



CourseLeaf
Program Management
Quick Reference Guide

Revised October 2014

CourseLeaf Program Management Quick Reference Guide

The purpose of this document is to summarize the basic steps needed to propose a new or modify an existing program through the CourseLeaf Program Management system. **This document is merely a guide.** Through this document, departmental-level and dean’s-level functional users will be provided with the necessary approach to initiate and route program proposals through the curriculum change process.

The CourseLeaf Program Management system can be accessed at the following address:

<https://next.bulletin.gwu.edu/programadmin>

Preferred browsers: Firefox version 5, Safari version 5, or Chrome version 6

Use this guide to

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To Search for an Existing Program

1. Navigate to the Program Management screen at <https://next.bulletin.gwu.edu/programadmin>
2. If needed, log in to the system using a GW Net ID and password
3. In the search field, enter one or more of the following:
 - a. Program Code
 - b. Program title (or portions of the program title)
 - c. Workflow stage
 - d. Status (i.e., added, deleted, edited)
4. Click green "Search" button

Quick Tip: 
Enter an asterisk (*) to view a list of all programs in the system

Procedure:

Program Management

Search, edit, add, and deactivate Programs.

Help 

Quick Searches... 

- OR -

Program Code	Title	Workflow	Status
ACA-MFA	Classical Acting		
ACCY-BA	Accountancy		
ACCY-MA	Accountancy		
AFST-BA	Africana Studies		
AFST-MINOR	Africana Studies		
AGPCNP-MSN	Adult-Gerontology Primary Care Nurse Practitioner		
AH-BA	Art History		

5. Select the program from the list below

Email bulletin@gwu.edu for assistance.

To Propose a New Program

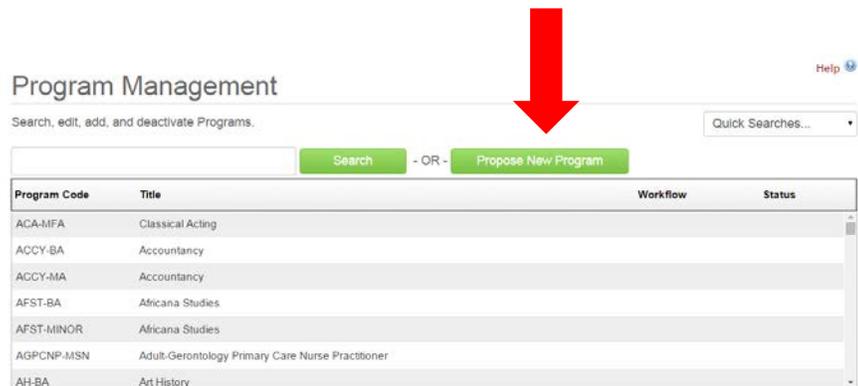
To propose a new program, you will be REQUIRED to enter the following information:

- **College/School**
- **Department**
- **Level** (undergraduate, graduate, certificate)
- **Effective term:** The start term for new programs must be in a future term, allotting time for the routing and approval process. If you are proposing a new program during the fall semester, the earliest start term would be the subsequent spring semester. If the proposal is complex, it may require a start term that is further in the future than the subsequent term. If the proposal is not approved before the start of the requested start term, the start term will be advanced one term into the future. The lead time for all certificate programs seeking Title IV financial aid eligibility is a minimum of 90 days.
- **Type of program** (degree or certificate)
- **Area of Study** (major/field of study, minor, or concentration)
- **Degree** (e.g., Bachelor of Arts, Master of Science, Doctor of Philosophy, certificate)
- **Name of program:** If the name of the program is greater than 30 characters, users will be prompted to enter a short program name and a long program name. The short program name is used in Banner; the long program name will be used in the University Bulletin.
- **Delivery mode** (classroom-based, distance, hybrid)
- **Location** (e.g., the GW campus or off-campus site where a program is offered)
- **Description of and rationale for offering the program** including:
 - How did the department determine the need for the program? What need will it address? How did the department become aware of the need?
 - If the proposed program is replacing a current program, identify the current program that it replaces and provide details describing the benefits of the new program.
 - If this program is offered in connection with, or in response to, an initiative by a local, state, or federal government entity, include information about the initiative.
 - If another department or school offers a similar program, what is different about the proposed program? How does it complement existing programs?
- **Learning outcomes:** List three to five important learning outcomes, goals, or objectives of the program (i.e., what you expect students to know and be able to do upon completion of the program). These learning outcomes will be included in the University Bulletin. See the [Setting Learning Goals section of the assessment website](#) for more information.
- **Curriculum map:** Curriculum mapping is a strategy that helps to identify the courses that bear responsibility for particular outcomes and to make certain that the curriculum offers a rational sequence of courses. The curriculum should be organized so that knowledge and skills for each learning outcome are first introduced, then developed, and finally mastered. See the [Curriculum Mapping section of the assessment website](#) for more information.
- **Curricular requirements for completion of program:** All requirements for admission to and completion of the program, including course and degree prerequisites, general requirements, required and elective courses, and all other requirements for completion of the program (e.g., internship, thesis, dissertation). Include subject code, course number, and title for all courses. If it is a joint or dual degree program, include requirements for completion of each degree.
- **Total number of credits** required

