



CourseLeaf CIM
'How to' Manual

August 2026

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Introduction

How to use this document

This document was designed to provide support to:

- Curriculum submitters can use this as a guide to help answer questions as they prepare curriculum for submission. It is searchable so that users can easily navigate to find solutions. Screenshots of each CIM course and program field have been included (in the order they appear on each form) so that this can be used as a guide while filling out curriculum proposals.
- Curriculum reviewers/approvers can refer to this document to answer questions about specific fields, workflows, and the approval process.

NOTE: The Curriculum Office will update this document as feedback is received and as policies change.

Please check the Publish Date to verify that you are using the most current edition!

Individuals to contact

Curriculum Office Contact

The Curriculum Office staff are available on MS Teams

- *To answer questions and concerns*
- *To schedule individual or group trainings*
- *To assist with entering information into the Curriculum Inventory Management System (CIM)*

Curriculum Manager: Debbie Ferguson

Coordinators:

- *AJ Reed*
 - *Smith College of Engineering and Technology (UCC QA 1)*
 - *Woodbury School of Business (UCC QA 2)*
 - *College of Health and Public Service (UCC QA 2)*
 - *Innovation Academy (UCC QA 1)*
- *Krista Olsen*
 - *School of Education (UCC QA 3)*
 - *College of Humanities and Social Sciences (UCC QA 3)*
 - *School of Art (UCC QA 4)*
 - *College of Science (UCC QA 4)*

UCC Chair and Members

See [the Curriculum Office website](#) for a list of current [UCC Members](#) to find the current representative for your school/college. These folks are here to help you!

CourseLeaf CIM Curriculum Basics

Log-in and Access

In order to gain editing access, all faculty must complete a training with the Curriculum Office. To schedule a training, please contact the [Curriculum Coordinator](#) for your school.

Go to the [Curriculum Office website](#) and scroll to the bottom.

- To access course proposals, select “Courses”
- To access program proposals, select “Programs”
- To access proposals within the curriculum workflow, select “Approval Queue”
-

CourseLeaf CIM	Handbooks	Curriculum Guidelines
Approval Queue ←	Curriculum Procedures	Minor Editorial Changes of Programs
Courses ←	Course Curriculum Process	
Programs ←	Program Curriculum Process	
Curriculum Committees	Curriculum Development Resources	Special Designated Curriculum Sites
University Curriculum Committee Members	Frequently Asked Questions	General Education
Course and Program Checklist	Office of Teaching and Learning	Global/Intercultural Initiative
Intercollegiate View Reviewer Tasks	Writing Learning Outcomes	Graduate Studies
		Honors Program
		Writing Enriched

(This will require your UVU login credentials)

Course Search in Course Management

To look at courses in a particular prefix, just enter the prefix and click “Search”

dapr

Search

☐ Archive
☐ History

- OR -

Add New Course

Quick Searches...

Course Code	Title	Department	College	Workflow	Status
DAPR 1000	Intro to Digital Audio	Digital Media	Smith College of Engineering ...		
DAPR 1030	Digital Audio Workstation Training I	Digital Media	Smith College of Engineering ...		
DAPR 1031	Digital Audio Workstation Training II	Digital Media	Smith College of Engineering ...		
DAPR 2000	Digital Audio Essentials	Digital Media	Smith College of Engineering ...	Intercollegiate View	Modified
DAPR 2000L	Digital Audio Essentials Lab	Digital Media	Smith College of Engineering ...	Intercollegiate View	Deleted
DAPR 2001	Audio Portfolio Prep	Digital Media	Smith College of Engineering ...		
DAPR 2001R	Audio Portfolio Prep	Digital Media	Smith College of Engineering ...		

You can also search for a specific course by typing in the prefix and course number.

The screenshot shows the Program Management interface with a search bar containing 'cs 3410'. The search results table is as follows:

Course Code	Title	Department	College	Workflow	Status
CS 3410	Human Factors in Software Development	Computer Sci...	Smith College of Engineering ...		

Below the table, there are buttons for 'Submit to Delete', 'Export to PDF', and 'Export to Word'. On the right, there is a 'Modify Course' button and a 'Preview Workflow' link. At the bottom, the course is displayed as 'VIEWING: CS 3410 HUMAN FACTORS IN SOFTWARE DEVELOPMENT' and a 'HISTORY' section shows '1. Jun 14, 2018 by Debbie Ferguson'.

To search for courses with a keyword, such as a capstone or internship, enter the word with an asterisk on each side.

The screenshot shows the Program Management interface with a search bar containing '*capstone*'. The search results table is as follows:

Course Code	Title	Department	College	Workflow	Status
AET 2900	Capstone Project	Technology ...	Smith College of Engineering ...		
ANTH 4950	CAPSTONE PROFSNL SEM	Behavioral S...	Sch of Humanities Arts Soc Sc...		Deleted
ARC 4230	Capstone Project Research	Architecture ...	Smith College of Engineering ...		
ASL 4890	Deaf Studies Senior Capstone	Languages a...	College Humanities and Social...		
AVSC 4800	Professional Pilot Capstone	Aviation Scie...	Smith College of Engineering ...		
AVSC 4900	Strategic Aviation Management Capstone	Aviation Scie...	Smith College of Engineering ...		
AVSC 4950	Aerospace Technology Management Capstone ...	Aviation Scie...	Smith College of Engineering ...		

Program Search in Program Management

The easiest way to search for a program is to use one word in the title with the asterisk (*) before and after the word. In the example below, the search is for *communication*. All of the programs that have the word "communication" anywhere in the title are listed. This is especially convenient for looking at stackable degrees and/or program cores along with their emphases.

UTAH VALLEY UNIVERSITY

PROGRAM MANAGEMENT

You are logged in as 10267598 [Help](#)

Search, edit, add, and deactivate programs.
 Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and "MATH*" everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
 Quick Searches provides a list of predefined search categories to use.

communication ☐ History - OR - Quick Searches... ▼

Number of Program	Program Name	Workflow	Status
AA-COMM1	Communication, A.A.		
AA-ENGL1-TEWR	English with an emphasis in Technical Communication, A.A.		
AAS-DCT1	Digital Communication Technology, A.A.S.		
AS-COMM1	Communication, A.S.		
AS-ENGL1-TEWR	English with an Emphasis in Technical Communication, A.S.		
BA-COMM1	Communication, B.A.		Modified
BA-COMM1-COMS	Communication - Communication Studies Emphasis, B.A.		Modified
BA-COMM1-JDME	Communication - Journalism and Media Studies Emphasis, B.A.		Modified

Approval Queue

The Approval Queue allows you to view proposals in any step of the curriculum workflow. Your name will auto-populate into the drop-down menu when the page first opens.

Pages Debbie Ferguson

PAGE USER

Page Review

VIEW CHANGES BY: All Changes

NEXT STEPS

Select the desired workflow step in the drop-down menu on the left. Some examples may be your Department Peer Review Vote queue or Intercollegiate View.

We recommend going to the [Intercollegiate View](#) Queue to review items during this period because clicking on the links on the website will not show the [red and green markup](#).

Pages Intercollegiate View

PAGE USER

/programadmin/820: : Accounting, Graduate Accounting Reporting and Control Certificate	David Waite
/programadmin/819: : Accounting, Graduate Tax Certificate	David Waite
/programadmin/818: : Accounting, Undergraduate Client Accounting & Advisory Services (CAS) Certificate	David Waite

Page Review

VIEW CHANGES BY: All Changes

UTAH VALLEY UNIVERSITY

PROGRAM CHANGE REQUEST

Curriculum Impacts / Ecosystem

The Ecosystem is the gray box beneath the Title. In the example below, if this course were changing the prefix or number, ALL of the courses listed where it says “Programs referencing this course” would need to be submitted with the change.

ENGL 1010 Introduction to Academic Writing CC English and L... Coll Humanities and Social Sci

ENGL 101H Introduction to Writing CC English and L... Coll Humanities and Social Sci

ENGL 1020 INTRO WRITG-SCITECH CC English and L... Sch of Humanities Arts Soc Sci Deleted

Inactivate

Modify Course

Preview Workflow

VIEWING: **ENGL 1010**

INTRODUCTION TO ACADEMIC WRITING CC

LAST APPROVED: 10/12/19 5:12 AM

LAST EDIT: 10/04/19 10:38 AM

Programs referencing this course

- [AS-ACCT: Accounting, A.S.](#)
- [BA-ADED1: ASL and Deaf Studies Education, B.A.](#)
- [BS-PPIL: Aviation Flight Operations, B.S.](#)
- [BA-BESC1: Behavioral Science, B.A.](#)
- [BS-BESC1: Behavioral Science, B.S.](#)
- [AS-AUTO2: Automotive Technology, A.S.](#)

HISTORY

- Feb 1, 2019 by Lorraine Wallace (wallaclo)
- Oct 12, 2019 by Rachelle Blake (10610393)

Notice that there is a scroll feature. When changing a prefix or number, it is also necessary to modify and submit every course that lists the course as a pre- or co-requisite.

If a course is deleted, then it must be removed from all courses and programs that list it.

VIEWING: **ENGL 1010**

INTRODUCTION TO ACADEMIC WRITING CC

LAST APPROVED: 10/12/19 5:12 AM

LAST EDIT: 10/04/19 10:38 AM

Other Courses referencing this course

PRE- OR COREQUISITES:

- [DGM 2520 : Film Production Analysis](#)
- [ENGL 2120 : Fantasy Literature](#)
- [ENGL 2130 : Science Fiction HH](#)
- [ENGL 2200 : Introduction to Literature HH](#)
- [ENGL 2210 : Introduction to Folklore HH](#)

When a course is listed in many courses and programs across campus (a sweeping change), you may request a facilitation. You are responsible for submitting all items within your department, but the Curriculum Office can assist with items outside of your department if the facilitation is approved. Contact the [Curriculum Office](#) for assistance and details.

Submitting Course Proposals

Important Note: The system may time out if you pause editing. Click 'Save Changes' to save your work. This provides an opportunity for colleagues to review and make changes and/or for you to return later. Click 'Save and Submit' when the proposal is ready to start the workflow.

Modify Existing Course

Select the course to be modified and click "Modify Course."



Proposed Effective Term Select...

Submit to Delete

Export to PDF

Export to Word

Modify Course

[Preview Workflow](#)

VIEWING: **ESEC 3060**

EMERGENCY MEDICAL TECHNICIAN-ADVANCED

LAST APPROVED: 05/06/25 7:49 AM

LAST EDIT: 05/01/25 5:01 PM

HISTORY

1. Apr 19, 2018 by 10312753
2. Jun 12, 2018 by 10011908
3. Jun 4, 2019 by 10011908

A new, editable page will open. The existing course information automatically fills in. The originator (the first person to save edits) will have their information also automatically filled in. Fields encased in a red box are necessary to fill in before submission. You can always save your work, without submitting, by clicking "Save Changes" at the bottom of the page.

