Title field is "Music Entertainment" with a note "81 characters remaining". A final note states: "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

[https://umw-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&\\_1753293005464](https://umw-test.courseleaf.com/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=editrecord&cmd=new&_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&\_ =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 <https://nextcatalog.umw.edu/programadmin/> 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&\_ =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 <https://nextcatalog.umw.edu/courseadmin/>, 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.



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 <https://nextcatalog.umw.edu/courseadmin/> but select **SAVE CHANGES** as opposed to **Start Workflow**.

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

Through <https://nextcatalog.umw.edu/programadmin/> 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](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 section for "JUSTIFICATION: 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." The justification text entered is "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

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: Musical Theater Minor Program Change

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 - <https://nextcatalog.umw.edu/designationadmin/>

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.

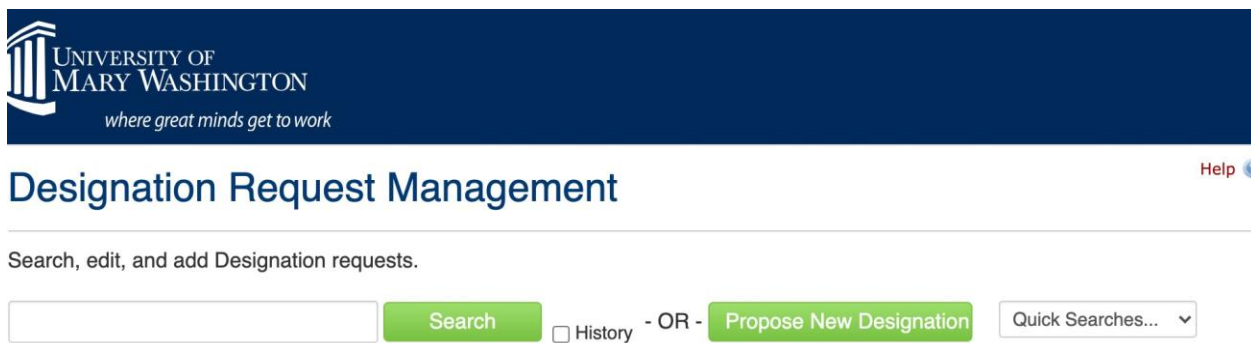
ACTION	REVIEWING COMMITTEE
Digital Intensive Course Designation Proposals	<b>Digital Intensive Committee</b> ( <i>ad hoc</i> committee)
First Year Seminar Course Designation Proposals	<b>First Year Seminar Committee</b>

General Education Course Designation Proposals	<b>General Education Committee</b>
Honors Course Designation Proposals	<b>Honors Committee</b>
Majority Online Course Designation Proposals	<b>Distance and Blended Learning Committee</b>
Speaking Intensive Course Designation Proposals	<b>Speaking and Writing Intensive Committee</b>
Writing Intensive Course Designation Proposals	<b>Speaking and Writing Intensive Committee</b>

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

## **ADD COURSE DESIGNATIONS**

1. Navigate to <https://nextcatalog.umw.edu/designationadmin>



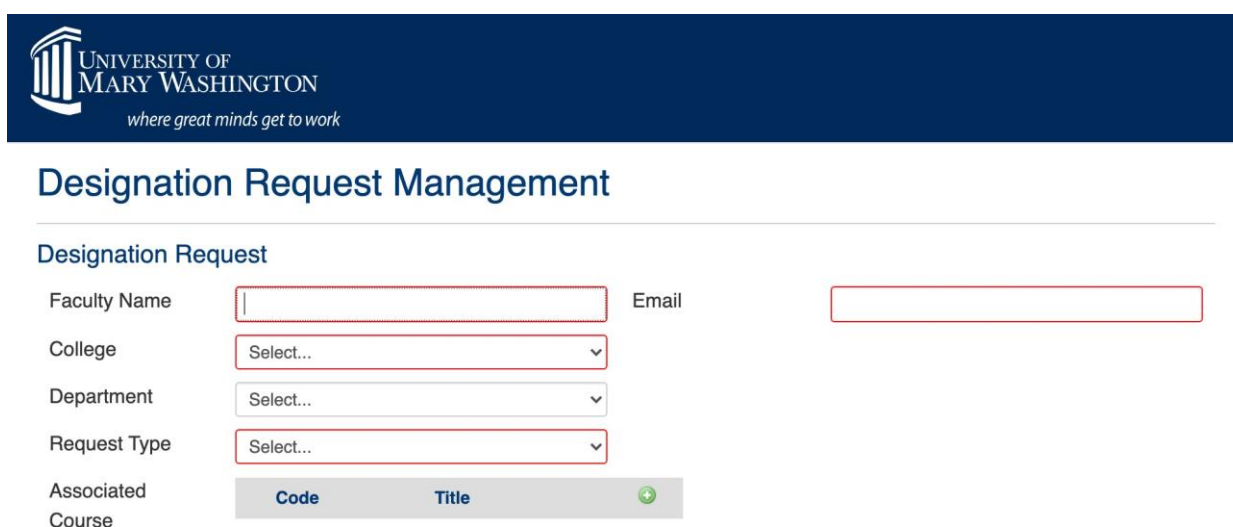
UNIVERSITY OF MARY WASHINGTON  
where great minds get to work