- **New undergraduate professional degrees or completion programs, graduate level degrees, fields of study, concentrations, and certificates** will need to include:
 - Market analysis
 - Business plan
- **New graduate certificates requesting Title IV federal financial aid eligibility** will need to complete:
 - Wage analysis
 - A description of the reviews and approval steps taken to develop the program
- **New graduate certificates offered online requesting Title IV federal financial aid eligibility** will be required to submit an assessment of regional or national market needs as well.

Proposing a New Program

1. Launch internet
2. Navigate to <https://next.bulletin.gwu.edu/programadmin/>
3. If needed, log in to the system using a GW Net ID and password
4. On the Program Management screen, click green "Propose New Program" button.

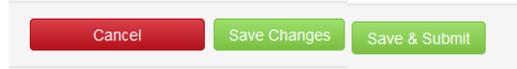


Procedure:

5. A New Program Proposal screen will appear

The screenshot shows the 'New Program Proposal' form. It includes a text area for 'Brief Summary of Action Requested'. Below this are several dropdown menus and radio buttons: 'Level' (set to Graduate), 'Effective Bulletin' (set to Select...), 'Type of Program' (set to Degree), and 'Area of Study' (with radio buttons for Concentration and Field of Study). At the bottom, there are four questions with radio button options for Yes and No: 'Is this a doctoral degree?', 'Is this a joint degree?', 'Is this a dual degree?', and 'Is this degree currently offered at GW?'.

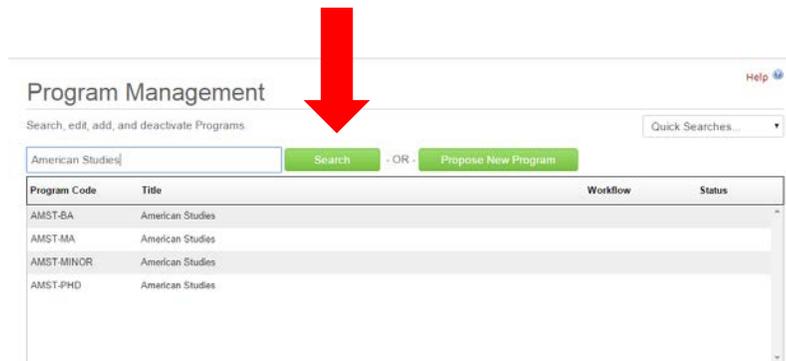
6. Enter new program information. Required fields are indicated in red.
Note the following:
- Programs utilizing new courses should submit courses to CourseLeaf CIM prior to initiating a new program proposal
 - If proposing a new joint or dual degree, both degrees must first exist independently.
7. Scroll to the bottom of the form and select either “Save & Submit” or “Save Changes>”



Email bulletin@gwu.edu for assistance.