Add New Course



UTAH VALLEY UNIVERSITY

COURSE INVENTORY MANAGEMENT

You are logged in as 10267598 [Help](#)

Search, add, modify, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive ☐ History - OR -

Course Code	Title	Department	College	Workflow	Status
ACC 6120	Risk Advisory Services and Internal Auditing	Accounting	Woodbury School of Business		Added
AET 1050	DC Electrical Math	Engineering T...	Coll Engineering/Technology		Modified
AET 1060	AC Electrical Math	Engineering T...	Coll Engineering/Technology		Modified
AET 1130	Applied DC Theory	Engineering T...	Coll Engineering/Technology		Modified
AET 1135	Applied DC Theory	Engineering T...	Coll Engineering/Technology		Added
AET 1140	Applied AC Theory	Engineering T...	Coll Engineering/Technology		Added
AET 1145	Applied AC Lab	Engineering T...	Coll Engineering/Technology		Added

To submit a new course, click the green "Add New Course" button.

See [course fields](#) for guidelines on entering course information.

Delete Existing Course

Select the course to be submitted for deletion.

Click the red "Submit to Delete" button (This begins the submission process to delete a course.)

☐ Archive ☐ History - OR -

Course Code	Title	Department	College	Workflow	Status
ACC 0050	LAB ACCESS FEE	Accounting	Woodbury School of Business		Deleted
ACC 1110	Financial Accounting I	Accounting	Woodbury School of Business		
ACC 1120	Financial Accounting II	Accounting	Woodbury School of Business		
ACC 1150	Fundamentals of Business Math	Accounting	Woodbury School of Business		Deleted
ACC 1750	Applied Accounting	Accounting	Woodbury School of Business		Deleted
ACC 181R	PHI BETA LAMBDA	Accounting	Woodbury School of Business		Deleted
ACC 185R	INSTITUTE/MGT ACCNTS	Accounting	Woodbury School of Business		Deleted

Select the End Term. Briefly explain the justification for deleting the course.



UTAH VALLEY UNIVERSITY

INACTIVATING: ENGL 1010: INTRODUCTION TO ACADEMIC WRITING CC

End Term

Select...

Justification for this request

Important Note: If a course is listed in a program, it will impact the program if deleted. See [Curriculum Impacts / Ecosystem](#) for more details. Courses submitted for deletion must be removed from all other courses and programs.

Reactivate a Deleted Course

A previously deleted course may be reactivated as long as the course will be essentially the same. The reactivated course will be equivalent to the previous version of the course. The reactivated course can be updated, but to maintain the integrity of academic record keeping, it cannot be a new course with the previously used number.

Export to PDF

Reactivate

Export to Word

A deleted record cannot be edited

COURSE INACTIVATION PROPOSAL

VIEWING: ENGL 3880

LIT & PHIL BY WOMEN HH

Course Fields

Proposed Effective Term

Select the proposed effective term from the drop-down menu.

Proposed Effective

Term

Select...



All additions, modifications, and deletions that affect an existing course should be effective for Fall semester of the following academic year. Refer to the [Curriculum Office website](#) for submission dates and deadlines.

Terms Offered

Select the appropriate term(s) in which the course should be offered from the drop-down menu. There are several combinations to choose from. Terms offered should be in alignment with the program's [degree map](#) as published in the University Catalog.

Terms offered

Courses should be offered in a timely manner to allow students to complete a program in the shortest time necessary. Core courses for programs should be offered at least once a year. Elective courses should be offered at least once every two years. If any course is not taught within a three-year period, the department may be notified. The course will need to be taught or deleted. Any course not taught after a five-year period should be deleted from the University Catalog and the Curriculum Management System.

“On sufficient demand” may only be used on courses that are not listed in a program’s core requirements nor listed as electives in a program.

Department

Select the appropriate department from the drop-down list

Department College/School

Course Prefix Course Number

The College/School box will automatically fill in. If you are submitting to change the department and/or school, you MUST coordinate with the other parties. Contact the [Curriculum Office](#) for assistance.

Course Prefix/Subject Code

Prefix should ideally be four characters that identify a subject.

Course Prefix Course Number

If a course prefix is being modified, all programs and courses that contain this course must also be modified to include the prefix change. Additional changes must be submitted to all items in the ecosystem (See [Curriculum Impacts/ Ecosystem](#)).

Course Numbering

USHE Policy R475 should be followed in selecting course numbering appropriate for the academic level (i.e., 1000, 2000, 3000, 4000).

Lab courses should end in 5 (xxx5).

Repeatable courses end in R (xxxxR).

Global/Intercultural courses end in G (xxxxG). These courses must be approved by the GI Committee and meet the standards of a GI course (listed on the website). They must contain the GI Course Learning

Objectives plus at least four course-specific objectives.

Honors Courses end in H (xxxxH). These courses must be approved through the Honors Director.

Internship or Co-Operative Work Experience courses are numbered 2810R / 4810R and should include “Internship” within the title.

Undergraduate research courses are numbered 2890R or 4890R.

Special Topics courses are numbered 2900R or 4900R.

Course numbers between 1900 – 1999 and 3900-3999 are reserved for Transfer Credit.

Course number levels:

- 1000 – 4000 level courses are considered undergraduate.
- 1000 – 2000 level courses are lower-division undergraduate.
- 3000 – 4000 level courses are upper-division undergraduate.
- 4000 – 5000 level courses are considered advanced undergraduate but may also fulfill up to 12 credits of graduate degree requirements (in graduate certificates). They should have specific prerequisites at the 4000 level or be supported by a substantial body of 3000-4000-level course offerings from which a student could normally be expected to gain adequate background for a 5000-level course.
 - Courses changing from upper division to advanced upper division must attach an updated syllabus and indicate increased rigor.
 - Please see [The Curriculum Office Website](#) for the most recent graduate council Guidelines for 5000-level courses
- 6000+ level courses are considered graduate courses.

Important:

If a course number is being modified all programs and courses that contain this course must be modified to include the number change (See [Curriculum Impacts/ Ecosystem](#)).

To maintain the integrity of academic records and ensure clarity for students, faculty, and administrative systems, the reuse of course numbers at UVU is prohibited. Once a course number has been assigned and the course is subsequently inactivated, that number shall not be reassigned to a different course under any circumstances. This ensures consistency, supports accurate academic planning, and protects the academic progress of all students.

Selecting a NEW course number

When selecting a NEW course number, “Course Numbers in Use” can be selected to show a listing of course numbers that are now or have been used in the past.

The screenshot shows a form with three main components: a 'Course Prefix' dropdown menu currently showing 'ZOOL - Zoology', a 'Course Number' text input field containing '4910R', and a button labeled 'Course Numbers in Use'. A blue arrow points from the right side of the image towards the 'Course Numbers in Use' button.

Click “Course Numbers in Use” to see a list of all course numbers that are already in use. Course numbers within a prefix may not be reused in order to preserve historical records.

Course Numbers In Use for ZOOL - Zoology

Active	
Deleted	
Course Code	Title
ZOOL 1050	Animal Kingdom BB
ZOOL 1090	Introduction to Human Anatomy and Physiology
ZOOL 1320	Fundamentals of Human Anatomy
ZOOL 1325	Fundamentals of Human Anatomy Lab
ZOOL 1420	Fundamentals of Human Physiology
ZOOL 1425	Fundamentals of Human Physiology Lab
ZOOL 2000	HUMAN PHYSIOLOGY BB
ZOOL 200H	HUMAN PHYSIOLOGY BB
ZOOL 2010	Human Anatomy BB
ZOOL 201H	Human Anatomy BB
ZOOL 2020	Human Physiology
ZOOL 202H	Human Physiology
ZOOL 230H	HUMAN ANATOMY BB

Special Designations

GI submissions must have the course syllabus attached for review by the GI Committee.

GE submissions must have the GE application attached below. To download the application:

<https://www.uvu.edu/gened/app-criteria/>

Special Designation ☐ General Education (GE) ☐ Global Intercultural (GI) ☐ Honors
☐ Writing Enriched (WE)

If you are ADDING a special designation attribute to the course, you will need to select the checkbox next to the special designation and attach the application(s) and syllabus.

General Education (GE)

- The course syllabus and GE application must be attached to the proposal before it is submitted.
- Specific requirements and the application for GE designation can be found at <https://www.uvu.edu/gened/>

Global Intercultural (GI)

- The course syllabus must be attached to the proposal before it is submitted.
- The designated GI CLOs must be added. GI courses must incorporate the three GI CLOs as well as four adequate, course-specific CLOs.
- If the course is a GI, the number must end in a G (xxxxG).
- If a course is designated as a GI, it applies to ALL sections of the course. Individual sections of a course do not have the option to be designated as a GI course.
- Specific requirements for GI designation can be found at <https://www.uvu.edu/global-intercultural/>
- Removing or adding a 'G' to the course number constitutes a course number change (See

[Curriculum Impacts / Ecosystem](#)).

Writing Enriched (WE)

- The course syllabus and WE application must be attached to the proposal before it is submitted.
- Course learning objectives (CLOs) must reflect writing enriched activities and/or must include the WE specific CLO.
- If a course is designated as a WE, it applies to ALL sections of the course. Individual sections of a course do not have the option to be designated as a WE course.
- The numbering is not affected when a course is a WE.
- Specific requirements and the application for WE designation can be found at <https://www.uvu.edu/writingenriched/recommendations.html>

Honors

- The course syllabus must be attached to the proposal before it is submitted.
- If the course is an Honors course, the number must end in an H (xxxxH).
- Honors courses should be more advanced than those of the regular courses. Consult with the Honors Program Director during course development for specific requirements.

NOTE: Some “Degree Program Attributes” can be added to the section level of a course. May include HY (Hybrid Delivery), LIVE (Livestreaming Delivery), SL (Service Learning Section), or others.

Course Title

Course Title ⓘ	Emergency Medical Technician-Advanced	
Transcript Title	Emer Med Tech Advanced	8 characters remaining

Changes to a course title will automatically update in the programs it is listed in. Please make sure that the Course Title and the Transcript Title are similar.

Special Characters

- Generally, use roman numerals (I. II. III) instead of numbers (1, 2, 3)
- May use a slash (/), dash (-), or double dash (--) with no spaces on either side
- Do NOT use any other special characters, i.e., NO periods, commas, colons, apostrophes, or ‘&’

Full Title:

- No specific character count

Transcript Title

- 30 characters or less
- Should be similar to the full title
- May NOT include a designation signifier

Justification

Justification for
offering/changing
this course ⓘ

All proposals require a concise explanation of what is proposed to change and why the change or addition is necessary. Please include data driving the decision.

Course Description

Course Description

Provides a broad and comprehensive overview of American education. Facilitates the understanding of current educational practices in America as a result of the social, historical, economic, and political forces that have had influence on the education system. Provides opportunities for students to evaluate their own belief system concerning education.

Each sentence must begin with a verb that explains what the course does. For example: Teaches, Examines, Focuses, Includes, Uses, Investigates, Analyzes, Provides, etc. Do not include pre-requisite information in the description. Focus on what the course will do and do not begin sentences with, "Students will..."

The course description will appear in the University Catalog.

Do not include information that is subject to frequent change (e.g., specific software programs).

May include text that accrediting agencies require.

