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 1st 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.
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**.

![Edit CIM Program Requirements](image)

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**.

![Edit Program](image)
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.

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.
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**.

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**.

   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 Start Workflow 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 1st 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.