To Modify an Existing Program

1. Launch internet.
2. Navigate to <https://next.bulletin.gwu.edu/programadmin/>
3. If needed, log in to the system using a GW Net ID and password
4. On the Program Management screen, enter identifying information in search field and click green "Search" button



Program Management Help

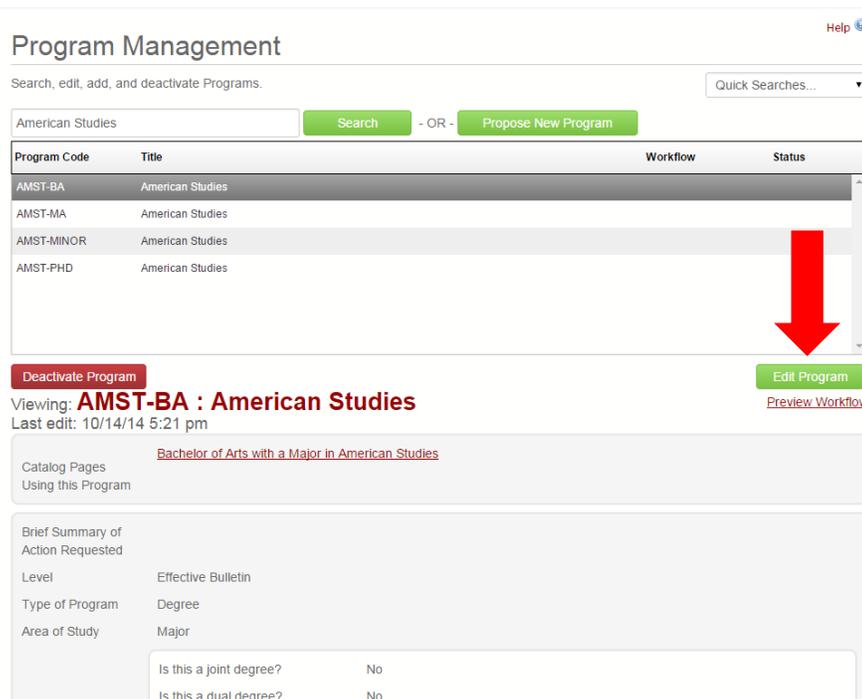
Search, edit, add, and deactivate Programs Quick Searches...

American Studies - OR -

Program Code	Title	Workflow	Status
AMST-BA	American Studies		
AMST-MA	American Studies		
AMST-MINOR	American Studies		
AMST-PHD	American Studies		

5. Select program from list of options.
6. Program details will appear below search options.
7. Select the green "Edit Program" button.

Procedure:



Program Management Help

Search, edit, add, and deactivate Programs. Quick Searches...

American Studies - OR -

Program Code	Title	Workflow	Status
AMST-BA	American Studies		
AMST-MA	American Studies		
AMST-MINOR	American Studies		
AMST-PHD	American Studies		

[Preview Workflow](#)

Viewing: **AMST-BA : American Studies**
Last edit: 10/14/14 5:21 pm

[Bachelor of Arts with a Major in American Studies](#)

Catalog Pages
Using this Program

Brief Summary of
Action Requested

Level: Effective Bulletin

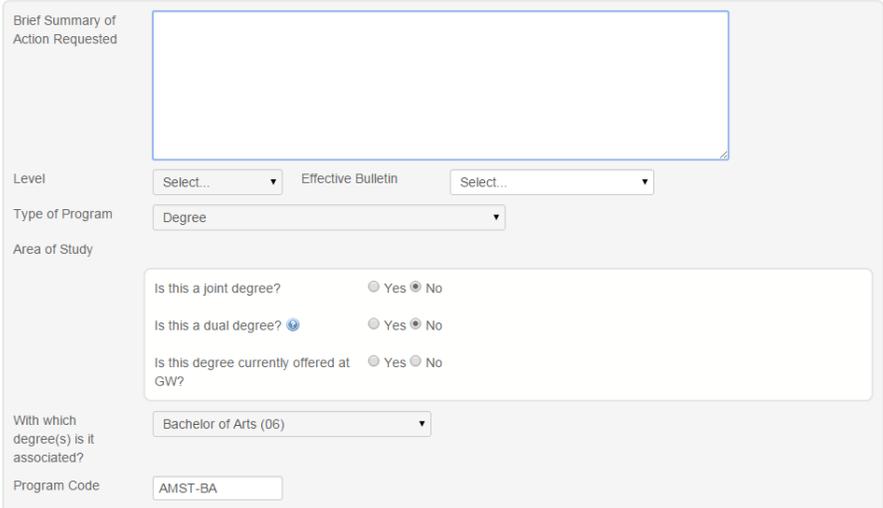
Type of Program: Degree

Area of Study: Major

Is this a joint degree? No

Is this a dual degree? No

8. Edit program screen will appear with prepopulated information on existing program.



Program Management

Editing: **AMST-BA : American Studies**

Brief Summary of Action Requested

Level: Select... Effective Bulletin: Select...

