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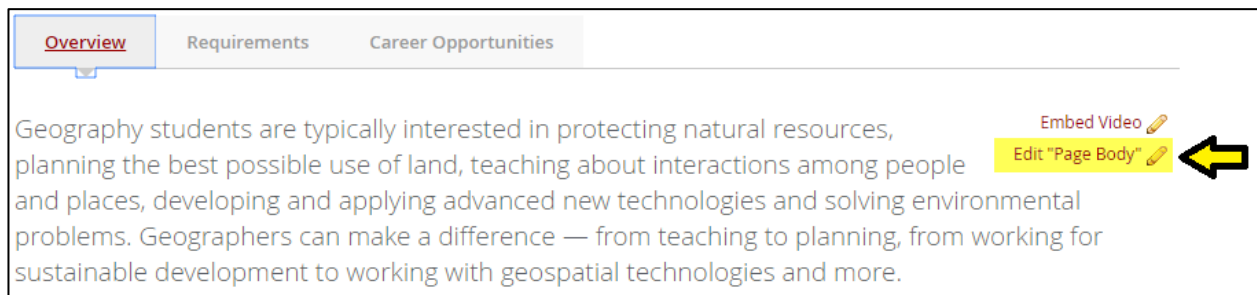
# HOW TO UPDATE PROGRAM REQUIREMENTS IN COURSELEAF

Catalog editors should conduct an annual review of the requirements for all existing degree programs, concentrations, minors, and certificates offered by their respective departments and submit updates through CourseLeaf as needed. This instructional document serves a guide to submitting those updates to existing programs using the **Program Admin** system. All catalog and program revisions must be submitted into the CourseLeaf approval workflow no later than **February 1<sup>st</sup>** for inclusion in the upcoming catalog. **Any changes to program requirements submitted in the catalog not facilitated through Program Admin will be administratively deleted prior to publishing.**

*NOTE: Instructions for submitting new programs for approval can be located at the [Office of Institutional Effectiveness website](#).*

## Instructions:

- 1) In early September, the Office of the University Registrar will distribute a list of catalog pages for the next academic year to all CourseLeaf users who are designated as departmental catalog editors. This list includes dedicated web links to all program pages, which include degree programs, minors, and certificates. If a degree program contains concentrations, then those will be listed on that program's catalog page.
- 2) On the catalog page, click the  link located at the top left of the page.
- 3) The *Overview*, *Career Opportunities*, *Finish in Four*, and *Extras* tabs may contain informational items about the program that are separate from the actual program requirements. Departments may update this information as needed by selecting the **Edit Page Body** link under each tab.



Overview Requirements Career Opportunities

Geography students are typically interested in protecting natural resources, planning the best possible use of land, teaching about interactions among people and places, developing and applying advanced new technologies and solving environmental problems. Geographers can make a difference — from teaching to planning, from working for sustainable development to working with geospatial technologies and more.

Embed Video

Edit "Page Body"

- 4) The **Requirements** tab should contain all information directly related to the completion of the program, including specific admission requirements, course requirements, retention requirements, GPA requirements, etc.

To edit any of this information, click **Edit CIM Program Requirements**.

Overview **Requirements** Career Opportunities

Students earning the bachelor of arts (BA) degree with a major in geography must complete all University, College and departmental degree requirements. These include the general education requirements, the following major requirements, all requirements for an approved minor and other sufficient credits to total a minimum of 120 applicable semester hours.

[Edit "Requirements"](#)

[Edit CIM Program Requirements](#)

			Hours
<b>Major Courses</b>			
GY 101	Atmospheric Proc & Patterns		4
GY 102	Earth Surface Processes		4
GY 105	World Regional Geography		3
GY 110	People, Places, & Environment		3
GY 204	Map & Air Photo Interpretation		4

- 5) A new tab will open in your browser directing you to the Program Admin page. The program which you are intending to edit will appear in the program block. Click **Edit Program**.

THE UNIVERSITY OF ALABAMA

Program Management

Search, edit, add, and deactivate 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.

- OR -

Program Number	Program Name	Program Type	Workflow	Status
66	Geography, BA	Degree Program		

[Preview Workflow](#)

- 6) A new window will appear that contains existing information for this program. To update the program requirements, navigate to the **Program Body** field, listed under *Section G. Curriculum*. Here you can use the same editing tools as found in the CourseLeaf Catalog.

**NOTE: You will have to follow these same steps for each concentration within a program, assuming the concentration(s) require edits. DO NOT attempt to add or revise concentration information within the main program record.**

**Program Body**

Please use the table creation widget in the box below to complete a course listing indicating the proposed program's courses. Use the comment function to create sub-headings where appropriate to group courses. (New courses will be indicated by "Course X Not Found" preceding the proposed title.

Students earning the bachelor of arts (BA) degree with a major in geography must complete all University, College and departmental degree requirements. These include the general education requirements, the following major requirements, all requirements for an approved minor and other sufficient credits to total a minimum of 120 applicable semester hours.

