THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Guide to Modifying and Proposing Programs in CourseLeaf

In this guide:

We're here to assist you

Gina Harris, Senior Managing Academic Editor. Gina is responsible for publishing the Bulletin. In CourseLeaf, she is the penultimate reviewer of all new program and program change submissions. You are always welcome to discuss your new program proposal with Gina or request a preliminary review of your backup documentation before submitting the proposal in CourseLeaf. If you have questions regarding the use and purpose of the CourseLeaf form fields, Bulletin content managed on the Bulletin website, deadlines, and publication, contact Gina at gharris@gwu.edu, 202-994-6310.

Gabrielle Wingate, Systems Administrator. Gabrielle is responsible for the technical side of both CourseLeaf and the Bulletin, managing the overall functioning of and troubleshooting problems associated with those systems. She also establishes and maintains workflows. Gabrielle also offers CourseLeaf training for course and program processes on an individual or group basis. Contact Gabby at gwingate@gwu.edu, 202-994-0933.

Karen Froslid-Jones, Associate Provost for Academic Planning and Assessment. Karen Froslid-Jones is the final reviewer/approval for all program requests. Contact Karen if you have questions about developing learning outcomes or the curriculum map or new doctoral program submissions at k.froslidjones@email.gwu.edu, 202-994-0633.

Additional information is available on the Office of Academic Planning and Assessment website at academicplanning.gwu.edu/program-approval-process.

Accessing CourseLeaf

To begin the process of modifying, proposing, or deactivating a program, log into the CourseLeaf Program Management (PM) system at next.bulletin.gwu.edu/programadmin using your NetID and password. If you do not already have access, contact Gabrielle Wingate for assistance.

CourseLeaf user roles and the workflow

A program request submission requires an initiator to complete the form and submit it into the workflow. Initiators often are departmental administrators but may be the department chair or other individual. The request initiator does not automatically have a role in the workflow itself.

The workflow is the review and approval route for a program change request or new program proposal. Workflows are established and maintained at the department's request by Gabrielle Wingate. Workflows can be customized at the request of the school or program, but a typical workflow includes the Department Chair, Senior Associate Dean, Graduate Enrollment Management (for graduate programs only), Academic Editor, and Associate Provost for Academic Planning and Assessment.

You can **preview the workflow** through which a course request will travel by selecting "Preview Workflow" from the search results screen.

After a course has been submitted into the workflow, you can **track its progress** in the "In Workflow" window. Completed steps appear in green, the current step is in orange.

More detailed information, including the name of the individual who approved the request at each step and on what date the request was approved, appears in the "Approval Path" window.

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Proposing a new program

The CourseLeaf program form is designed so that only fields that are relevant to specific proposal. For example, if a program is at the undergraduate level, only Concentration, Major, and Minor appear as options for "Type of program."

Completing the form

The following information covers the basics of what CourseLeaf users need to know in order to propose a new program. Contact Gina Harris for assistance if you have questions that are not answered here.

Fields

- **Brief summary of action requested**: Include a brief description of the proposal, including the department/school's reason for the proposal.
- **In which Bulletin will this new program or program revision first appear?** New programs cannot be approved retroactively. Once the Bulletin has been published, new programs with a fall semester start date cannot be added for the current academic year. Programs with a spring semester start date in the current academic year may be proposed and will be added to the current online Bulletin if approved before the spring semester begins.
- **Level**. Select undergraduate, graduate, or doctoral
- **Is this a dual program**? **Is this a joint program**?
  - Joint degrees are pursued, and both degrees conferred, simultaneously. Dual programs are usually pursued, and the degrees conferred, sequentially.
  - For both types of combined programs, you will be prompted to select the School/College and Department for the primary (initiating) program and the same for the associated program. The proposal will go through both workflows at the relevant levels.
  - For multi-level programs, i.e., undergraduate/graduate, the "Area of study" is selected from undergraduate program options.

  For more detailed information on proposing joint/dual programs, see page 7.

- **School/college initiating request.**
- **Department.**
- **Type of program**
  - If Level is Undergraduate, options are Certificate, Degree, or Minor
  - If Level is Graduate, options are Certificate or Degree
  - If Level is Doctoral, option is Degree

- **Area of study**.
  - If Level is undergraduate, options are concentration or major
  - If Level is graduate or doctoral, options are concentration or field
- **Title of program**. Enter only the name of the field, major, minor, or concentration. Do not include the type of degree. For example, enter "History," not "Master of Arts in History."
- **Program code**. This is separate from the Banner code, which is assigned by the Office of the Registrar. The Program code is used in CourseLeaf only and will be assigned by the Academic Editor.
- **CIP code**. The Classification of Instructional Programs (CIP) code is a taxonomic system that supports the accurate tracking and reporting of fields of study and program completion activity. It was originally developed by the U.S. Department of Education's National Center for Education Statistics. All programs at GW are assigned a CIP code. Use the "Finder" to select the most appropriate CIP code for your program. If the search function does not return the results you seek, you may use a relevant "CIP code family," a two- or four-digit CIP code instead. The selected code will be reviewed and a final code assigned when the program is approved.