Items that are included at the end of the Course Description (if selected):

May be Graded Credit/No Credit

May be repeated for a maximum of ___ credits toward graduation

Important Note:

Course Fees are also included in the description but MUST NOT be edited by faculty. ALL FEES MUST BE APPROVED through the fee committee. (Including any changes.) Please go to the [Course Based Fee Request Form](#) if you need to add, change, or delete a fee. Once the fee is approved, staff will enter it.

Pre- and Corequisites

Prerequisite(s)	EMT Level Certification and University Advanced Standing
Corequisite(s)	
	400 characters remaining
Pre- or Corequisite(s)	

Prerequisites: MUST be completed before this course is taken

If a course(s) must be taken previously to another course, list the appropriate prerequisite(s).

List the prerequisite(s) as prefix and number (i.e., ENGL 1010). Do not include a course title.

List prerequisites in logical groupings using '()', 'and', 'or', as necessary i.e., "(ENGL 2010 or ENGL 2250) and HIST 2200".

Include an optional grade standards following the prerequisite (i.e., "ENGL 1010 with a grade of C or higher")

"Department Approval" may only be used for:

- Internships
- Independent Study
- Research
- Auditions
- Professional level course
- Signed disclaimer is required
- "Field" courses where significant travel expenses may be incurred
- Learning Communities

Any programs and/or courses impacted by a prerequisite change must also be submitted at the same time with the necessary modifications. (See [Curriculum Impact / Ecosystem](#))

Modifications that affect program(s) outside of the submitting department require coordination between departments. In some circumstances, the faculty can request that the Curriculum Office facilitate the change (Contact the [Curriculum Office](#) for more information).

All 3000-, 4000-, and 5000-level courses must include "University Advanced Standing" as a prerequisite unless an exception has been requested and approved. (Contact the [Curriculum Office](#) for more

information.)

In the [degree map](#) (graduation plan) on the program form, prerequisite courses must be listed in a prior semester.

Corequisite(s): MUST be taken at the same time as another course

List the corequisite(s) as prefix and number (i.e., ENGL 1010). Do not include a course title.

In the [degree map](#), corequisite courses must be listed in the same semester.

Pre- or corequisite(s): MUST be taken either before, or at the same time

List the pre or corequisite(s) as prefix and number (i.e., ENGL 10010). Do not include a course title.

In the [degree map](#), pre or corequisite courses must be listed in a semester prior to, or within the same semester of, the course they are pre or corequisites for.

Course Learning Outcomes (CLOs)

CLOs are competencies students should possess after successful completion of the course that they may have lacked before. CLOs are the building blocks of PLOs and therefore must map to them accordingly.

Use the [Office of Teaching and Learning's website](#) for help in writing measurable CLOs or schedule an appointment with one of the designers.

CLOs must complete the sentence: "Upon successful completion of the course, the student should be able to..."

Must begin with one action verb that is measurable. Do not use non-action verbs such as understand, know, recognize, learn, appreciate, become familiar with, observe, read, or consider that are difficult to assess.

Do not use multiple verbs.

Use appropriate verbiage for the course level.

Do not include learning activities or assignments in the CLOs (i.e., "Write a final paper on information learned in class"). Focus on the broader learning outcomes as these will be assessed.

There must be a minimum of four and a maximum of nine CLOs. (Exception: internships may have a minimum of three and a maximum of nine CLOs)

CLOs must be specific to the course.

Different courses may not have the same learning outcomes.

Lecture courses and lab courses may not have the same CLOs.

Courses that build upon one another may have similar CLOs but with higher level learning verbs.

See [Special Designation Requirement](#) for specific CLO requirements for GI, WE, and Honors. for specific CLO requirements for GI, WE, and Honors.

Do not use the names of specific software or methodologies that may change. Substitute a specific name with a generic phrase; for example, "current software: or "current methodologies" instead.

Use standard punctuation.

To delete an outcome, click the red X. To add an additional outcome, click the green +.

For further guidance, try an online learning outcomes/objectives builder at <http://teachonline.asu.edu/objectives-builder/>

Course Learning Outcomes		Upon successful completion, students should be able to . . .	
1	Identify the essential elements of information.		X
2	Determine the most effective reporting vehicle for particular intelligence reports.		X
3	Discuss the appropriate process of reporting intelligence data.		X
4	Produce a concise and timely technical summary for use in a practical exercise.		X

How does this course support the Program Learning Outcomes?

Explain how this course supports the Program's PLOs (Program Learning Outcomes). If this is a core course in a program, how does the course support the program's PLOs. If multiple programs, please list the program(s) and how this course supports each program.

Credit Hours

Important:

If the total credits for a course are modified, all programs that contain this course must be modified to include the credit hour change (See [Curriculum Impact / Ecosystem](#)).

The focus should always be on the student and what the needs of the class are, and NOT on faculty workload.

Number of Credits: A minimum of three hours of coursework per week is, on average, expected to earn one semester credit hour per NWCCU accreditation requirements. The number of credits corresponds with course load and high and low credit hours. They must match.

- One Lecture Credit Hour = one hour of classroom or direct faculty instruction and a minimum of two hours of student personal work outside of class each week for one 15-week semester.
- One Lab Credit Hour = three hours of lab with no student personal work outside of class each week for one 15-week semester.

Lab credit should be appropriately reflected in the credit hour fields.

Variable credit courses must include a minimum and maximum number of credits.

Credits must be in whole numbers. **No half credits** will be allowed.

If the course is repeatable, or has variable credits, separate the low and high credit values with the lowercase words "to".

Number of credits

Lecture hours:

+ Lab hours:

Most lecture courses have 3 total credits, 3 lecture hours, and 0 lab hours.

Number of credits	3	Lecture hours:	3	+ Lab hours:	0
-------------------	---	----------------	---	--------------	---

A standard 1-credit lab course has 1 total credit, 0 lecture hours, and 3 lab hours.

Number of credits	1	Lecture hours:	0	+ Lab hours:	3
-------------------	---	----------------	---	--------------	---

A standard 3-credit combination of lab and lecture has 3 total credits, 2 lecture hours, and 3 lab hours.

Number of credits	3	Lecture hours:	2	+ Lab hours:	3
-------------------	---	----------------	---	--------------	---

For variable credit, separate the low and high credit values with “to”. For internships the variable credit goes in the total credits and lecture hours, and the lab hours are 0.

Number of credits	1 to 3	Lecture hours:	1 to 3	+ Lab hours:	0
-------------------	--------	----------------	--------	--------------	---

Repeatable Credits

Course number must end in R (xxxxR).

When considering the number of credits that may be repeated toward graduation, the program should be consulted to guarantee a student has the elective ability to repeat that course for the number of credits suggested. For example, a course that allows a student to repeat up to nine credits toward graduation, there must be nine credits within the program that this course could be applied toward, either required or electives.

The default for repeatable credits is “No”

Can the course be repeated for additional credit?

☐ Yes ☒ No

If the course is repeatable, select “Yes”

An additional line opens for you to fill in the maximum number of credits that will count toward graduation. “May be repeated for a maximum of 5 credits toward graduation” must be added to the end of the course description. The repeatable number in the credit ratio and the repeatable number in the description must match.

Can the course be repeated for additional credit?

☒ Yes ☐ No

May be repeated for a maximum of credits toward graduation

Internships

Refer to UVU Policy 522 *Undergraduate Credit and Transcripts* for information on internship credits allowed in a program.

Internships are a form of academic experiential learning that integrates knowledge and theory learned in coursework with practical application, skills development, and mentoring in a professional setting.

- Course credit given for work hours completed outside of classroom, as well as minor course assignments
- Typically work experience is done off campus
- Internship work is overseen by designated supervisor (employer/third party) not tied to the academic coursework
- Students cannot get credit for past work performed. Students cannot do work over the summer and then seek credit for it in the fall.
- Internship courses should not be used for purposes of credit for prior learning or experience, to allow easy means of credit, a replacement for other required coursework, or for study abroad credit.

Internships do not include lab hours, only lecture hours.

Must have a minimum of three and no more than nine CLOs.

Internship course descriptions should include the statement, “Requires completion of an internship application to earn credit for this class.”

If this course is an internship, select “yes.” The default is set to “no.”

Is this course an internship? ☒ Yes ☐ No

Grading Method

Grading Method

You must select a grading method. Standard Letter is customary for most courses.

Grading Method

By selecting “May be graded Credit/No Credit”, the scheduler must select “Standard Letter” or “Graded Credit/ No Credit” when scheduling the course section. Most internships have this grading method.

“May be graded credit/no credit” must be added to the end of the course description.

Do You Plan To Offer This Course As An Online Or Hybrid Delivery Method?

Do you plan to offer this course as an online or hybrid delivery method?

☒ Yes ☐ No

Contact your instructional designer or teachinglearning@uvu.edu.

Select the appropriate box. If yes, you will need to contact your instructional designer or teachinglearning@uvu.edu.

How Does This Proposal Support the Department Strategic Plan?

Include labor market/student demand data that supports the department's strategic plan for the proposed course or changes.

Contingencies

New, modified, or deleted courses that impact a program proposal must be submitted with the associated program proposal(s) (See [Curriculum Impact / Ecosystem](#)). These must be reviewed and approved concurrently and are "contingent" upon approval of the bundle. If the course changes and program updates are not submitted together, the approval time will be delayed.

Note the contingent course(s) prefix and number, and all associated program proposals in this box.

Contingencies

Cross-listing

The UCC discourages cross-listing. Cross-listing creates numerous challenges and inconsistencies in the curriculum, registration, and transcript processes.

Rather than cross-listing, programs should accept courses from other departments. There may be an exception when not cross-listing would cause harm to the student's credential outcomes (i.e., a specific prefix is required for licensing or accreditation).

If an exception is granted by UCC, curriculum cross-listed courses must follow these guidelines:

- All curriculum cross-listed courses must use the same course number, title, special designation (if applicable), description, credit ratio, pre/corequisites, CLOs, and course-work requirements.
- Cross-listing courses represents an agreement by both departments or programs to collaborate on the course. Faculty and departments do change, and there may be a time when the parties decide to stop cross-listing. Either party has equal rights to stop cross-listing at any time. No one member of the cross-list can prevent the others from un-cross-listing.
- If the cross-listing stops, one of the departments will have to delete their version of the course.
- Changes to cross-listed courses must be coordinated between the departments. If a department determines that edits to a cross-listed course are necessary, documentation demonstrating that both departments concur will be required. If departments cannot reach an agreement, the course may be considered to no longer meet cross-listing requirements and will need to end the

cross-list.

- Cross-listed courses cannot fulfill two different GE requirements. Cross-listed courses that are designated as GE credit can fulfill only one GE requirement. GE courses cannot fulfill two fundamentally different GE requirements.

Contact the [Curriculum Office](#) for help with cross-listed courses.

NOTE: Section-level cross-listing is scheduled in CourseLeaf CLSS and is different from Curriculum cross-listing. In addition to the curriculum cross-listing rules, they require using the same schedule type, instructional method, meeting pattern, building/room assignment and instructor(s) percentage of responsibility on each section. See [Academic Scheduling Website](#) for more information.

Canvas cross-listing is NOT the same as curriculum or section-level cross-listing. Canvas cross-listing simply provides a way to combine two or more sections in Canvas to make grading and content updates easier for a faculty member throughout a semester. Restrictions apply. See **Crosslisting Courses in Canvas** for more information.