## Designation Request Management

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

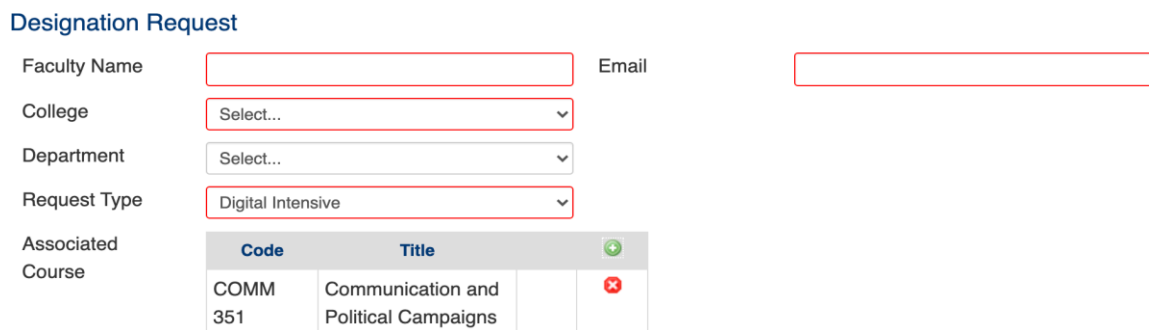
Department

Request Type

Associated Course

Code	Title	
		<input type="button" value="Add"/>

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

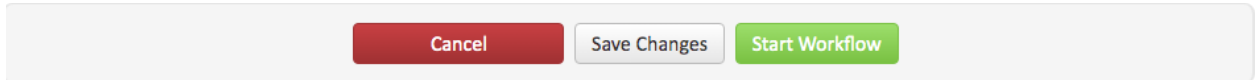
Code	Title	
COMM 351	Communication and Political Campaigns	<input type="button" value="Add"/>

.

### *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).



A horizontal bar containing three buttons: "Cancel" (red), "Save Changes" (gray), and "Start Workflow" (green).

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.

A screenshot of a web interface showing a dialog box for adding a comment. At the top right of the dialog is a green button labeled "Add Comment". Below this is a large, empty white text input area. At the bottom left of the dialog are two buttons: "Save" and "Cancel".

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	<b>umw-user (09/28/20 8:37 am):</b> It is very unclear why this course is needed. What will it
Comments	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**




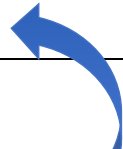


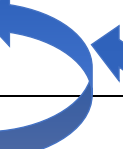




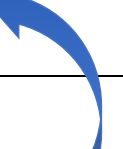


An explanation of why the proposed change needs to be made to the course.

## APPENDIX C: NEW COURSE - PROPOSAL WORKFLOW

If approved	PROCESS STEPS	If rolled back
	1. Proposer logs in to CIM course, completes new course proposal, and submits.	
	2. <b>Department Chair</b> (College of Arts and Sciences and College of Business <sup>1</sup> ) <b>or Associate Dean</b> (College of Education) – reviews and either approves proposal or rolls back (to proposer).	
	3. If approved, proposal goes to <b>College Curriculum Committee</b> .	
	4. <b>College Curriculum Committee</b> – reviews and either approves proposal and sends to College Governance Council or rolls back (to Department Chair or Associate Dean).	
	5. <b>College Governance</b> <sup>*if applicable</sup> – reviews and either approves proposal and sends to University Curriculum Committee or rolls back (College Curriculum Committee).	
	6. <b>University Curriculum Committee</b> – reviews and either approves proposal or rolls back (to College Governance or College Curriculum Committee).	
	7. If approved by <b>University Curriculum Committee</b> , proposal goes to <b>University Faculty Council</b> .	
	8. <b>University Faculty Council</b> – approves proposal or rolls back (to University Curriculum Committee).	
	9. If approved by University Faculty Council, proposal goes to <b>Registrar's Office</b> for final check and to initiate Banner sync.	
	10. Banner and Next <i>Academic Catalog</i> are updated.	