  The Department of Homeland Security maintains a complete list of fields that fall within the regulatory definition of "STEM field." These degrees allow international students with F-! visas a 24-month STEM optional practical training extension (OP). For more information about eligibility see the STEM CIP Code OPT eligible list PDF at www.ice.gov/doclib/sevis/pdf/stemList2022.pdf and the STEM CIP Code list of eligible programs PDF at studyinthestates.dhs.gov/stem-opt-hub/additional-resources/eligible-cip-codes-for-the-stem-opt-extension
- **Is this degree currently offered at GW?**
  - If "Yes" additional questions concerning the degree display.
- **Select degree**.
  - A drop-down menu opens with all degrees offered by GW, e.g., BA, MA, PhD.
- **Is this degree currently offered by the School?**
- **Delivery mode.** Options include exclusively classroom-based, exclusively online, and a combination of online and face-to-face (hybrid). If exclusively classroom or Hybrid, you will be prompted to select all applicable campuses.
- **If this program requires courses offered in another department, which department(s)**? Enter a department in the open field. If there are additional departments, use the green + sign to add more.
- **Admissions requirements**: List all requirements for admission to the program (e.g., course and degree prerequisites, standardized test scores, GPA requirements).

- **Learning outcomes and Curriculum map.** The learning outcomes and curriculum map functions are interrelated.
  - **Learning outcomes**. You will be prompted to list three to five important learning outcomes of the program (i.e., what you expect students to know and be able to do upon completion of the program). See the Articulate Student Learning Outcomes on assessment website at academicplanning.gwu.edu/articulate-student-learning-outcomes.
  - **Curriculum map.** A curriculum map covering all **required** courses must be provided or updated in the following circumstances: (1) this is a new major or minor program, (2) this is an existing program, and you are making changes to the required curriculum, or (3) this is an existing program but there is no map on file. Certificate programs require maps only if they are not associated with a degree program. Concentrations do not require maps. Use the curriculum mapping worksheet found at academicplanning.gwu.edu/forms-guides-and-other-resources to create a map then attach it to the proposal form.
- **Curriculum requirements for completion of program**. Include course and other requirements (practical, skills, language, examination, thesis/dissertation, etc.) that must be completed for the degree. For joint and dual programs, enter only a brief statement regarding the number of credits shared between programs.

> It is important to remember that the Bulletin is the University's contract with the student. Once the academic year has begun the required curriculum cannot be changed until the following academic year. Elective course options may be added for the spring, but not deleted.

- **Bulletin page overview.** You will be prompted to provide a brief statement for the program's Bulletin "Overview" page. Refer to current school/department pages for format and the type of information to include. Once the program has been approved and has a web page on your school/department website, please email the URL to bulletin@gwu.edu so that it can be added to the Overview.
- **Total number of credits/ Total major credits.** Enter total credits required for the program. For undergraduate programs, also enter total credits for the major.
- **Save changes** or **Start workflow**. At the end of the form, save changes if you plan to return to do further work on your proposal, or submit the proposal into the workflow. If you are the initiator, but are not a reviewer in the workflow, you will not be able to make further changes unless a reviewer rolls the proposal back out of the workflow.

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Proposing combined programs: joint and dual degrees

Joint degrees are pursued and conferred simultaneously. The arrangement between two schools or departments allows for a certain number of credits to be double counted, as determined by each school. For each joint degree there is an administrative 'owner,' which is the initiator of the program request. Both schools/departments will be included in the workflow for review.

Dual degrees may be pursued, and degrees/certificates conferred, simultaneously or sequentially, with a specific number of credits being shared between the two programs. For example, two schools/departments may agree that an undergraduate student may take 9 credits in graduate coursework as part of their program. The same 9 credits are applied toward the graduate program upon matriculation.

For both joint and dual degree programs, all requirements for both degrees must be fulfilled; for that reason, it is not necessary to provide detailed curriculum information in the Curriculum Requirements field on the CourseLeaf form. Enter a brief statement that includes the shared aspects of the program, including the number of double-counted credits.

Modifying an existing program

Before you begin, please note the following:

Some aspects of a program cannot be changed, in which case a new program must be proposed. For existing programs, you cannot change the following:

- Type of Program
- Area of Study
- Degree
- Title of Program. This includes <u>any</u> change to the program title, no matter how minor.

To save time, use the **"Propose new from existing program"** feature at top right of the form to duplicate the information on the current form. Once the new (replacement) program is approved, deactivate the original program in CourseLeaf.