Attaching Documents

A syllabus must be attached if applying for a special designation (GE, GI, H, or WE) or if the course is changing level.

COURSE OUTLINE		
Attach Syllabus	Attach File	Uploaded Files: Files To Be Uploaded:
Attach supporting documentation	Attach File	Uploaded Files: Files To Be Uploaded:

The application for GI and/or WE designation must be attached as supporting documentation. See the [GI Website](#) for the application. See the [WE Website](#) for the application.

Submitting Program Proposals

Important Note: The system may time out if you pause editing. Click 'Save Changes' to save your work. This provides an opportunity for colleagues to review and make changes and/or for you to return later. Click 'Save and Submit' when the proposal is ready to start workflow.

Modify Existing Program

If you are modifying the title of a program or 25% of the Discipline core, your proposal will need to be on the dean's horizon document and will need an R401. For forms and current dates and deadlines, go to [the Curriculum Office Website](#) or contact the Curriculum Office for help.

If you are modifying courses within a program that include prefix changes, number changes, or the total credits for a course, an [impact search](#) must be completed. PLEASE CONTACT THE [CURRICULUM OFFICE!!](#) We can save you lots of time and headache.

NWCCU Guidelines:

- Timelines for review
 - Substantive changes take 30-60 days (expedited – 14 days)
 - NWCCU does not review substantive change requests in October and April
- Remember: Institutions cannot publicize unapproved programs (new or modified)!
 - Examples: Catalog, website, grant applications, press releases

To begin a modification, search for the program by typing a word in the title with an asterisk before and after the word.

☐ History - OR -

Quick Searches... ▼

Number of Program	Program Name	Workflow	Status
AAS-AVSC4	Aviation Science, A.A.S.		
AAS-EMS2-AFO	Emergency Services - Aviation Fire Officer Emphasis, A.A.S.		Deleted
ACER-1AVS	Aviation Science, Undergraduate Certificate		
AS-AVSC4	Aviation Science, A.S.		
BS-AVIA1-AVAD	Aviation Science - Aviation Administration Emphasis, B.S.		Deleted
BS-AVIA1-PROP	Aviation Science - Professional Pilot Emphasis, B.S.		Deleted
BS-AVMT1	Aviation Management, B.S.		

[Preview Workflow](#)

VIEWING: BS-AVMT1 : AVIATION MANAGEMENT, B.S.

LAST APPROVED: 01/03/25 6:28 PM

LAST EDIT: 01/03/25 6:28 PM

Faculty Member:	UVID:	Name:	E-mail:
No Approval Workflow			
Will you be changing 25% or more of the core?			

HISTORY

1. Sep 25, 2018 by 10653053
2. Mar 18, 2019 by Sabine Berlin (berlinsa)
3. Oct 7, 2020 by Debbie Ferguson (debbie.ferguson)
4. May 24, 2021 by Debbie Ferguson (debbie.ferguson)
5. Nov 15, 2021 by AJ

Once the program has been selected, click the "Edit Program" button. Refer to the [Program Fields](#) section of this document for detailed instructions on each field.

Add New Program

Complete the following steps before entering the program proposals into CourseLeaf CIM:

1. Discuss with department and outline proposal
2. Request and receive approval for the program proposal to be added to the dean's Horizon Document
3. Complete the following documents. Each of these must be attached to the program proposal form:
 - a. Program Feasibility Report (Contact Director of Strategic Planning – Quinn Koller)
 - b. Program Strategic Enrollment Plan (Contact Director of Strategic Planning – Quinn Koller)
 - c. Library Resource Document (Contact Library Director - Lesli Baker)
 - d. Program Assessment Matrix (Contact Director - Accreditation and Academic Assessment –Justin Atkins)
 - e. Program Financial Plan (Contact college/school Financial Manager)
 - f. Completed R401 (Contact Curriculum Office)
 - g. NWCCU reduced credit degree document (90-119 credit BAP/BAS degrees – contact Curriculum Office)

OSHE Guidelines:

- New program proposals must be posted on the OCHE Canvas site for CAOs to review. For most programs, this takes anywhere from 6 to 12 weeks to complete. For master's degrees, it may take longer for an additional market analysis.

USHE Guidelines:

- Required for NEW certificates, associate degrees, bachelor's degrees, and master's degrees (6-10 weeks)
- Additional time is required for master's degrees for market analysis (4-12 weeks)

NWCCU Guidelines:

- Timelines for review
 - Substantive changes take 30-60 days (expedited – 14 days)
 - NWCCU does not review substantive change requests in October and April
- Remember: Institutions cannot publicize unapproved programs (new or modified!)
 - Examples: Catalog, website, grant applications, press releases

Before entering a new program into CourseLeaf CIM, it is recommended to call the Curriculum Office for assistance.

Click “Propose New Program”:

PROGRAM MANAGEMENT

You are logged in as 10267598  [Help](#) 

Search, edit, add, and deactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. If you want to do a keyword search, then an asterisk must be placed before and after the phrase being searched. The system searches the Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

aviation ☐ History - OR -

Number of Program	Program Name	Workflow	Status
AAS-AVSC4	Aviation Science, A.A.S.		
AAS-EMS2-AFO	Emergency Services - Aviation Fire Officer Emphasis, A.A.S.		Deleted
ACER-1AVS	Aviation Science, Undergraduate Certificate		
AS-AVSC4	Aviation Science, A.S.		
BS-AVIA1-AVAD	Aviation Science - Aviation Administration Emphasis, B.S.		Deleted
BS-AVIA1-PROP	Aviation Science - Professional Pilot Emphasis, B.S.		Deleted
BS-AVMT1	Aviation Management, B.S.		



Refer to the [Program Fields](#) section of this document for detailed instructions on each field.

Delete (Inactivate) an Existing Program

Proposals to discontinue a program must be entered on the dean’s Horizon Document.

Contact Justin Atkins to initiate a Program Discontinuation Request. This also contains the Teach out plan for the program.

Verify that all information on the form is accurate.

Contact the [Curriculum Office](#) for the correct R401 template.

Once the program is displayed, select the “Submit to Delete” button in the upper left corner.





[Preview Workflow](#)

Select the Final Catalog. This will be the last time that the program appears in the university catalog.

Give a brief, concise explanation about why the program should be inactivated.

Documents that must be attached:

- Program Discontinuation Request Form
- Completed R401

Final Catalog Select...

Rationale for Inactivation

Attachment Attach File

Uploaded Files:

Files To Be Uploaded:

Any course(s) within the program that does not reside in any other program must be evaluated for potential deletion.

Program Fields

All boxes in red are necessary fields and must be filled in before the program can be submitted.

Did You Know? Click on Help bubbles  next to each field for helpful tips!

Will you be changing 25% or more of the core?

Significant edits include edits where 25% or more of the courses are added, removed, or changed within the program.

Are you making significant edits to the Program?

☐ Yes ☐ No

If you are making significant edits (a change in 25% or more of the core courses) then you will need to complete an R401. Contact Justin Atkins if you are unsure if this modification meets the 25% or more threshold. This will affect the number of steps that your proposal will take in the workflow. Following curriculum deadlines will help to ensure that the proposal is ready for implementation in time to have the updated program in the university catalog. Please refer to the [Curriculum Office website](#) for dates and deadlines.

Proposed Effective Term

Select the appropriate term for the proposal to be implemented. The Effective Catalog Year will autofill.

Proposed Effective Term Fall 2027 Effective Catalog Year 2027-2028

Department

Select the appropriate department. The college/school should autofill.

Department Select... College/School Select College/School...

Program Types

This field will autofill for existing programs. DO NOT modify this field on existing programs!

For new programs, select the appropriate Program Type from the drop-down menu. Depending on what is chosen, there may be an additional drop-down menu to select the Degree Type.

Program type  Select... 

Undergraduate Certificate

- Must offer an appropriate breadth, depth, sequencing, and synthesis of learning. Must reflect a structured program and may not simply indicate the completion of a minimum number of credits.
- A supplemental academic certificate enhances a major by providing an emphasis, specialty, or interdisciplinary focus beyond the basic major requirements.
- Must be a minimum of 9 credits and a maximum of 36 credits. (In most cases, 18 credits are required for a student to receive Financial Aid, but it may receive approval for 16 or more credits.)
- May include only a portion of the GE requirements.
- Must use an appropriate academic CIP Code as outlined in the OCHE table.
- NEW certificates require these [documents](#) to be attached to the CIM form before submitting.
- Must be reviewed by USHE CAOs. Requires final approval from NWCCU.

Associate of Art or Science (AA/AS Degrees)

- A degree that prepares students for upper-division work in baccalaureate programs. Upon completion, students should be able to complete a bachelor's degree with only 60 additional credits.
- Must use the same CIP Code as the four-year program to which the student will transfer whenever possible.
- Must be 60 credits. Exceeding 60 credits requires justification. May not exceed 63 credits.
- Must contain same GE requirements as the BA/BS they stack into.
- ONLY lower division courses are allowed (1000 – 2999).
- May not have emphases.
- AA degrees must contain eight credits of the same foreign language.
- An AA and an AS in the same program must have the same total number of credits. The only difference will be that an AA will contain foreign language credits.
- With the exception of Professional Advancement, an AA/AS must have a required core (minimum of six credits) in addition to electives.
- AA/AS degrees should be stackable with at least one BA/BS degree where applicable.
- NEW AA/AS degrees require these [documents](#) to be attached to the CIM form before submitting.
- Must be reviewed by USHE CAOs. Requires final approval from NWCCU.

Associate of Applied Science (AAS Degree)

- An AAS degree prepares students for entry into a particular occupation that requires more than a certificate and less than a bachelor's degree.
- Must have a minimum of 60 credits and a maximum of 69 credits. Exceeding 60 credits requires justification.
- May include only a portion of the GE requirements (a minimum of 9 credits; written communication, quantitative literacy, and one other GE course).
- ONLY lower division courses are allowed (1000 – 2999).
- NEW AAS degrees require these [documents](#) to be attached to the CIM form before submitting.
- Must be reviewed by USHE CAOs. Requires final approval from NWCCU.

Specialized Associate Degree

- Includes extensive specialized coursework and prepares students to initiate upper-division work in a particular baccalaureate program.
- GE requirements may be less extensive than in AA or AS degrees to meet requirements for lower-division major preparation.
- Must be a minimum of 60 credits and a maximum of 85 credits. Includes a minimum of 28 credit hours of specialized coursework.
- Formal articulation agreements must be made for affiliated bachelor's degrees.
- NEW Specialized Associate degrees require these [documents](#) to be attached to the CIM form before submitting.
- Must be reviewed by USHE CAOs. Requires final approval from NWCCU.

Professional bachelor's degree (BA/BS Degrees)

- Program of study that prepares students for a particular profession by emphasizing skills and practical analysis built upon theory and research and, most often, has specialized accreditation that sets acceptable practice standards.
- Requires 120 credits. (Specific programs may have a maximum of 126 credits **if** approved by the Board and required by program accreditation or professional licensure.)
- Must meet all GE requirements as outlined in USHE Policy R470.
- Must contain at least 40 credits of required upper-division coursework.
- Must contain at least one required GI course.
- Must contain at least two required WE courses.
- NEW BA/BS degrees require these [documents](#) to be attached to the CIM form before submitting.
- Must be reviewed by USHE CAOs. Requires final approval from NWCCU.