<sup>1</sup> For graduate courses in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs

## APPENDIX D: EXPEDITED COURSE CHANGE - PROPOSAL WORKFLOW

If approved	PROCESS STEPS	If rolled back
	1. Proposer logs in to CIM course, completes the edit (change) course proposal form, and submits.	
	2. <b>Department Chair</b> (College of Arts and Sciences and College of Business <sup>2</sup> ) <b>or Associate Dean</b> (College of Education) – reviews and either approves proposal or rolls back (to proposer).	
	3. If approved, proposal goes to <b>College Curriculum Committee</b> .	
	4. <b>College Curriculum Committee</b> – reviews and either approves proposal or rolls back (to Department Chair or Associate Dean).	
	5. <b>College Curriculum Committee</b> – reviews and either approves proposal and sends to College Governance Council or rolls back (to College Curriculum Committee).	
	6. If approved by <b>College Governance</b> <i>*if applicable</i> , proposal goes <b>Registrar's Office</b> for Registrar's check to ensure the proposal is expedited (or proposal rolls back to College Curriculum Committee).	
	6. IF EXPEDITED, proposal is posted for a 10 day waiting period. A. If there are no comments during the 10 day period, proposal is approved. Registrar's Office initiates Banner sync. Banner and Next <i>Academic Catalog</i> are updated.  B. If comments are made during the 10-day period, Registrar's Office sends proposal goes to the University Curriculum Committee.	
	7. <b>University Curriculum Committee</b> – reviews and either approves proposal or rolls back (to College Governance or College Curriculum Committee).	
	8. If approved by <b>University Curriculum Committee</b> , proposal goes to <b>University Faculty Council</b> .	
	9. <b>University Faculty Council</b> – approves proposal or rolls back (to University Curriculum Committee).	
	10. If approved by University Faculty Council, proposal goes to <b>Registrar's Office</b> to initiate Banner sync.	
	11. Banner and Next <i>Academic Catalog</i> are updated.	




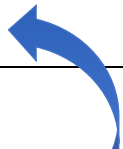








<sup>2</sup> For graduate courses in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs

## APPENDIX E: CHANGE COURSE CREDIT HOURS - PROPOSAL WORKFLOW

If approved	PROCESS STEPS	If rolled back
	1. Proposer logs in to CIM course, completes the edit (change) course proposal form, and submits.	
	2. <b>Department Chair</b> (College of Arts and Sciences and College of Business <sup>3</sup> ) <b>or Associate Dean</b> (College of Education) – reviews and either approves proposal or rolls back (to proposer).	
	3. If approved, proposal goes to <b>College Curriculum Committee</b> .	   
	4. <b>College Curriculum Committee</b> – reviews and either approves proposal and sends to College Governance or rolls back (to Department Chair or Associate Dean).	
	5. <b>College Governance</b> <i>*if applicable</i> – reviews and either approves proposal and sends to University Curriculum Committee or rolls back (to College Curriculum Committee).	
	6. <b>University Curriculum Committee</b> – reviews and either approves proposal or rolls back (to College Governance or College Curriculum Committee).	
	7. If approved by <b>University Curriculum Committee</b> , proposal goes to <b>University Faculty Council</b> .	
	8. <b>University Faculty Council</b> – approves proposal or rolls back (to University Curriculum Committee).	
	9. If approved by University Faculty Council, proposal goes to <b>Registrar's Office</b> for final check and to initiate Banner sync.	
	10. Banner and Next <i>Academic Catalog</i> are updated.	