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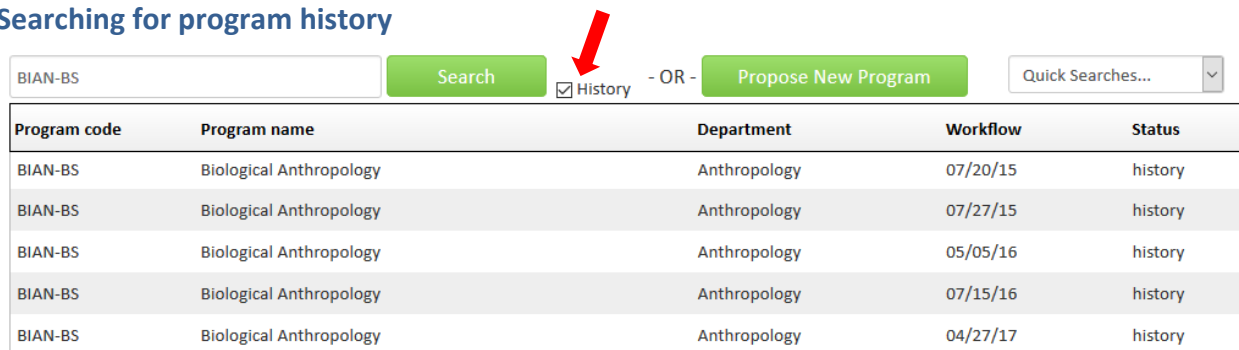Office of Academic Planning and Assessment. Updated July 2024

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Searching for an existing program

- In the search field, enter one of the following:
    - Program code (the code assigned within the CourseLeaf system, not the Banner code).
    - A single word from the program title between asterisks. (Using the entire program title often yields poor results.)
- Click the green "Search" button
- Select your program. The pre-populated program form will open.

General notes regarding completing required fields for existing programs

Before you begin, please see "Fields" under "Proposing a new program," above, to familiarize yourself with the form fields.

Searching for program history
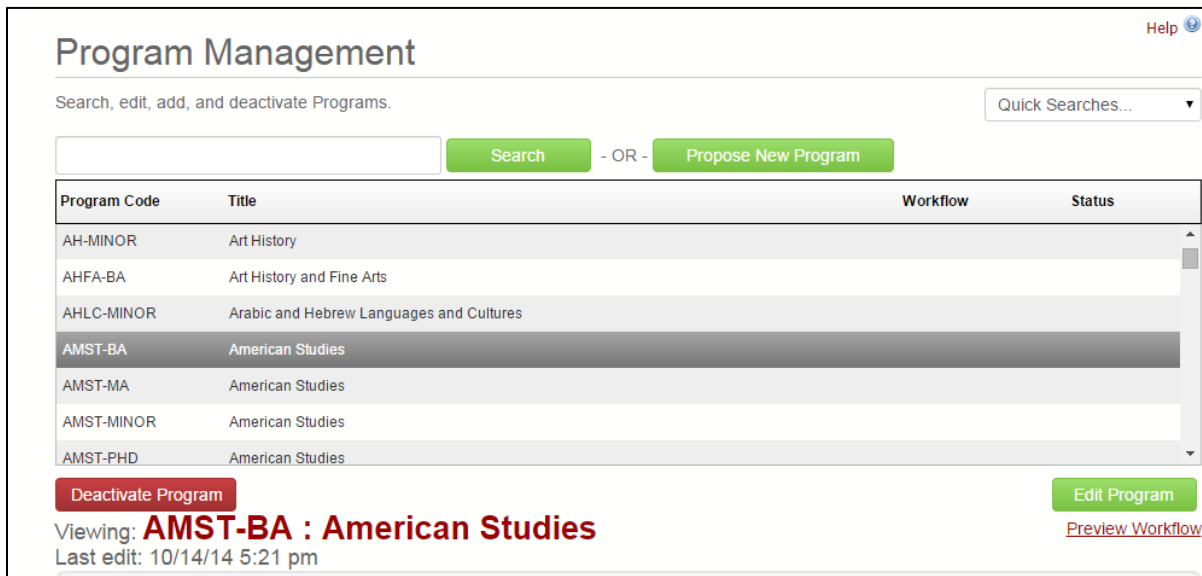
Program code	Program name	Department	Workflow	Status
BIAN-BS		Search ☑ History - OR - Propose New Program	Quick Searches...	
BIAN-BS	Biological Anthropology	Anthropology	07/20/15	history
BIAN-BS	Biological Anthropology	Anthropology	07/27/15	history
BIAN-BS	Biological Anthropology	Anthropology	05/05/16	history
BIAN-BS	Biological Anthropology	Anthropology	07/15/16	history
BIAN-BS	Biological Anthropology	Anthropology	04/27/17	history

Each time a change is approved in CourseLeaf, a new record is created showing all requested changes in red/green markup on the previous record. You can search for such records by clicking in the "History" check box next to the search window:

Each iteration of the program may be viewed in the History section of the form by clicking on the date of the appropriate record in the search result or in the "History" box in the right-hand column on the form. Individual records also can be parsed out on separate lines in the search window by entering the program code in the search bar, as shown above.

