Guide to Modifying and Proposing Programs in CourseLeaf

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We’re here to assist you

**Gina Harris, Sr. Managing Academic Editor.** Gina is responsible for publishing the Bulletin. In CourseLeaf, she is the penultimate reviewer of all program request submissions. If you have questions regarding the use and purpose of the CourseLeaf form fields, or about Bulletin content, deadlines, and publication, contact Gina at gharris@gwu.edu, 202-994-6310. 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.

**Ethan Brown, CourseLeaf System Administrator.** Ethan is responsible for the functioning of the CourseLeaf system, including establishing, maintaining, and troubleshooting workflows. In addition, Ethan offers CourseLeaf training for course and program processes on an individual or group basis. Ethan also is responsible for technical issues concerning the Bulletin. Contact Ethan at ewbrown@gwu.edu, 202-994-0933.

**Cheryl Beil, Associate Provost for Academic Planning and Assessment.** Cheryl Beil is the final reviewer/approval for all program requests. Contact Cheryl if you have questions about developing learning outcomes or the curriculum map. cbeil@gwu.edu, 202-992-6712.

Additional information is available on the Office of Academic Planning and Assessment website at academicplanning.gwu.edu/program-approval-process.
CourseLeaf user roles and the workflow at a glance

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 Ethan Brown, CourseLeaf System Administrator, ewbrown@gwu.edu. A typical program review 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. For more information regarding workflows, see page 10.

Accessing CourseLeaf

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

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).
  - One 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.
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 will not be able to change the following:

- Type of Program
- Area of Study
- Degree
- Name of Program—this means any change to the program name, no matter how minor.

If you wish to modify any of the above fields, you must do so by proposing a new program. The process is simplified, as you may enter “existing program, changing ____” in a number of fields. However, you will be required to attach an up-to-date curriculum map. (See below.)

Completing the change request form

The following information covers the basics of what CourseLeaf users need to know in order to propose program changes. If you have questions that are not answered here, contact Ethan Brown or Gina Harris for assistance.

General notes regarding completing required fields for existing programs

All fields on the CourseLeaf form bordered in red must be completed. If you are not making changes to any of the following fields you may enter “existing program” in the field.

- Description of and Rationale for Offering the Program
- Learning Outcomes/Goals
- Market Analysis
- Business Plan

Curriculum requirements—The most commonly requested changes are to a program’s curriculum. When a program is established, its curriculum requirements are set up by the request initiator in the “Curriculum Requirements” field on the CourseLeaf form using a pre-set table feature (see graphic on page 6). If you do not know how to use this feature to edit existing course lists, contact Ethan Brown for assistance.

Curriculum map—if a curriculum map is not already attached to the program form, or if you make changes to the required curriculum, you must attach a revised curriculum map. For information on creating a curriculum map see “Proposing a new program,” below.
Save Changes or Save & Submit

At the end of the form, use “Save Changes” if you plan to do further work before submitting the proposal into the workflow. If you are ready to submit the proposal into the workflow, use “Save & Submit.”

Proposing a new program

**Reminder:** All fields bordered in red musts be completed. This includes requests for attachments.

To begin, navigate to the Program Management (PIM) page and click on the “Propose New Program” button at the top of the form. Access the form at next.bulletin.gwu.edu/programadmin/ and use your GW net ID and password to log in.

Step-by-step instructions for completing the CourseLeaf form

- **Brief Summary of Action Requested:** Include a 1 to 2 sentence explanation of proposal.
- **Level.** Select undergraduate or graduate.
- **Effective Bulletin.** Once a Bulletin has been published in August, new programs and program edits can only be added to the following year’s Bulletin.

- **Effective term:** The start term for new programs is almost always the fall semester following the current Bulletin year, i.e., if the program is proposed after the 2018-19 Bulletin has been published, the effective term will be fall 2019. A certificate program might begin in the spring or summer of the current academic year, but only in special circumstances.