Course List

			Hours
<b>Major Courses</b>			
GY 101	Atmospheric Proc & Patterns		4
GY 102	Earth Surface Processes		4
GY 105	World Regional Geography		3
GY 110	People, Places, & Environment		3
GY 204	Map & Air Photo Interpretation		4
Credit Hours Subtotal:			18
<b>Concentration</b>			
Select a GY concentration from the list below			12
Credit Hours Subtotal:			12

- 7) Scroll to the bottom of the form. If you need to attach any supporting documentation, you may do so by clicking the *Attach File* option. You can also click *Save Changes* if you would like to continue working on the program edits at a later time without submitting the program form through the approval workflow.

To submit these changes into the approval workflow, click **Save and Start Workflow**.


Please click the Attach File button below to attach any other supporting documentation that should accompany this proposal. You may click the Attach File button multiple times if you need to attach multiple documents.

Attach File

Uploaded Files:

Files To Be Uploaded:

Cancel Save Changes Save and Start Workflow

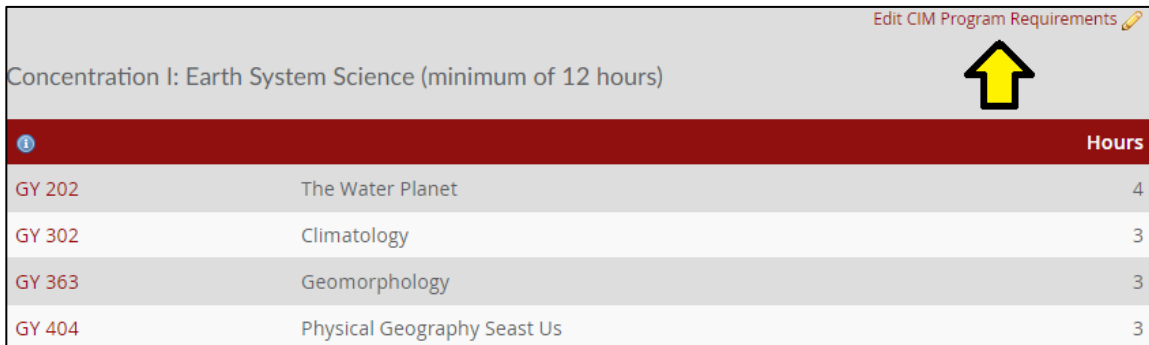


- 8) The approval workflow for program edits is as follows:
- Department Chair
  - Office of the University Registrar
  - College Dean
  - Graduate Dean (if applicable)

You will receive a notification when the submitted changes receive final approval, or if the proposal has been returned to you for revision.

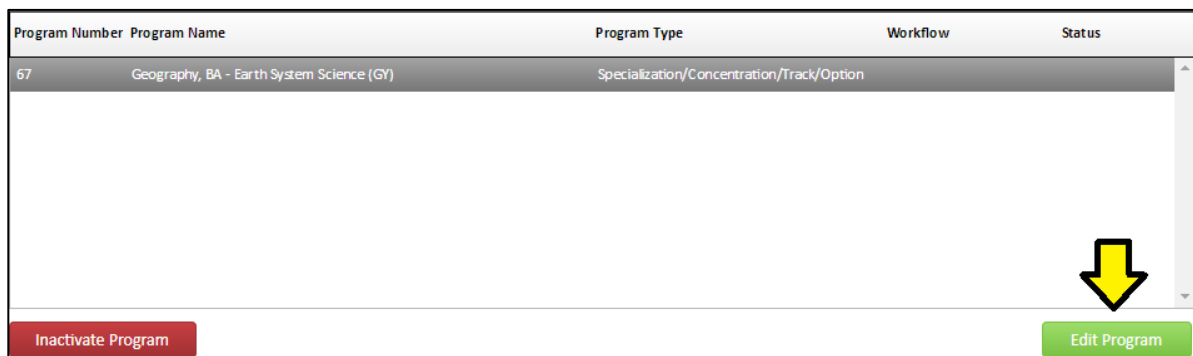
Once the program revisions have completed the approval workflow, they will be reflected on the catalog page under the Requirements tab.

- 9) If any concentrations within the program require edits, then you will need to navigate to those concentrations as listed on the program catalog page. Once within the concentration field, click **Edit CIM Program Requirements**.



			Hours
GY 202	The Water Planet		4
GY 302	Climatology		3
GY 363	Geomorphology		3
GY 404	Physical Geography Seast Us		3

- 10) A new tab will open in your browser directing you to the Program Admin page. The concentration which you are intending to edit will appear in the program block and will be listed beside the degree program to which it is attached. Click **Edit Program**.




Program Number	Program Name	Program Type	Workflow	Status
67	Geography, BA - Earth System Science (GY)	Specialization/Concentration/Track/Option		

Inactivate Program
Edit Program

Follow the steps outlined in steps 6 and 7 above.

- 11) This process should be followed as outlined for the revision of minor and certificate programs.
- 12) Once all changes have completed the approval workflow, you will need to return to the program catalog page and submit the page into workflow as well. Please review and check to make sure that all requested changes to the program (and concentrations) appear under the Requirements tab. You may use this opportunity to make any additional changes to information found under other tabs on this page.

Click the  option on the bottom right corner of the screen to submit the catalog page into workflow.

**REMINDER: All catalog, program, and course edits must be submitted into CourseLeaf no later than February 1<sup>st</sup> for inclusion in the upcoming catalog.**

**Any changes pertaining to program requirements submitted in the catalog not facilitated through Program Admin will be administratively deleted.**