Bachelor of Applied Science (BAS) / Bachelor of Applied Studies (BAP)

- BAS: A bachelor's degree focusing on workforce preparation and links to industry or organizations where opportunities for applied learning are available to students. A BAS degree may be designed as a completion program that builds upon an AAS degree or certificate.
- BAP: A bachelor's degree for which the major requirements plus the GE and institutional requirements are fewer than 120 credits. Must measurably demonstrate disciplinary competencies, master of subject matter, and student learning outcomes comparable to and mapped to those of 120-credit programs in the same subject, with the elimination only of

unstructured, non-essential electives from outside the major resulting in fewer credits.

- Minimum 90 credits and maximum 120 credits. (Specific programs may have a maximum of 126 credits **if** approved by the Board and required by program accreditation or professional licensure.
- Must meet all GE requirements as outlined in USHE Policy R470.
- Must contain at least 30 credits of required upper-division coursework.
- Must contain at least one required GI course.
- Must contain at least two required WE courses.
- NEW BAS/BAP degrees require these [documents](#) to be attached to the CIM form before submitting.
- Must be reviewed by USHE CAOs. Requires final approval from NWCCU.

Emphasis

Concentration areas within a degree that appear on the student's diploma.

Has advantages over "tracks" in a degree:

- An emphasis is shown clearly in the catalog where tracks simply show in the requirements as an option for students to choose different groups of courses.
- Tracks are distinguished by an attribute, which diminishes our ability to accurately track the program.
- Wolverine Track is not able to run what-if queries for students to check their progress, and see what would happen if they shift to a different track. An emphasis allows students and advisors to run these queries.
- All emphases associated with a bachelor's degree must have the same number of credits. Emphases should contain credits as needed but may not have more credits than the core of the bachelor's degree.
- Requires final approval through the Board of Trustees (BOT).

Minor

- A grouping of related courses that are deemed to be a student's secondary field of academic concentration or specialization during undergraduate studies.
- Usually 18 credits (can range from 16 to 24 credits, with a minimum of 50% upper-division credit). Any minor over 24 credits requires justification.
- Minors must be earned in conjunction with a BA/BS degree.
- Requires final approval through the Board of Trustees (BOT).

Graduate (Post-Baccalaureate) Certificate

- A program of study requires less than 30 semester hours.
- Requires a bachelor's degree for admission.
- Graduate programs must be approved through the university Graduate Council.
- Requires final approval through NWCCU.

Master of Arts (MA) and Master of Science (MS)

- Graduate-level program of study beyond a bachelor's degree.
- Requires a minimum of 30 and a maximum of 36 credit hours of course work.
- Graduate programs must be approved through the university Graduate Council.
- Requires extra time at the OCHE step in workflow to allow USHE time to do a market analysis.
- Requires final approval through NWCCU.

Professional Master's Degrees

(i.e., Master of Business Administration [MBA] or Master of Social Work [MSW])

- Graduate-level programs of study beyond a bachelor's degree that may require additional coursework or projects.
- May exceed the maximum of 36 credit hours to meet accreditation requirements. Professional degrees often lead to third-party licensure.
- Graduate programs must be approved through the university Graduate Council.
- Requires extra time at the OCHE step in workflow to allow USHE time to do a market analysis.
- Requires final approval through NWCCU.

Program Title

Do not use special characters other than a slash (/) or dash (-).

The title is followed by a comma, then the abbreviation for the program type. (i.e., Computer Science, A.S. or Aviation Management, B.S. or Master of Social Work, M.S.W.) If it is an undergraduate certificate or graduate certificate, the program type is spelled out (i.e., Health and Wellness Coaching, Undergraduate Certificate or Artificial Intelligence, Graduate Certificate.)

Program title 

CIP Code (Classification of Instructional Programs)

This is an "Admin Only" field. To change this, or enter a new CIP code, contact the Director of Strategic Planning (Quinn Koller).

Changing a CIP Code will require substantial modification, and you must select "YES" in the significant edit option (changing 25% or more of the program core).

The CIP Code and Program Title should closely align.

CIP Code 

[Find...](#)

Program Code

This is an "Admin Only" field. The Program Code will be created by the Registrar's Office after the program is fully approved.

Program code

Online Programs

Will this program be offered fully online?

If "Yes" is selected, you must fill in which state(s) the program will be marketed in.

Will this program be offered fully online?

☒ Yes

☐ No

Which states(s) will this program be marketed in?

Accreditation

Does this program have specialized accreditation or will it be pursued?

If “Yes” is selected, you must fill in the name of the specialized accreditor.

Does this program have specialized accreditation or will it be pursued? ☒ Yes ☐ No

What is the name of the specialized

GE Substitutions

Does this program have an approved GE substitution?

If “Yes” is selected, fill in the Justification.

A GE Substitution must be approved by the GE Committee. These are approved for programs that have a focus in a GE area (i.e., the Dance, BS has a focus on Fine Art, so they may not need to list a Fine Art “FF” course in the GE area).

Does this program have an approved GE Substitution? ☒ Yes ☐ No

GE Justification

Professional Licensure/Certification

Is this program designed to lead to professional licensure or certification (whether Utah-specific or national)?

If “Yes” is selected, fill in the professional license or certification.

Is this program designed to lead to professional licensure or certification (whether Utah-specific or national)? ☒ Yes ☐ No

What professional license or

Articulation/Pathway Agreement

If “Yes” is selected, fill in the verification date.

Wherever possible, AAS degrees should include transfer articulations for technical college programs. Please pay attention to programs that have an articulation agreement so that students are not adversely affected.

A bachelor’s degree should be part of the USHE systemwide articulation processes of lower-division majors where faculty major committees have developed them.

Articulation/Pathway Agreement ☐ Yes ☐ No

Date Verified

Program Stacking

List any program(s) that this program stacks into

Stackable credentials provide an opportunity for students to earn credentials along their educational pathway. An undergraduate certificate should stack into an associate degree (when possible), and the associate degree should stack into the bachelor's degree. Modifying any of these may necessitate an update to the other degrees.

List any program(s) that this program stacks into		Effective Term	
---	----------------------	----------------	----------------------

Justification

Describe the institutional procedures used to arrive at a decision to offer/modify the program. Briefly indicate why the proposal should be initiated. State how the institution and UBHE benefits by offering the proposal.

Justification for
offering/changing
this program

Program Description

Program Description appears in the catalog. It should be a concise 3-4 sentence high-level summary of the program.

Enter the text directly into the field (Do not use the tool bar).

Program Description

Program Learning Outcomes (PLOs)

What are the PLOs (Program Learning Outcomes) for the program?

What are the PLOs
(Program Learning
Outcomes) for the
program? (List 3-5)

	PLO	
1		

List the standards, competencies, and marketable skills students will have achieved at graduation.

PLOs should map to UVU's ELOs.

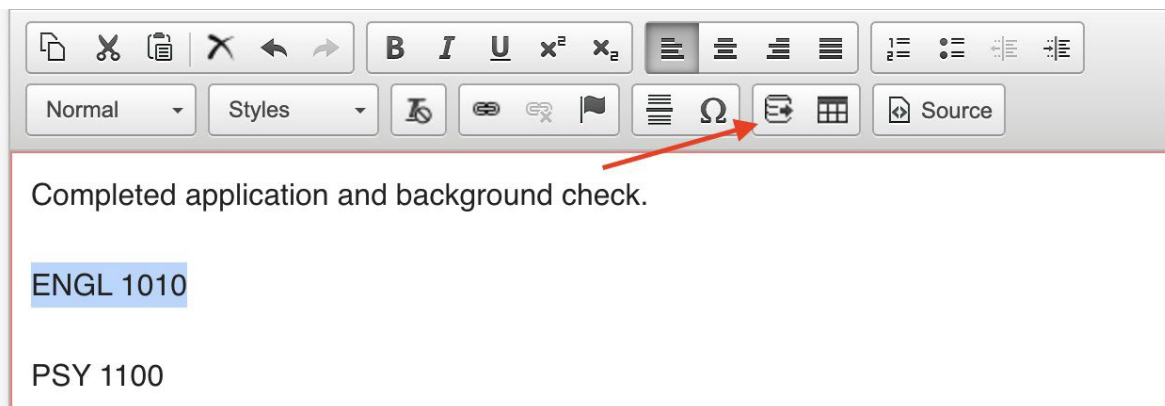
Core courses listed in a program should have CLOs that map to at least one PLO.

Keep assessment in mind when creating PLOs. Reach out to the Director of Accreditation and Academic

You can select courses by selecting a subject (prefix) from the drop-down menu on the left, or at the bottom left you can type the course into the Quick Add box and click “Add Course”. The courses in the list will appear in the small box on the right. If you want to remove a course, highlight it in the list and click the arrow that sends it to the box on the left. Click “Ok” to finish or click “Cancel” if you change your mind.



If you need to enter a list of tasks and courses, type in the list. Highlight the course prefix and number. Click on the “insert/edit database field” icon to link to the course. This keeps the ecosystem accurate.



Completed application and background check.

ENGL 1010 Introduction to Academic Writing

PSY 1100 Human Development Life Span

Program Listing/Schedule

To build the Program Listing/ Schedule for the program, click on the “Insert/edit formatted table” icon on the toolbar and select “Course List” from the drop-down menu. Click “Ok.”

Degree Map

Add courses to the list by selecting the Subject (upper left corner), click on the course you want to add, then click the arrow in the center to send the course to the box on the right.

Course List

Art (ART) ▾

Sum Hours: ☒

ART 1010	Introduction to Visual Arts
ART 1020	Basic Drawing for Non-Majors
ART 1050	Photography I
ART 1110	Drawing I
ART 1120	2D Design
ART 1130	3D Design

Or, you can type the course prefix and number into the “Quick Add” box and click “Add Course”. New courses must have total credits entered into the “hours” box manually.

MATH 1050

ADD COURSE

To create a list of courses for students to choose from, select “Add comment entry” and enter the appropriate text, such as “Complete one of the following:”. Click “Ok”. (If you are using the comment to begin a list, highlight the comment, then enter the number of credit hours in the “Hours” box below.)

ADD COURSE

ADD COMMENT ENTRY


Manually add credit hours into the “Hours” box below if needed. (NEW courses will require that you manually enter the hours.) Add the courses that students can choose from. Once the courses have been entered for the list, highlight each course and click the “Indent” button for each one. Indenting a course causes the credits for the course to NOT add into the credit total. (Appropriate since we only want the required number of credits to add into the total, and not the full list.)

First Year

Semester 1

Complete one of the following	
MAT 1030	Quantitative Reasoning
MAT 1035	Quantitative Reasoning with Integrated Algebra
STAT 1040	Introduction to Statistics
STAT 1045	Introduction to Statistics with Algebra
MATH 1050	College Algebra
MATH 1055	College Algebra with Preliminaries

Comment:

Sequence:

Or Class:

Hours: 3

Footnote:

☒ Indent

MOVE UP

MOVE DOWN




For courses that should be completed together, enter the first course so that it appears in the box on the right. Highlight this course, then add the second course to the “Sequence” box.