- **Type of program.** In almost all cases you will select “degree” for undergraduate programs, even though certificate is in the dropdown. Graduate programs may be either degree or certificate. If you select “certificate,” note that the lead time for all certificate programs seeking Title IV financial aid eligibility increases by a minimum of 90 days. See *Special considerations for certificate programs requesting Title IV financial aid* on page 9. If you are proposing a doctoral degree program, see the Office of Academic Planning and Assessment website for more detailed program proposal requirements: [https://academicplanning.gwu.edu/program-approval-process](https://academicplanning.gwu.edu/program-approval-process)

- **Area of study.**
  - Undergraduate areas of study might be a major, minor, or concentration. On the CourseLeaf form, areas of study are written as, e.g., bachelor of arts with a major in history; minor in history; and, bachelor of business administration with a concentration in accountancy. (Note that concentrations do not appear on the diploma.)
  - Master’s and doctoral programs may be offered in a field of study, e.g., master of science in the field of chemistry. They also may have a concentration as a subcategory under a field, e.g., master of arts in the field of public policy with a concentration in philosophy and social policy. (Note that concentrations do not appear on the diploma.)
  - If you are proposing a joint or dual degree, see page 10.
• **Program Code.** This is separate from the Banner code, which will be assigned by the Office of the Registrar. The Program code is used in CourseLeaf only and will be assigned by the Academic Editor.

• **Name of program:** In this space include the full title of the program, including field, major, or concentration where relevant, e.g., “Master of Arts in the Field of Geography.” You also will be prompted to enter an **Abbreviated name** of 30 characters or less, e.g., “MA in Geography.” The long title appears in the Bulletin and the short title is used in Banner. The Academic Editor will adjust program titles as needed.

• **College/School-Administrative Owner**

• **Department**

• **Delivery mode** (classroom-based, distance, and hybrid)

• **Does this program use courses offered in another department or school?** If yes, a dropdown menu includes all existing department codes from which to choose.

• **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/goals:** 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 Setting Learning Goals section of the assessment website at [assessment.gwu.edu/setting-learning-goals](assessment.gwu.edu/setting-learning-goals) for more information.

• **Admissions requirements:** All requirements for admission to the program (e.g., course and degree prerequisites, standardized test scores, GPA requirements).
• **Curriculum Requirements for Completion of Program.** This includes all requirements for completion of the program, including general requirements, required and elective courses, and all other requirements for completion of the program (e.g., internship, thesis, dissertation, comprehensive exams).

![Course List](image)

The proposal initiator completes a pre-set table feature in the “Curriculum Requirements” field (above). If you do not know how to use feature, please contact Ethan Brown for training [afeldman@gwu.edu](mailto:afeldman@gwu.edu). If you use CourseLeaf infrequently, you may include in the curriculum requirements field a list of courses in text form, sorted into relevant categories, i.e., required, elective, etc., and we will create the table on your behalf. To save us time, please sort course groupings into alpha-numeric order.

**Requirements statement for the Bulletin:** In the Curriculum Requirements field, please include a standard statement regarding program requirements, e.g., “The following requirements must be fulfilled: 45 credits, including 30 credits in required courses and 15 credits in elective courses, and successful completion of a comprehensive examination.” These statements vary by
program; see programs in your school/department for examples or ask Gina Harris for assistance in creating a program-specific statement.

- **Curriculum Map.** As part of providing the curriculum requirements, you will be asked to attach a Curriculum Map. Curriculum mapping is a strategy that helps to identify courses that bear responsibility for specific outcomes and ensures 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 at [assessment.gwu.edu/curriculum-mapping](http://assessment.gwu.edu/curriculum-mapping) for more information.

- **Total number of credits.** Please be sure that when totaled the credits represented in the Curriculum Requirements field are equal to the Total Number of Credits.

- **Special fees:** In addition to tuition, are there any special fees associated with the program? If you choose “Yes” to this question, you will be prompted to provide details regarding required fees. This information is conveyed to the Office of Student Accounts.

- New undergraduate professional degrees or completion programs and graduate-level degrees, fields of study, concentrations, and certificates must include a Market analysis and a Business plan.

- **Save Changes** or **Save & Submit.** At the end of the form, use “Save Changes” if you plan to return to do further work on your proposal. If you are ready to submit the proposal into the workflow, use “Save & Submit.”
Special considerations for certificate programs requesting Title IV financial aid

Please be aware that requests for Title IV financial aid eligibility review add an additional 90 days to the review process. If you have indicated that you expect a proposed certificate program to be eligible for Title IV financial aid, the following dialog box opens:

![Image showing the dialog box for requesting Title IV financial aid eligibility.]

