


# CREATING A NEW PROGRAM IN CIM

## ***Beginning tips:***

- Throughout the form, there are help bubbles.  Click or hover over the icon to display additional guidance.
- You may copy and paste from another document to save time where it allows. Please note that some formatting may be lost.
- Fields outlined in red are required. All required fields must be filled out before the form can be submitted.
- Depending on how you answer, questions may appear or go away.
- **Course changes (edits or new courses) that impact programs must be approved prior to, or submitted concurrently with, the program form(s).**

**A. Login to [CIM Program Management](#)** using your UWL user ID and password.

**B. Click on Propose New Program.** A new window will open up.



Program Code	Title	Workflow	CIM Status	Suspended or Deactivated
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## **1. BEGINNING INFORMATION**

a. **Justification for the proposal:** Explain why this program is being proposed.

Provide the justification for this proposal. Supporting documents may be attached at the end of the form.

There is expected to be a rising demand for engineers in Wisconsin (as well as nationally) to meet the needs of current employers and attract new industries to the state. Historically, there has been a strong interest in engineering at UWL, where for over 25 years, the Physics Department has partnered with engineering programs at other universities to offer dual degrees in Physics and Engineering. Student enrollment in these dual-degree programs has decreased over the past ten years due to a reduced commitment of partnering engineering schools and increased restrictions in the transfer process. The new Engineering Physics program will provide a 4-year engineering track at UWL while making use of the engineering courses, expertise, and resources already in place locally to support the dual-degree programs. The proposed Engineering Physics program aligns with both the strategic objectives of the UW Strategic Plan and the pillars of UWL's Strategic Plan.

b. **Effective Catalog:** Select the next catalog year. Undergraduate and graduate catalogs are published only once a year near the end of June, and changes cannot be made to a catalog once it is published. If the program should not be published until the catalog after next, please contact the Records Office to notify them.

i. Please note that changes can still be made effective for current students based on the information entered in the next two questions.

c. **Effective Term:** Usually, Summer of the upcoming catalog year is best to be sure of inclusion in the next catalog. Spring can also be selected to make a new

program effective mid-year. The Fall term is rarely used for new programs due to the timing. Revisions will appear in the catalog after the next catalog is published.

- d. **Applies to Students in:** indicates what students will be impacted.
- Next catalog:** only new students admitted to the university going forward can declare this new program.
  - All catalogs:** program is made retroactive so that all current students can switch to this new program when it is fully approved.
  - Other:** program is made retroactive, but selective. Departments may select some of the current students (for example, students admitted in the last two years only) to be able to declare this new program. If **Other** is chosen, you'll need to provide a justification.

Effective	<input type="text" value="2025-2026"/>
Catalog: ?	
Effective Term: ?	<input type="text" value="Summer 2025"/>
Applies to students	<input type="text" value="Next Catalog"/>
in: ?	
Is this a policy? ?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- e. **Is this a Policy?** Select **No** for majors, minors, graduate programs, certificates, microcredentials, general education requirement, honors program, degree requirement, or other academic curricula. **No** is the default and most common answer. Select **Yes** if creating a rule, goal, or procedure that is not curriculum.

## 2. PROGRAM ORGANIZATION

- Fill in the **College/School** and **Department/Program**.
- Level:** Undergraduate or Graduate. The “Both” option is for policies only.
- Program Type:** select the appropriate type. If you do not see your type listed, use the “Other” field and describe the program type. The question will disappear if the answer was Yes to Is this a Policy?
- Is this Exempt from the College core:** Only applies to majors in the College of Science and Health. Will not appear on form otherwise.
- Program Code** is for Records office use only. It will be blank until the Records Office assigns a code.
- Title:** Enter the formal title as it should appear in the catalog. There is a 100-character limit.

College/School:

Department/  
Program:

Level:

Program Type:

Program is exempt from the college core:

☐ Yes ☒ No

Program Code(s)

Program Code	
<input type="text" value="ENGRPHY.BS"/>	
<input type="text" value="ENGRPHY.2"/>	

Title

75 characters remaining

- g. **Is this a teacher education program?** If **No**, proceed to the next question. If **Yes**, a teacher education section will appear farther down the form to be completed. A Yes answer means the proposal will also go through the School of Education for approval.
- h. **Mode of Instruction:** Select **In Person** only unless formally requesting the program be offered as a **Hybrid** or **Online** program. UW System must be notified of Hybrid and Online programs. The question will disappear if the answer was Yes to Is this a Policy?

Is this a teacher education program or policy?

Mode of Instruction:



☒ In Person

☐ Online

☐ Hybrid

☐ N/A

- i. **Credits:** enter the minimum number of credits required by the program. If greater than 40 and an undergraduate program, provide a justification.

Number of credits  
required: ⓘ

89

Justification if more than 40 credits:



The proposed curriculum has been designed to meet both UWL's General Education requirements and accreditation requirements of the Accreditation Board of Engineering and Technology (ABET). Eleven of the 89 required credits for the major will also count towards General Education requirements. ABET requires accredited engineering programs to have 30 semester hours of math and basic science, 45 semester hours of engineering topics, and a culminating major engineering design experience (e.g. capstone course(s)).

### 3. PROGRAM OR POLICY REQUIREMENTS AND DESCRIPTION

- Programs are published in the catalogs following a similar format and appearance across all departments. Revisions to program requirements should be readable, clear, and consistent with the rest of the catalog. The guidelines for formatting are in the [Formatting Programs Guide](#). Proposals that do not follow the proper format may be returned to you for correction. The Records Office can also assist with formatting changes if needed.
- Edit using the page editor tools. To edit an existing Course list, double-click on the blue box in the editor field. To enter a new Course list,
- When you save and submit to workflow, the next approver in line will be able to see your changes on the program preview. The new information will be in **green and underlined**, and the deleted items will be in **red**.
- See the *Formatting Programs Guide* for more details.