Type of Program: Degree

Area of Study

Is this a joint degree? Yes No

Is this a dual degree? Yes No

Is this degree currently offered at GW? Yes No

With which degree(s) is it associated? Bachelor of Arts (06)

Program Code: AMST-BA

9. Edit program details. Required fields will be indicated in red.

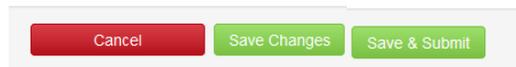
Note the following:

- For existing programs, you will not be able to change the following:
 - Type of Program
 - Area of Study
 - Degree
 - Name of Program

Modifications to any of these should be submitted as a new program

- When editing an existing program, if any of the required fields are not populated, those fields will need to be entered before the proposal can be submitted.

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



Cancel Save Changes Save & Submit

Email bulletin@gwu.edu for assistance.

Understanding Program Workflows

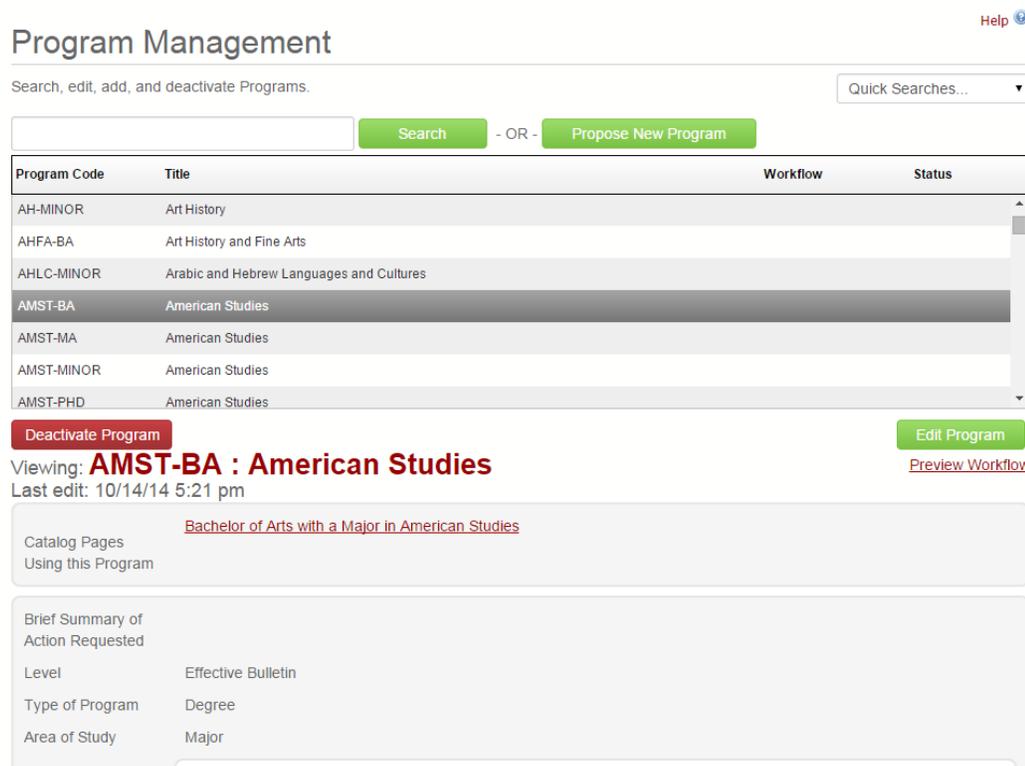
After selecting “Save & Submit” the proposal will enter a custom workflow for approval. The workflows in CourseLeaf vary greatly by school but follow the same general outline.

