CourseLeaf Course Inventory Management (CIM) 
Quick Reference Guide

The purpose of this document is to summarize the basic steps needed to propose new or modify existing courses and approve course proposals through the CourseLeaf Course Inventory Management (CIM) system. This document is merely a guide. Through this document, dean’s-level and departmental-level functional users will be provided with the necessary approach to initiating and routing course proposal through the curriculum change process.

The CourseLeaf Course Inventory Management (CIM) system can be accessed at the following address: 
https://next.bulletin.gwu.edu/courseadmin

The system works best in the most recent version of Firefox, Safari, or Chrome. Internet Explorer is not recommended.

Use this guide to

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To Search for a Course

<table>
<thead>
<tr>
<th>Procedure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Navigate to the Course Inventory Management screen at <a href="https://next.bulletin.gwu.edu/courseadmin">https://next.bulletin.gwu.edu/courseadmin</a></td>
<td></td>
</tr>
<tr>
<td><strong>2.</strong> In the search field, enter one or more of the following:</td>
<td></td>
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<tr>
<td>a. Course designation</td>
<td></td>
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<tr>
<td>b. Course number</td>
<td></td>
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<tr>
<td>c. Course title (or portions of the course title)</td>
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<tr>
<td>d. Workflow stage</td>
<td></td>
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<tr>
<td>e. Status (i.e. added, deleted, edited)</td>
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<tr>
<td><strong>3.</strong> Click green “Search” button</td>
<td></td>
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<tr>
<td><strong>4.</strong> Select the course from the list below</td>
<td></td>
</tr>
</tbody>
</table>

Contact [bulletin@gwu.edu](mailto:bulletin@gwu.edu) for assistance.

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Quick Tip: ✅
Enter just the course designation to view a list of all courses under a given designation.
To Propose a New Course

To propose a new course, you will be REQUIRED to enter the following information:

- College/School
- Department
- Discipline Code
- Course Number
- Long Course Title
  - Long Title is used on the online Schedule of Classes for course searches and is limited to 100 characters. Long Title DOES NOT appear on the transcript
- Short Course Title
  - Short Title is displayed on the transcript and is limited to 30 characters.
- Effective Term
  - The start term for new courses must be in a future term, allotting time for the routing and approval process.
- Number of Credits
  - If creating a course with more than one schedule type, enter the number of credits for each type. For example, a 3-credit course with a zero credit recitation or lab should be entered as "0 OR 3" and the appropriate Course Types should be selected.
- Course Type
  - See supplemental worksheet in selecting course types
- Default Grading Method
- Projected Enrollment
- Frequency of Offering (SEAS courses only)
- Term(s) Offered (SEAS courses only)
- Course Description
  - The course description is a succinct summary of the major themes and topics that will be covered in the course. A description should not include phrases such as, "Students will learn...“ or “This course will examine questions that have fueled scholarly debate for centuries.” Please use previously approved course descriptions as a model when proposing courses; Columbian College can be helpful for this purpose as there is a wide variety of courses across its many departments. Course descriptions are subject to editing by the Academic Editor prior to course approval.
- Learning Outcomes
  - Three to five important learning outcomes, goals, or objectives of the course (i.e., what you expect students to know and be able to do upon completion of the course). See the assessment website (http://assessment.gwu.edu/) for more information.
- Syllabus
  - As referenced in the George Washington University Faculty Handbook, April 2015, the syllabus for all proposed courses MUST include the following:
    - Course Description
    - Course prerequisites, if any;
    - Learning objectives that state descriptions of behaviors or skills that students will be able to demonstrate at the end of the class or unit (see http://assessment.gwu.edu/course-assessment for assistance);
    - Required textbooks or other materials;
    - Schedule of topics to be presented;
    - Description of assignments and other course assessments that delineate how student performance will be evaluated;
• Statement of the religious holiday policy (see Faculty Handbook Sect. 2.12.5);
• Statement regarding student disability services and policies (see Faculty Handbook Sect. 2.7.3.7);
• and, reference to the GW Academic Integrity Code (see www.gwu.edu/~ntegrity/code).
  • The Law School and School of Medicine and Health Sciences have separate academic integrity codes.
To Propose a New Course