Sequence:

ZOOL 2325

An example of how it will display for students.

ZOOL 2320	Human Anatomy	4
& ZOOL 2325	and Human Anatomy Laboratory	

To offer students a choice between two courses, enter the first course so that it appears in the box on the right. Highlight this course, then add the second course to the “Or Class” box.

Or Class:

An example of how it will display for students.

ENGL 1010	Introduction to Academic Writing	3
or ENGH 1005	Foundations of Academic Writing	

To rearrange the order that the courses are listed in, you can select the course from the box on the right and use the “Move up” and “Move Down” button to properly situate each course.

MOVE UP **MOVE DOWN**

The credit hours for NEW courses do not auto fill. If the course is new, highlight the course in the list, then enter the appropriate number in the “Hours” box. (When the credit total is incorrect, it is often due to the credit hours for a new course not being entered.)

Hours:

Be sure to click the “Sum Hours” check box in the top right corner.

×

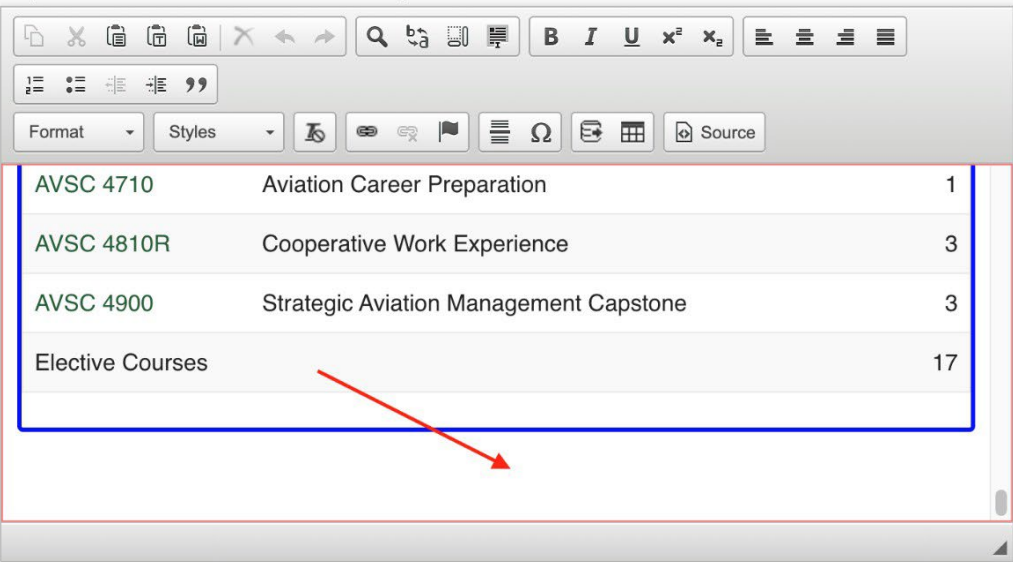
Sum Hours: ☒

Click “Ok”.

Footnotes

To add a footnote section, scroll down to the end of your course list and click just outside the blue box.

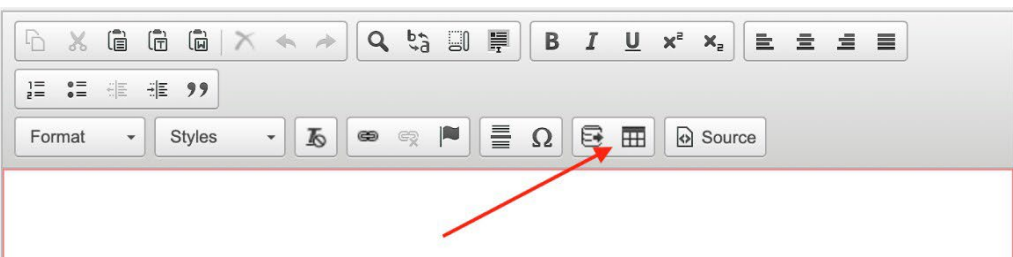
Program listing/schedule



AVSC 4710	Aviation Career Preparation	1
AVSC 4810R	Cooperative Work Experience	3
AVSC 4900	Strategic Aviation Management Capstone	3
Elective Courses		17

Then click “Insert/Edit formatted table.” Select “Footnotes” as type.

Program listing/schedule



Enter a number in the “Symbol” box, and the text of the footnote in the box below.

Footnotes

1

MOVE UP
MOVE DOWN

NEW FOOTNOTE
DELETE FOOTNOTE

Symbol: Ω

Footnote Content:

Footnote text goes here.

To add/modify footnotes:

To edit a footnote, double click within the blue footnote box.

Footnotes

1 If students choose CS 1420, please see advisor.

Select the footnote that you want to edit (by number). Edit the footnote in the text box below.

Footnotes

1
2
3
4
5

Move Up Move Down New Footnote Delete Footnote

Symbol: 3 Ω

Footnote Content:

✂️ 📄 📁 📁 📁 ✂️ ↶ ↷ 🔍 📄 **B** *I* U x² x₂ ☰ ☷ ⚙️ ⚙️

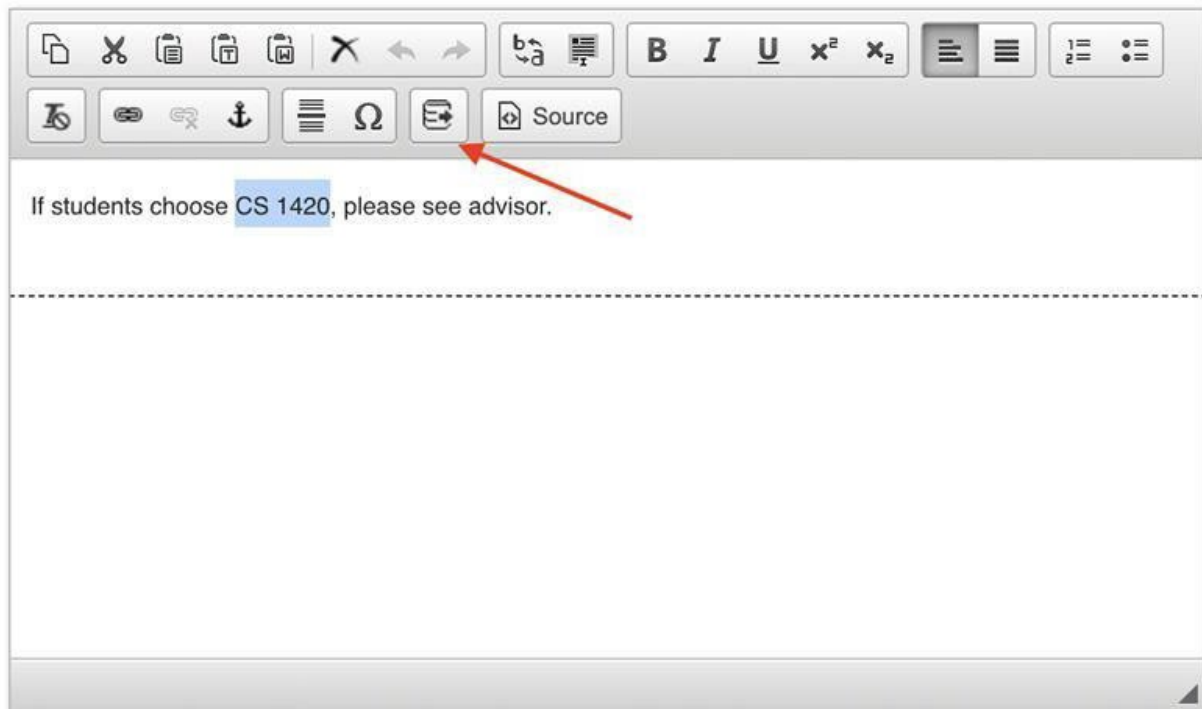
🔗 📄 📄 📄 📄 ⚙️ Source

METO 1010 Introduction to Meteorology PP recommended

OK Cancel

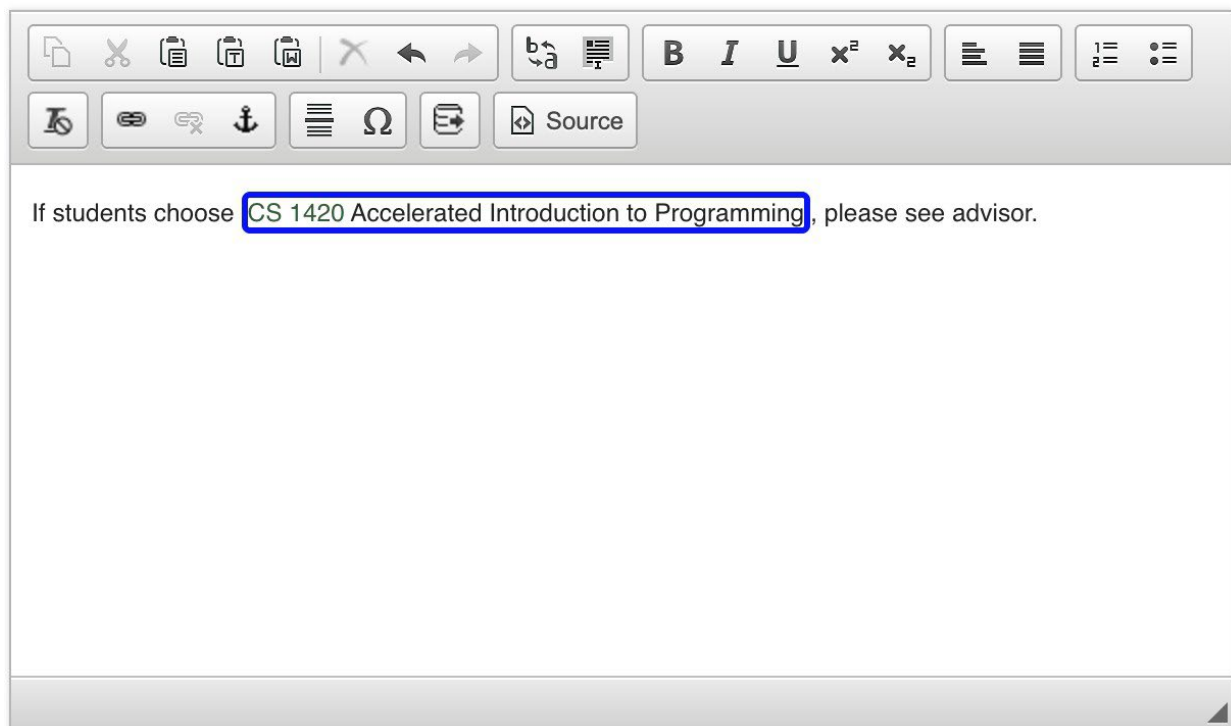
If you are adding a course as part of your footnote, Highlight the course prefix and number, click on the “Insert/Edit Database Field”

Footnote Content:



This will provide a link that populates the ecosystem and fills in the title of the course.

Footnote Content:



Make sure to go back to the program listing or schedule, select the course, and enter the footnote number in the “Footnote” box.