- Vice Provost for Online Education and Academic Innovation* (for programs offered via distance education only)
- Council of Doctoral Programs* (for new doctoral degrees)
- Department Chair/Program Director
- Secondary Departmental Chair (if joint/dual degree)
- Related Department Chair/Program Director* (if program uses courses in another department)
- Dean (Academic Dean/Associate Dean)
- Secondary Dean (for joint/dual degree programs in more than one school)
- Academic Editor
- Financial Aid, Associate Director of Compliance and Policy (for programs requesting Title IV federal financial aid eligibility)
- Associate Vice Provost for Academic Planning and Assessment

*FYI notification only

Proposals are considered “fully approved” once they are approved by the Associate Vice Provost for Academic Planning and Assessment. Once a proposal is approved, everyone in the workflow chain (i.e., the proposer, department chair/program director, and dean) will receive an FYI notification.

Prior to submission, you can preview the workflow by selecting “Preview Workflow” on the search results screen.



The screenshot shows the 'Program Management' interface. At the top, there is a search bar and a 'Quick Searches...' dropdown. Below the search bar are 'Search' and 'Propose New Program' buttons. A table lists several programs, with 'AMST-BA : American Studies' selected. Below the table, there are buttons for 'Deactivate Program' and 'Edit Program'. The 'Preview Workflow' link is highlighted with a red arrow. The details for 'AMST-BA : American Studies' are shown below, including the program title 'Bachelor of Arts with a Major in American Studies' and a brief summary of action requested.

Program Code	Title	Workflow	Status
AH-MINOR	Art History		
AHFA-BA	Art History and Fine Arts		
AHLC-MINOR	Arabic and Hebrew Languages and Cultures		
AMST-BA	American Studies		
AMST-MA	American Studies		
AMST-MINOR	American Studies		
AMST-PHD	American Studies		

Viewing: **AMST-BA : American Studies**
Last edit: 10/14/14 5:21 pm

[Bachelor of Arts with a Major in American Studies](#)

Brief Summary of Action Requested

Level	Effective Bulletin
Type of Program	Degree
Area of Study	Major

Once a proposal has been submitted, you can determine where it is in the workflow on the search screen.

Program Management Help 

Search, edit, add, and deactivate Programs. Quick Searches... ▾

Search - OR - Propose New Program

Program Code	Title	Workflow	Status
-75	dave test		Added
-87	Computer Engineering		Edited
-87	dave test -- bs		Added
-91	Graduate Certificate in Sustainable Landscapes		
-A01	Chemistry Department Bachelor of Arts or Bachelor of Science with a major in chemistry (Major I)		
-BA	Bachelor of Arts with a major in speech and hearing science	SPHR Chair	Edited
-MPS	Master of Professional Studies in the field of publishing		

Shred Proposal **New Program Proposal**

Date Submitted: 10/02/14 1:05 pm
Viewing: **-27 : Public Health Business**
Last edit: 10/02/14 1:05 pm
Changes proposed by: gwu

Brief Summary of Action Requested	Conducting final test of program form (Graduate Degree in SPHHS)	
Level	Graduate	Effective Bulletin
Effective Term	Spring 2015	
Type of Program	Degree	
Area of Study	Field of Study	
	Is this a doctoral degree?	Yes

In Workflow

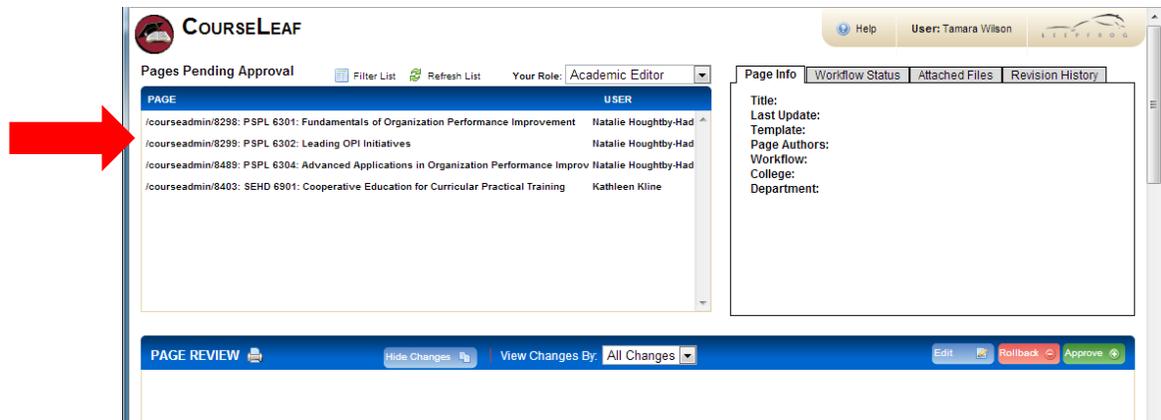
- **PUBH Chair** 
- Secondary Chair
- SPHHS Admin
- SPHHS Associate Dean
- Academic Editor
- Title IV istitle4
- Academic Planning and Assessment