See the Office of Academic Planning and Assessment website for details regarding proposing a Title IV eligible certificate program: https://academicplanning.gwu.edu/program-approval-process

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 need to be included in the workflow for joint program review/approval.

Dual degrees are pursued and conferred sequentially, with a specific number of credits being double counted 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 summary statement regarding the shared aspects of the program, including the number of double-counted credits and, if relevant, specific courses to be taken for those credits. We will use this information to create a Bulletin page describing the program and directing readers to the two degrees within the Bulletin and to the relevant school/departmental website(s).

Program Workflows

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

- Department Chair/Program Director
- Dean or Sr. Associate Academic Dean
- Graduate Student Enrollment (for graduate programs only)
- Academic Editor
- Associate Vice Provost for Academic Planning and Assessment

Tracking workflow progress

Prior to submission, you can preview the workflow by selecting “Preview Workflow” on the CourseLeaf form.
Once a proposal has been submitted, you can determine where it is in the workflow on the form. The current step is in orange.

Information for program reviewers/approvers

At any time, a member of the workflow can view a list of all proposals at their step (program and course proposals and change requests) at next.bulletin.gwu.edu/courseleaf/approve. (Log in with GW Net ID and password.)

When a program request first arrives at the 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 in to the system using a 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. Select the relevant program.
• If reviewing a change request, all changes appear in red (deletion) and green (addition). To view the edited curriculum without these markings, click on the blue “Edit” button (see below).

![Curricular Requirements for Completion of Program](image)

• The reviewer is presented with the following options in the upper right-hand side of the page:

  Opens the proposal in a new window where the reviewer can view the edited curriculum without the red/green markup and make additional changes.

  Opens the “rollback” dialog box allowing the reviewer to send the proposal back to a prior reviewer or the initiator of the proposal for further work.

  In the rollback box, select the individual to whom the proposal should be returned 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.
If no further changes are needed, approves the proposal and sends it to the next step in the workflow.

- When a proposal is rolled back or approved it is removed from the reviewer’s approval queue.

The program “Overview” page

With the exception of Columbian College programs and combined programs in all schools, most programs have both an “Overview” and “Requirements” page in the Bulletin. If you are proposing a new program, please include in the Curriculum Requirements field a brief narrative summary of the program that includes information such as who is eligible for/will benefit from the program, key practical details of the program, learning outcomes, whether the student will be prepared or qualified for a particular certification exam, and the like. Also include a link to the program on the relevant school/department website. See example, below. We will use this text to create the Overview page on the Bulletin website. Note that the Overview is meant to describe the program from an academic perspective, and as such, it should not include marketing-type language.

**Bachelor of Professional Studies with a Major in Cybersecurity**

The bachelor of professional studies with a major in cybersecurity program is intended for students with associate's or non-technical bachelor's degrees who are looking for entry-level positions and advancement in the field of cybersecurity. The program consists of a core curriculum and two concentrations that focus on protection and defense of computer networks and cyber attacks and cyber threats analysis. Upon completion of the program, students will be able to understand and implement cybersecurity requirements, protect and effectively defend computer networks against malicious activities, and correct computer network vulnerabilities through penetration testing and hacking techniques.

The core curriculum of this bachelor's degree program includes courses related primarily to specialty areas identified by NICE. The coursework in program subject areas culminates in a practicum that focuses on preparing students to obtain professional certification combined with practical exercises in the computer lab.

Visit the program website for more information.

If you are editing an existing program, please review and make changes to the associated Overview page at the same time as you submit the program change request. Do this by going to next.bulletin.gwu.edu and navigating to the relevant Overview page.
Once on the page, click on the “EDIT PAGE” icon in the upper left-hand corner. An editable version of the page will open.

Click on “Edit Page Body” to the top right of the page text.

Once you have finished editing, click “OK” and then click on the green “Start Workflow” button, which will appear in the bottom right-hand corner.

When editing program overviews, please do not introduce new layouts/styles or cut/paste text from your school/department website into the Bulletin. The Bulletin has an established style and if a page is edited too heavily it is likely that a number of changes will not be accepted by the Academic Editor.