CS 1420	Accelerated Introduction to Programming
CS 2300	Discrete Mathematical Structures I

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote: 

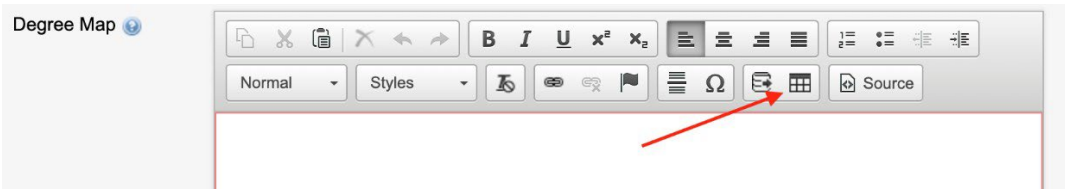
☒ Indent

☐ Area Header

Degree Map

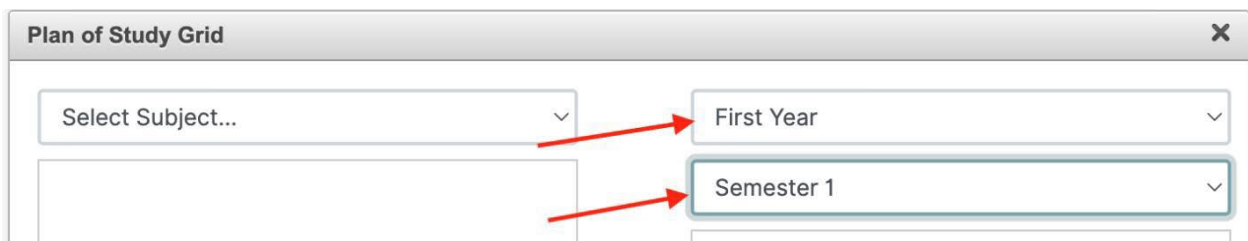
Also called Plan of Study Grid, or Graduation Plan

To build the list Degree Map for the program, click on the “Insert/edit formatted table” icon on the toolbar and select “Plan of Study Grid” from the drop-down menu. Click “Ok.”



Start by selecting “First Year” from the “Select Year” drop-down list.

Select “Semester 1” from the “Select Term” drop-down list.



Add courses to the list by selecting the Subject (upper left corner), click on the course you want to add, then click the arrow in the center to send the course to the box on the right.

Or, you can type the course prefix and number into the “Quick Add” box and click “Add Course”.

To create a list of courses for students to choose from, select “Add comment entry” and enter the appropriate text, such as “Complete one of the following:”. Click “Ok”.

Add the appropriate credit hours into the “Hours” box below. Add the courses that students can choose from. Once the courses have been entered for the list, highlight each course and click the “Indent” button for each one. Indenting a course causes the credits for the course to NOT add into the credit total. (Appropriate since we only want the required number of credits to add into the total, and not the full list.)

For courses that should be completed together, enter the first course so that it appears in the box on the right. Highlight this course, then add the second course to the “Sequence” box.

Sequence:

ZOOL 2325

An example of how it will display for students.

ZOOL 2320	Human Anatomy	4
& ZOOL 2325	and Human Anatomy Laboratory	

To offer students a choice between two courses, enter the first course so that it appears in the box on the right. Highlight this course, then add the second course to the “Or Class” box.

Or Class:

ENGH 1005

An example of how it will display for students.

ENGL 1010	Introduction to Academic Writing	3
or ENGH 1005	Foundations of Academic Writing	

To rearrange the order that the courses are listed in, you can select the course from the box on the right and use the “Move up” and “Move Down” button to properly situate each course.

MOVE UP **MOVE DOWN**



The credit hours for NEW courses do not auto fill. If the course is new, highlight the course in the list, then enter the appropriate number in the “Hours” box.

Hours:

3

Once Semester 1 is completed, select “Semester 2” from the drop-down list. (Do not change the year.) Add the courses as shown above. Then Select “Second Year” and “Semester 3” from the respective drop-down lists and add courses. Continue until all semesters are complete. Click “Ok”.

Program Total Credits

Enter the total number of credits for the program here. If the program has been modified, make sure the total credits in this box match the total credits in the Program listing/schedule and Degree Map.

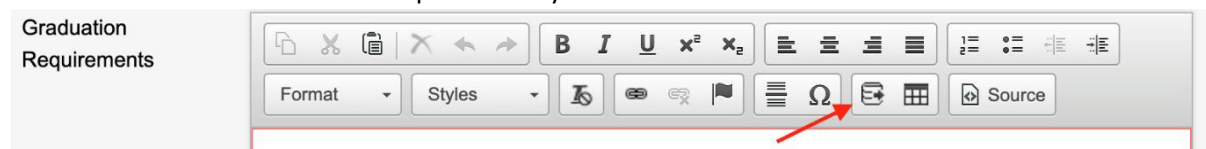
Do the total credits for the program exceed the standard amount allowed for the degree type?

Credit totals higher than the standard amount are often not competitive with similar programs at other institutions. This will require justification to show why this is essential. May require approval by the Board of Education.

Graduation Requirements

If the program is a bachelor's degree with emphases, ALL graduation requirements must be within the core. Graduation requirements cannot be within the emphases.

Requirements can be entered directly into the field. You must link any courses listed in the graduation requirements by highlighting the course prefix and number, then click on the "insert/edit database field" icon to link to the course. This keeps the ecosystem accurate.



Graduation Requirements should include:

- Total credits
- Residency Requirement (must be at least 25% of the credit total)

May include:

- GPA requirement
- Departmental requirements

Bachelor's degrees must also include:

- Requirement of at least 40 credit hours of upper-division courses. (Reduced credit bachelor's degrees require at least 30 credits of upper division courses)
- Successful completion of at least one Global/Intercultural course.
- Successful completion of at least two Writing Enriched courses. Example:

Graduation Requirements

1. Completion of a minimum of 120 semester credits, with a minimum of 40 upper-division credits.
2. Overall grade point average of 2.0 or above. Must have a minimum grade of C- with a combined GPA of 2.5 or higher in all discipline core and emphasis requirements and the General Education requirements marked with a footnote.
3. Residency hours -- minimum of 30 credit hours through course attendance at UVU. 10 of these hours must be within the last 45 hours earned. At least 12 of the credit hours earned in residence must be in approved CSE Department courses.
4. All transfer credit must be approved in writing by UVU.
5. No more than 80 semester hours and no more than 20 hours in CS type courses of transfer credit from a two-year college.
6. No more than 30 semester hours may be earned through independent study and/or extension classes.
7. Successful completion of at least one Global/Intercultural course.
8. Successful completion of at least two Writing Enriched (WE) courses.

If the modification has changed the total credits, you must update the total credits in the Graduation Requirements field.

Graduation Requirements are ONLY listed in the core of a program and NOT in the emphasis.

If you are working on a program that has emphases, make sure that ALL the emphases have the same number of credits so that the requirement is accurate.

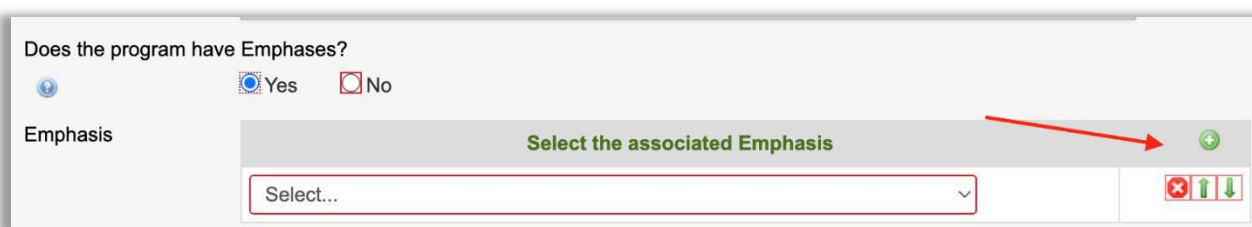
Emphases

Does the program have emphases?

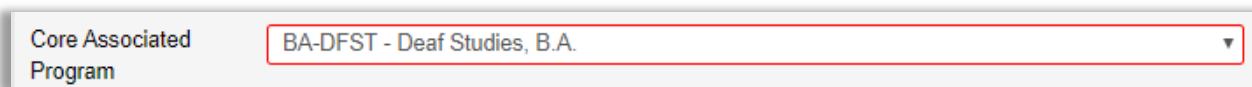
If “Yes” is selected, select the appropriate program(s) from the drop-down list.

Click the green + to add a program. Click the red X to remove the program.

If there are no emphases, click “No”.



If the program is an emphasis, you will need to select the core of the program from the dropdown menu.



This option is pre-selected for existing programs. Make sure all emphases have identical total credit counts and that the core credit total aligns accordingly.

The total credits for the core are listed at the top of the Program Listing / Schedule in the emphasis as indicated below. Followed by emphasis requirements.

Program listing/schedule	Total Credit Hours	62
	Art and Design Requirements	30 Credits
	Complete the requirements	30
	Emphasis Requirements	32 Credits

Acceptance Required?

Should students be able to select this program as a degree choice on the UVU admissions application?

Select “Yes” to allow students to self-admit to your program when applying to UVU

Select “No” if your program is selective entry and a student must be accepted before program admission.

Contingencies

Program proposals that have contingencies include:

- New courses
- Modified courses that have prefix, number, or credit hour changes
- Removal of deleted courses

Proposals with contingencies must be reviewed and approved concurrently to keep curriculum data clean. (See [Curriculum Impacts / Ecosystem](#))

Supporting Documentation

Complete the following steps before entering the program proposals into CourseLeaf CIM:

4. Discuss with department and outline proposal
5. Request and receive approval for the program proposal to be added to the dean's Horizon Document
6. Complete the following documents. Each of these must be attached to the program proposal form:
 - a. Program Feasibility Report (Contact Director of Strategic Planning – Quinn Koller)
 - b. Program Strategic Enrollment Plan (Contact Director of Strategic Planning – Quinn Koller)
 - c. Library Resource Document (Contact Library Director - Lesli Baker)
 - d. Program Assessment Matrix (Contact Director - Accreditation and Academic Assessment –Justin Atkins)
 - e. Program Financial Plan (Contact college/school Financial Manager)
 - f. Completed R401 (Contact Curriculum Office)
 - g. NWCCU reduced credit degree document (90-119 credit BAP/BAS degrees – contact Curriculum Office)

Refer to “Curriculum Workflow for Program Proposals” for additional information. See the [Curriculum Office Website](#) for detailed information.

Attach Supporting Documentation	Attach File	Uploaded Files:
		Files To Be Uploaded:

Approval Workflow

Once a proposal has been submitted, it will go through approval steps. The person who pushes the “Save and Submit” button is responsible to monitor the proposal through the entire workflow. They are called the “Submitter” and will be the point of contact for the proposal moving forward.

Emails (Automatic CourseLeaf CIM Notifications)

Automated emails contain links to the proposals along with instructions.

ACTION REQUIRED: Rollback / Changes Returned

- When a proposal is rolled back, an automated email is sent to the submitter to alert them. The submitter must check reviewer comments, make needed revisions, respond via “Add comment” button, and resubmit or approve to send it to the next step in workflow.