How to Approve a Program in Workflow (approvers only)

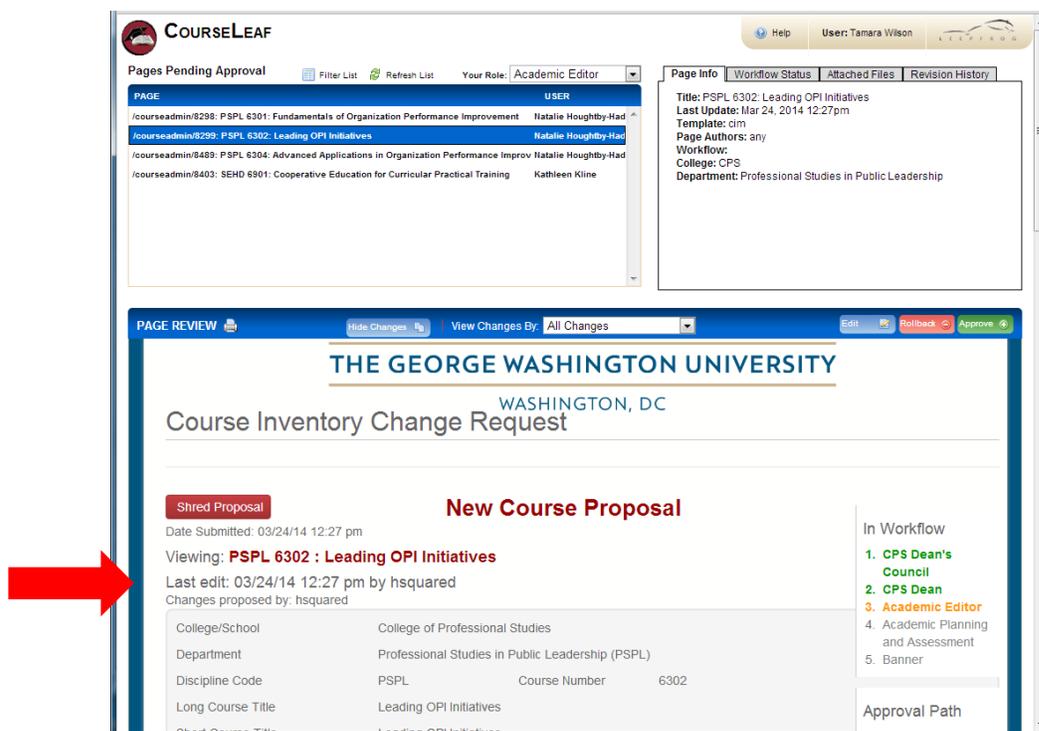
Those who are designated as an “approver” for a particular step in the workflow will receive an email from the Bulletin Editor alerting you that there are pending program change proposals awaiting your review.

Note: You must be the designated approver for the program code in order to approve programs 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 program you wish to approve from the list.



4. Program details will appear in box below



5. From here, select one of the three options: Edit, Rollback, or Approve.



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



Opens the "roll back" dialog box allowing you to send the proposal back to prior approvers or the initiator of the proposal.

A dialog box titled "Rollback Page". It contains a "Rollback to:" label followed by a list box with three items: "Natalie Houghtby-Haddon", "CPS Dean's Council", and "CPS Dean". Below the list box is a large text area labeled "Comment/Reason:". At the bottom of the dialog box are two buttons: "Rollback" and "Cancel".

In the "roll back" box, select who you want to return the proposal to and enter a comment/reason for the rollback.

Note: Any comments entered in the "Comment/Reason" field become a permanent part of the proposal and can be viewed by anyone.



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 about the approval process should be sent to bulletin@gwu.edu.