<sup>3</sup> For graduate courses in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs

## APPENDIX F: CROSS LIST COURSE AT DIFFERENT LEVEL - PROPOSAL WORKFLOW

If approved	PROCESS STEPS	If rolled back
	1. Proposer logs in to CIM course, completes the edit (change) course proposal form, and submits.	
	2. <b>Department Chair</b> (College of Arts and Sciences and College of Business <sup>4</sup> ) <b>or Associate Dean</b> (College of Education) – reviews and either approves proposal or rolls back (to proposer).	
	3. If approved, proposal goes to <b>College Curriculum Committee</b> .	 
	4. <b>College Curriculum Committee</b> – reviews and either approves proposal and sends to College Governance or rolls back (to Department Chair or Associate Dean).	
	5. <b>College Governance</b> <i>*if applicable</i> – reviews and either approves proposal and sends to University Curriculum Committee or rolls back (to College Curriculum Committee).	
	6. <b>University Curriculum Committee</b> – reviews and either approves proposal or rolls back (to College Governance or College Curriculum Committee).	
	7. If approved by <b>University Curriculum Committee</b> , proposal goes to <b>University Faculty Council</b> .	
	8. <b>University Faculty Council</b> – approves proposal or rolls back (to University Curriculum Committee).	
	9. If approved by University Faculty Council, proposal goes to <b>Registrar's Office</b> for final check and to initiate Banner sync.	
	10. Banner and Next <i>Academic Catalog</i> are updated.	

<sup>4</sup> For graduate courses in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs

## **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

If approved	PROCESS STEPS	If rolled back
	1. New Degree Program Proposal is completed by proposer and submitted to <b>Department chair</b> (College of Arts and Sciences and College of Business <sup>5</sup> ) or <b>Associate Dean</b> (College of Education) – approve proposal or rollback (to proposer).	
	2. If approved, in College of Arts and Sciences, Proposal goes to <b>CAS Associate Dean</b> – approve proposal or rollback (to Department Chair). This step does not apply in College of Business or Education.	
	3. If approved by College Associate Dean (in step #1 or #2), proposal goes to <b>College Curriculum Committee</b>	
	4. <b>College Curriculum Committee</b> – approve proposal or rollback (to Department Chair or Associate Dean).	
	5. If approved by College Curriculum Committee, proposal goes to College Governance Council.	
	6. <b>College Governance</b> <i>*if applicable</i> – approves proposal and sends to University Curriculum Committee (or rolls back to College Governance or College Curriculum Committee).	
	7. <b>University Curriculum Committee</b> – approve proposal or rollback (to College Curriculum Committee or to College Governance).	
	8. If approved by University Curriculum Committee, proposal goes to University Faculty Council.	
	9. <b>University Faculty Council</b> – approve proposal or rollback (to University Curriculum Committee).	
	10. If approved by University Faculty Council, proposal goes to <b>Provost</b> . If not approved, Proposal rolls back to University Faculty Council.	
	11. If approved by University Faculty Council, proposal is presented by the Provost to the Board of Visitors; if approved by Board, Provost Office prepares new program proposal to be submitted to 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).	

<sup>5</sup> For graduate programs in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs

If approved	PROCESS STEPS	If rolled back
	12. Following Board approval, the Office of the Provost submits the Program Announcement form to SCHEV. <sup>1</sup>	
	13. Following notification that SCHEV has reviewed the Program Announcement, the Office of the Provost, 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. This process will take place outside of CIM. <sup>2</sup>	
	14. When SCHEV approval of the new degree program is received, the Provost notifies Registrar's Office to add degree program and its requirements to the next Catalog and to all other pertinent systems (Banner, Degree Works, etc.)	

## **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

  
**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.

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.