ACTION REQUIRED: Role

- **Submitter**
After [Intercollegiate View](#) the proposal will return to the submitter to respond via “Add comment” button, and approve to send it to the next step in workflow. Or, they may make small edits as needed, add a comment, and approve.
- **Role**
Individuals stewards over a particular role must review and approve or rollback proposals

VOTE REQUIRED

- **Dept Peer Review Vote / Committee Vote**
Members must review and vote using the voting box and saving their vote. A vote of no should contain a brief statement in the voting box.

FYI Course / Program

- No approval is necessary. This email is informational.

APPROVED Course /Program

- This email is sent once a proposal has been reviewed, approved, and processed.

ALWAYS PAY ATTENTION TO EMAILS FROM COURSELEAF CIM!!

****It is the responsibility of the faculty member that submits the curriculum to mindfully oversee their curriculum.**

Red and Green Markup

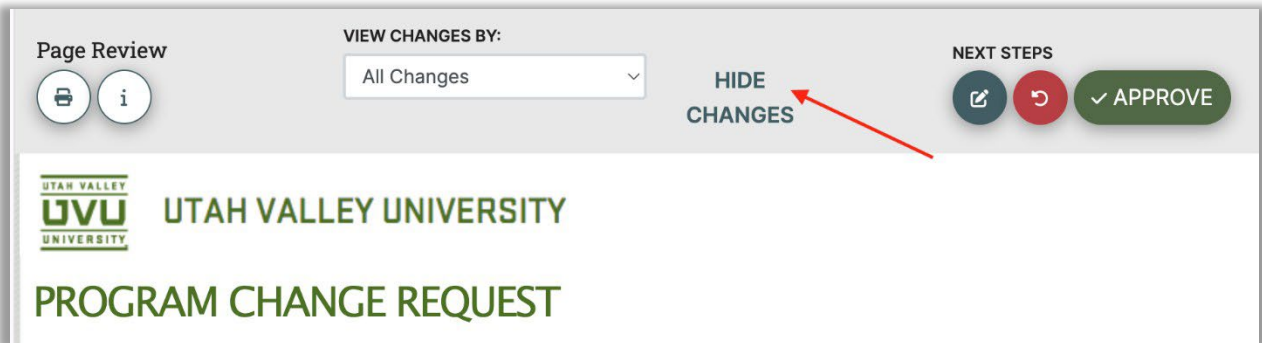
When a course is being submitted to modify:

Text in black has not been modified

- Red strike-through text has been removed
- Bold, green text has been added

Course Description	For students with special interests in Anthropology or the Life Sciences. Studies fossils and living primates, primate biology and behavior. Surveys humanoid fossils. Investigates human evolution and variations of basic biology as it pertains to human development. Stresses the importance of the distribution and diversity of humankind. <u>Explores how to apply the knowledge of biological anthropology to solve human problems.</u>
Prerequisite(s) for this course if any	(ENGL 1010 or ENGH 1005) and (ANTH 1010G or BIOL 1010)

Sometimes the red and green mark up on a modification is confusing. To see what is being proposed without the red and green mark up, click “Hide Changes”. (You must be in “Approve Pages” for this feature.)



Program change indicators:

- Blue line on the left means that something has changed (an ‘and’ / ‘or’ class was removed, or the credits for a course were changed, or the order was changed)
- Courses in bold, green text have been added
- Courses in red with strike-through have been removed

Technical Production Module Courses:	
<u>DGM 2130</u>	Digital Audio Essentials (3)
<u>THEA 2203</u>	Costume Construction I (3)
<u>THEA 2204</u>	Costume Construction I Lab (1)
<u>THEA 2531</u>	Introduction to Lighting and Sound (3)
<u>THEA 2574</u>	Drafting for Theatre Design (3)
<u>THEA 3511</u>	Stagecraft II (3)
<u>THEA 3542</u>	Costume Construction II (3)
<u>THEA 3565</u>	Technical Direction for the Stage (3)
<u>THEA 3573</u>	Scenic Painting (3)
<u>THEA 3574</u>	Drafting for Theatre Design¹
<u>THEA 454R</u>	Special Topics in Costume Construction (1-3)
<u>THEA 4561</u>	Stage Management II (3)

- When a course is “Not Found” the course number is not in the system and a revision must be made.

ESWF 2310	Course ESWF 2310 Not Found
------------------	-----------------------------------

- Courses currently being modified have a box with a blue dot next to them.

ENGR 1000	Introduction to Engineering		3
-----------	-----------------------------	--	---

- Courses currently being deleted have a box with a blue 'X' next to them.

ACC 2500 Data Analytics in Accounting 3

- *Newly submitted courses (still within the approval process) have a box with a blue '+'*

ACC 4250 Advisory & Controllorship Practices (3) 

Approval Path / Workflow

This example shows a course that is making its way through the approval process.

VIEWING: ANTH 4760G

CULTURAL ENVOY LEADERSHIP EXPERIENCE GI

LAST EDIT: 10/25/24 12:02 PM

Changes proposed by: 10328341

Faculty Member	UVID:	10328341	Name:	John Dulin	E-mail:
John.Dulin@uvu.edu					
No Approval Workflow	No				
Proposed Effective Term	Fall 2026				
Terms offered	On sufficient demand				
Department	Social and Behavioral Sciences	College/School	College Humanities and Social Sciences		
Course Prefix	ANTH - Anthropology	Course Number	4760G		
Special Designation	Global Intercultural (GI)				
Is this a Writing Enrichment Special Designation	No				

IN WORKFLOW

1. SBC Peer Review Vote

2. Intercollegiate View

3. John Dulin

4. GI Committee Chair

5. UCC QA 3 Vote

6. UCC Vote

7. Final Processing

8. Catalog/Records

9. Banner

APPROVAL PATH

1. 04/30/24 9:46 am
19/27 votes cast.
Yes: 100% No: 0%
Colleen Peterson (Colleen.Peterson):
Approved for SBC Peer Review Vote

2. 05/16/24 5:27 pm
Debbie Ferguson (debbie.ferguson):
Approved for Intercollegiate View

“IN WORKFLOW” shows each step in the workflow process. Completed steps are shown in bold, green text. Current workflow step is shown in bold, amber text. Future workflow steps are shown in grey.

“APPROVAL PATH” shows each step in the approval process. These include a date, time stamp and additional details. Some of these are very lengthy if they are rolled back for edits and resubmitted.

History

Previous iterations of the course or program can be seen under “History.” Click on each numbered text to see previous versions.

Submit to Delete

Export to PDF

Export to Word

Modify Course

Preview Workflow

VIEWING: **POLS 2100**

INTRODUCTION TO INTERNATIONAL RELATIONS

LAST APPROVED: 10/22/24 9:42 AM

LAST EDIT: 10/22/24 9:42 AM

Programs referencing this course

- BS-HISS: History and Social Studies Education, B.S.
- BA-POLS1: Political Science, B.A.
- BA-POLS1-AMGV: Political Science - American Government Emphasis, B.A.
- BS-POLS1: Political Science, B.S.
- BS-POLS1-AMGV: Political Science - American Government Emphasis,

HISTORY

1. Jun 21, 2018 by 10011908
2. Aug 20, 2024 by AJ Reed (Alexis.Reed)
3. Oct 22, 2024 by Hong Pang (hong.pang)

Workflow Steps

Before any course or program (new, modify or delete) is submitted in CourseLeaf CIM, departments need to strategize and plan with their dean. New, deleted, and substantially changed programs must be on the dean’s Horizon Document and require [supporting documentation](#).

Course Approval Workflow How-to

Once a course has been submitted, there are specific submitter responsibilities that need to be taken care of at certain steps (outlined below).

Curriculum Impact

1. The Curriculum Office performs an [impact search](#). If additional submissions are needed, the submitter will be notified. Submitter has 30 days to address any contingencies.

Department Peer Review Vote

1. An automated email is sent to all members on the department voting list. It is the submitters responsibility to reach out to department colleagues and ensure that enough votes are submitted.
2. Once 67% affirmative votes have been cast, the curriculum proposal will automatically move forward in the workflow
3. Once the curriculum item has passed the department vote, the voting box will no longer be visible. Concerns can be entered by selecting “Add Comment”.

Intercollegiate View

1. This step takes place between the 1st and 15th of each month (excluding June and July). Anyone with viewing access in CourseLeaf CIM can view and comment on proposals. The submitter does not need to complete any actions at this step.

Submitter step (Action Required)

1. The submitter will receive an automated email alerting them that their proposal is in the queue under their name. The submitter must review any comments at the bottom of the form.
2. Small edits may be made at this step using the “Edit” button.
3. The submitter should select “Add Comment” to respond to previous comments or indicating changes made.
4. Once the proposal is ready, the submitter **must** select “Approve”.

School / College Dean Review (Programs Only)

1. Deans review and approve or rollback proposals.

Compliance Review

1. If action is needed, reviewers will inform submitters.
2. If needed, reviewers include Graduate Council, UVU Online, Office of AAA, GE, GI, WE, and/or Honors.

UCC QA Vote

1. The QA members will review the proposals in this queue.
2. The submitter will receive an email from the Curriculum Office when their proposal is in this queue to alert them when the meeting is held. Submitters unable to attend must designate a faculty member that can speak for the proposal.
3. Items with questions or concerns are placed on the agenda and submitters are notified that they need to attend the meeting. The committee may:
 - a. Make small corrections under the direction of the submitter
 - b. Approve the proposal as is
 - c. Rollback the proposal for edits

UCC Vote

1. The UCC members will review the proposals in this queue.
2. The submitter will receive an email from the Curriculum Office when their proposal is in this queue to alert them when the meeting is held.
3. Items with questions or concerns are placed on the agenda, and submitters are notified that they need to attend the meeting. The committee may:
 - a. Make small corrections under the direction of the submitter
 - b. Approve the proposal as is
 - c. Rollback the proposal for edits
 - d. Disapprove the proposal

Academic Affairs Council (Programs Only)

1. Academic Affairs Council reviews and approves.

Office of the Commissioner of Higher Education [OCHE] (New Programs Only)

1. Posted on USHE website for CAO review (6-10 weeks).
2. Masters degree requires extra time and undergoes a labor market analysis. (4-12 weeks)

Academic Affairs sub-Board of Trustees [Sub BOT] (Programs Only)

1. Academic Affairs sub-Board of Trustees reviews and approves.

UVU Board of Trustees [BOT] (Programs Only)

1. UVU Board of Trustees reviews and approves.

NWCCU Approval (Programs Only)

1. Notifies NWCCU for review and approval (may take several weeks).

Timelines for review

- Substantive changes take 30-60 days (expedited – 14 days)
- NWCCU does not review substantive change requests in October and April.

Remember: Institutions cannot publicize unapproved programs (new or modified!)

- Examples: Catalog, website, grant applications, press releases

Final Processing

1. The proposal may wait in this step for other associated proposals before finalizing.
2. Actions are performed in university-designated software systems within the Academic Affairs, Digital Transformation, and Student Affairs Divisions.
3. When new programs have been fully processed, an automated email will be sent. Marketing and recruiting can now commence.