| Procedure: | 1. Launch internet  
|            | 2. Navigate to https://next.bulletin.gwu.edu/courseadmin/  
|            | 3. Log in to the system using a GW Net ID and password  
|            | 4. On Course Inventory Management screen, click green “Propose New Course” button.  
|            | 5. New Course Proposal screen appears  
|            | 6. Enter new course information. Required fields are indicated in red.  
|            | 7. Scroll to the bottom of the form and select either “Save & Submit” or “Save Changes”.  

Contact bulletin@gwu.edu for assistance.
To Modify an Existing Course

Procedure:
1. Launch internet
2. Navigate to https://next.bulletin.gwu.edu/courseadmin/
3. Log in to the system using a GW Net ID and password
4. On Course Inventory Management screen, enter identifying information in search field and click green “Search” button
5. Select course from list of options
6. Course details will appear below search options.
7. Select the green “Edit Course” button.
8. Edit course screen appears with prepopulated information on existing course.

![Edit course screen](image)

9. Edit course details. Required fields are indicated in red.

**Note the following:**
- The course designation and number cannot be changed. To change a course number you must propose a new course and terminate the existing course.
- When editing an existing course, if any of the required fields are not populated, those fields will need to be entered before the proposal can be submitted.
- When editing any part of a course an updated syllabus must be provided.

10. Scroll to the bottom of the form and select either “Save & Submit” or “Save Changes”.

Contact bulletin@gwu.edu for assistance.
Understanding Workflows

The workflows in CourseLeaf vary greatly by school but follow the same general outline:

- Proposer
- Department Chair/Program Director
- Dean (Academic Dean/Associate Dean)
- Academic Editor
- Associate Vice Provost for Academic Planning and Assessment
- Registrar*
- Academic Scheduling*
- University Librarian* (if new)
- Office of Teaching and Learning* (if new)
- Student Accounts* (if fees included)

*FYI notification only

When a proposal is fully approved, everyone in the workflow chain (i.e. the proposer, department chair/program director, and dean) will receive an FYI notification indicating that the proposal has been fully approved.

For any course, you can preview the workflow for proposed changes by selecting “Preview Workflow” from the search results screen.
Once a proposal has been submitted, you can determine where it is in the workflow on the search screen.
To Approve a Course (approvers only)

NOTE: You must be the designated approver for the subject code in order to approve courses in CourseLeaf.

1. Click the link in the system generated email notification. This email will be sent by sender “Bulletin Editor”
2. Log in to the system using a GW Net ID and password
3. On the “Pages Pending Approval” page, select the course you wish to approve from the list
   NOTE: You may need to select your approval role from the “Your Role” drop down list. This will occur when a department owns multiple subject codes. For example, the classics department owns 8 subject codes. The approver for this department would need to select ARAB Chair, CLAS Chair, GREK Chair, HERB Chair, etc. to approve the courses belonging to this department under each subject code.

4. Course details will appear in box below
5. From here, select one of the three options: Edit, Rollback, or Approve

   ![Edit Button]

   Opens the proposal in a new window where changes can be entered.

   ![Rollback Button]

   Opens the “roll back” dialog box allowing you to send the proposal back to prior steps in the approval process.

   ![Rollback Dialog Box]

   In the “roll back” box select who you want to return the proposal to and enter a comment/reason.

   **NOTE:** Any comments entered in the “Comment/Reason” field become a permanent part of the proposal and can be viewed by anyone.

   ![Approve Button]

   Approves the proposal and sends it to the next step in the approval workflow.

6. After clicking one of these options, the course proposal will be removed from your approval queue.

   Questions with the approval process can be directed to [bulletin@gwu.edu](mailto:bulletin@gwu.edu).