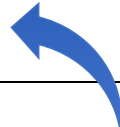





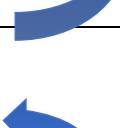



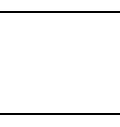





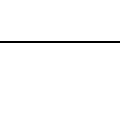
**Program Requirements**

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

If approved	PROCESS STEPS	If rolled back
	1. New Program Proposal is completed by proposer and submitted to <b>Department chair</b> (College of Arts and Sciences and College of Business <sup>6</sup> ) or <b>Associate Dean</b> (College of Education) – approve proposal or rollback (to proposer).	
	2. If approved, in College of Arts and Sciences, Proposal goes to <b>CAS Associate Dean</b> – approve proposal or rollback (to Department Chair). This step does not apply in College of Business or Education.	
	3. If approved by College Associate Dean (in step #1 or #2), proposal goes to <b>College Curriculum Committee</b> .	
	4. College Curriculum Committee – approve proposal or rollback (to Department Chair or Associate Dean).	
	5. If approved by College Curriculum Committee, proposal goes to <b>College Governance</b> *if applicable Council.	
	6. If approved by <b>College Governance</b> , proposal goes to the University Curriculum Committee (or proposal rolls back to College Curriculum Committee).	
	7. <b>University Curriculum Committee</b> – approve proposal or rollback (to College Curriculum Committee or to College Governance).	
	8. If approved by University Curriculum Committee, proposal goes to <b>University Faculty Council</b> .	
	9. University Faculty Council – approve proposal or rollback (to University Curriculum Committee).	
	10. If approved by University Faculty Council, proposal goes to <b>Provost</b> . If not approved, Proposal rolls back to University Faculty Council.	
	11. If approved by Provost, proposal goes to Registrar's Office to add program and requirements to next Catalog.	

<sup>6</sup> For graduate programs in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs

## **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

If approved	PROCESS STEPS	If rolled back
	1. Proposer logs in to CIM program, completes change program proposal, and submits.	
	2. <b>Department Chair</b> (College of Arts and Sciences and College of Business <sup>7</sup> ) <b>or Associate Dean</b> (College of Education) – reviews and either approves proposal or rolls back (to proposer). <b>**In the instance that the proposal contains significant modifications that would require SCHEV approval, the Department Chair or Associate Dean should consult with the Provost and inform Kevin Caffrey to add Provost approval to the workflow.**</b>	
	3. If approved, proposal goes to <b>College Curriculum Committee</b> .	
	4. <b>College Curriculum Committee</b> – reviews and either approves proposal and sends to College Governance Council or rolls back (to Department Chair or Associate Dean).	
	5. <b>College Governance</b> <sup>*if applicable</sup> – reviews and either approves proposal and sends to University Curriculum Committee or rolls back (to College Curriculum Committee).	
	5. <b>University Curriculum Committee</b> – reviews and either approves proposal or rolls back (to College Governance or to College Curriculum Committee).	
	8. If approved by <b>University Curriculum Committee</b> , proposal goes to <b>University Faculty Council</b> .	
	9. <b>University Faculty Council</b> – approves proposal or rolls back (to University Curriculum Committee). <b>**Provost added to workflow if proposal contains significant modifications.</b>	
	10. If approved by University Faculty Council, proposal goes to <b>Registrar's Office</b> for final check and to initiate Catalog update.	
	11. Next <i>Academic Catalog</i> is updated.	

<sup>7</sup> For graduate programs in the College of Business, an extra approval step will be completed by the Director of Accreditation and Graduate Programs

## **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 be different items requiring responses. The General Education category has the following separate divisions:*

#### **General Education**

---

General Education Requirements	<input type="checkbox"/> After Mary Washington	<input type="checkbox"/> Arts / Literature
	<input type="checkbox"/> Beyond the Classroom	<input type="checkbox"/> Community Engagement
	<input type="checkbox"/> Global and Diverse Perspectives	<input type="checkbox"/> Humanities
	<input type="checkbox"/> Natural Science with Lab	<input type="checkbox"/> Natural Science, Non-Lab
	<input type="checkbox"/> Quantitative Reasoning	<input type="checkbox"/> Social Sciences




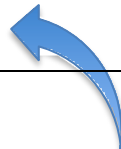





*With some designations (such as Speaking or Writing Intensive), there is an option to apply the designation to an individual instructor or to all instructors of the course.*

### **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.*

<b>If approved</b>	<b>PROCESS STEPS*</b>	<b>If rolled back</b>
	1. Proposer logs in to CIM course, completes course designations part of the edit (change) course proposal form, and submits.	
	2. <b>Department Chair</b> (College of Arts and Sciences and College of Business) <b>or Associate Dean</b> (College of Education) – reviews and either approves proposal or rolls back (to proposer).	
	3. If approved, proposal goes to <b>Designation Committee.</b> **	
	4. <b>Designation Committee</b> – reviews and either approves proposal and sends to University Faculty Council or rolls back (to Department Chair or Associate Dean).	
	5. <b>University Faculty Council</b> – approves proposal or rolls back (to Designation Committee).	
	6. If approved by University Faculty Council, proposal goes to <b>Registrar's Office</b> for final check.	
	7. 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> .	

*\*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-**