Tracking workflow progress

Prior to submission, you can preview the workflow steps through which your submission will pass by selecting "Preview Workflow" on the CourseLeaf form. This will display a list of the reviewer/approvers as well as those offices or individuals who will receive FYI notifications.

Once a proposal has been submitted, you can determine its current location in the "In Workflow" box. Completed steps are in green, the current step is in gold.

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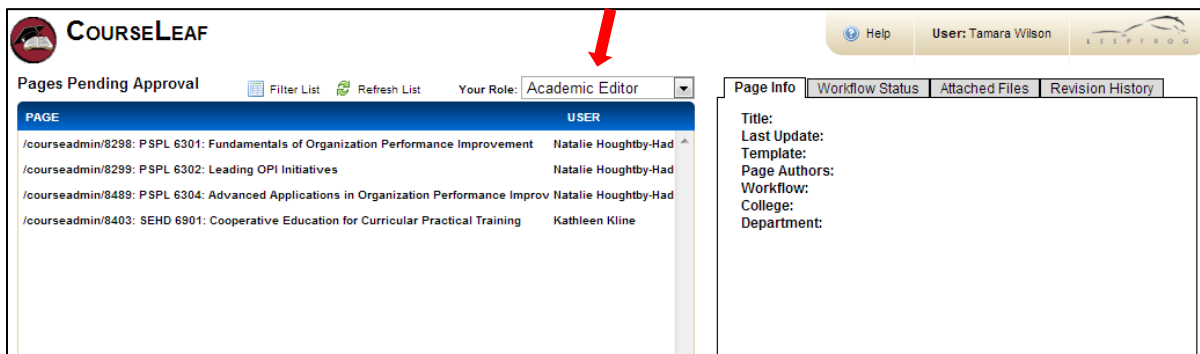
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Reviewing/approving submissions at your step in the workflow

When a program request first arrives at a reviewer's step, they will receive an email from "Bulletin Editor" alerting them to the fact that they have a pending program request for review.

The reviewer should:
- Click the link in the system generated email notification.
- Log into the system using their GW Net ID and password.
- Select the appropriate role from the "Your Role" drop down menu. (Note that a role only appears on the list if there are courses or programs at that workflow step.)
- On the "Pages Pending Approval" page is a list of all programs and courses awaiting review by that role. Select the relevant program.
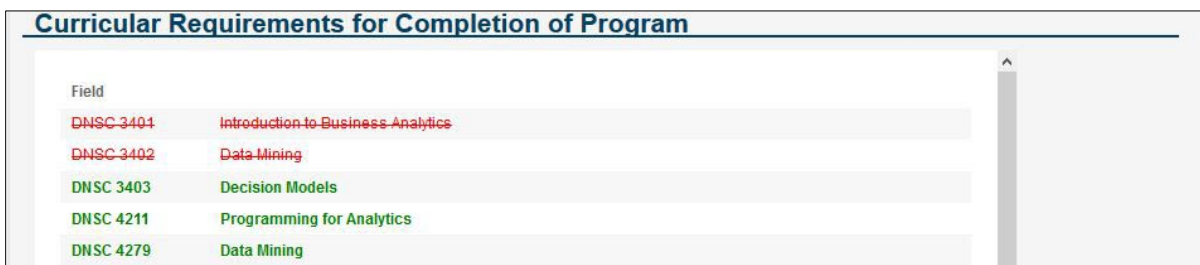
A reviewer can visit their approval page at any time by going to next.gwu.edu/approval and selecting their role.

If reviewing a change request, all changes appear in red (deletion) and green (addition) on the program form.

(To view the edited curriculum without these markings, open the form in edit mode. See below.)

Once the record has opened, the reviewer is presented with the following options in the upper right-hand side of the page:

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- **Edit**: Opens the proposal in a new window where the reviewer can make changes before approving the request. If the reviewer makes changes, they can choose to "Save changes" to come back and complete the review at a later time, or "Start Workflow," which sends the proposal to the next step.
- **Rollback**: Opens a dialogue box displaying a list of the initiator and any previous approvers. If the reviewer requires additional work to be done before they will approve the submission, they select the step to which to roll back the request. They will be prompted to enter a comment, which remains part of the record.
- **Approve**: If no edits are necessary or all changes have been made the reviewer approves the program.

Once the reviewer has approved the submission, it proceeds to the next step in the workflow. At that point, the reviewer cannot make further changes unless the submission is rolled back.

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