#### Program or Policy Requirements and Description

New programs appear in the university catalog in a particular format controlled by this software. The Records Office recommends that proposers take a few minutes to go through the [curriculum guidelines](#) available online before entering the program requirements. Please **do not** cut and paste course lists from another document and submit without further formatting. Text can be cut and pasted, but course lists **must** be created using the Course List function (the graph/grid icon located just to the left of the Source button).

**Course changes (edits or new courses) that impact programs must be approved prior to, or submitted concurrently with, the program form(s).**

Proposals that do not follow the proper format may be returned to you for correction.

The screenshot shows the program editor interface. At the top, a toolbar contains various icons for editing. A red box highlights the toolbar, and two red arrows point to specific icons: the graph/grid icon and the Source button. Below the toolbar, the text "(All colleges)" is visible. The "89 credits" requirement is shown. The "Course List" section is highlighted with a blue border. Below it, the "Core" section is visible, containing the text "Required Mathematics and Basic Sciences".

(All colleges)

89 credits

Course List

Core

Required Mathematics and Basic Sciences

To link courses not in a course list to their course descriptions

To start a new Course List (see blue box below)

#### 4. ADDITIONAL PROGRAM INFORMATION

- a. **Have you consulted with all departments with a course in your program or impacted by this update?** All departments impacted by this new program should be notified before submitting into workflow. Besides departments with a course in the program, they may also be impacted if many of their majors or minors will want to declare this new program or if the new program has content that touches on another department's subject.
- b. **List the departments you have consulted:** these departments will be notified by email that your program has been submitted to workflow. If they were not made aware of the proposal yet, they may contact you with questions or submit questions ahead of the UCC/GCC meeting.
- c. **Does this program outsource some portion of its academic program instruction to a non-UWL entity?** Programs which include instruction by non-UWL entities may require contractual or consortial arrangements requiring HLC approval or notification. If the answer is Yes, another field will appear to enter in a description of who will be teaching and how the instructional contract will be set up.

#### Additional Program Information


Have you consulted with all of the academic departments/programs/offices that have a course in your program or may be impacted by this update? If no, please notify those programs of your proposed changes before going further. Only use N/A if this update will not impact any other academic department.

☒ Yes

☐ No

☐ N/A

Please list any other departments/programs/offices that you have consulted. Some situations in which to consult other departments include, but are not limited to: if students from another program commonly declare this major/second major/minor as an additional plan, if the content of this program overlaps or duplicates content in another program.



Department(s) Consulted		
<div>None</div>		

*If your changes affect teacher education programs, you must consult with those programs and the School of Education Dean's Office or your proposal will not proceed through the workflow process.*

Does this program outsource some portion of its academic program instruction to a non-UWL entity?



☐ Yes

☒ No

#### 5. PROGRAM STUDENT LEARNING OUTCOMES

- a. Please enter 1 outcome per line. Use the plus sign to add additional lines for additional learning outcomes.
- b. The IRAP office has compiled departments' current [program learning outcomes online](#), including the General Education Program.
- c. The Assessment Resources page has materials to help write PSLOs/SLOs and is linked in the text on the form. Most especially, the [Assessment Toolkit](#) resources, maintained by the University Assessment Coordinator, has materials about program learning outcomes.

## Program Student Learning Outcomes

Program student learning outcomes (PSLOs) are student learning outcomes (SLOs) at the program level and are the knowledge and competencies students should have at the completion of the program. PSLOs should be measurable and aim to successfully prepare students for a career or contribute to society in general. Materials to help write PSLOs/SLOs are on UWL's [Assessment Resources](#) website.

Enter in each Program Student Learning Outcome individually. Use the green plus sign to add additional learning outcomes.

At the completion of this program, students will be able to:			
1	identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.		✖
2	with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.		✖
3	communicate effectively with a range of audiences.		✖
4	recognize ethical and professional responsibilities in engineering situations and make informed judgements, which must consider the impact of		✖
5	function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish		✖
6	develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgement to draw conclusions.		✖
7	acquire and apply new knowledge as needed, using appropriate learning strategies.		✖

Outcomes may be copied and pasted from the original program proposal documents.

6. **TEACHER EDUCATION PROGRAMS/POLICIES** – if **Yes** was checked at the top of the form, complete the question about how the program enhances teacher education.

### For All Teacher Education Programs and Policies

Describe how this program or policy enhances teacher education and/or respond to accreditation or certification requirements.

### 7. ADDITIONAL INFORMATION

- At least one attachment is required for new programs, and that is the new proposal planning document that will be reviewed by UWL's Academic Planning Committee. The link in the form will take you to the website with more directions on what that document should look like.
- In addition to the planning document, the Records Office will likely attached the formal letters of approval from Faculty Senate, the Chancellor, UW System, and/or HLC if their approval is required for this new program.

- c. Besides the above, some optional attachments may be: information about accreditation requirements or emails/letters from other departments/offices that were consulted.

Additional information and/or explanation of attachments

Attached is a copy of the request for authorization document that will be submitted to the Board of Regents.

Attachments

Uploaded Files:

[BOR Request to Implement Engineering Physics.pdf](#) Remove

[Engineering Physics Program approved by FS 10-3-2024.pdf](#) Remove

Files To Be Uploaded:

Attach File

**\*\*Remember to include required new program proposal document(s) for review by UWL's [Academic Planning Committee](#).\*\***

**D. Take action on your changes** – after completing the form, select one of the following:

**Action Buttons** – after completing the form, select one of the following:

Cancel Save as Draft Start Workflow

- Save as Draft** - to save your work and come back at a later time. This save does not submit the form and will allow saving without filling out all required fields.
- Start Workflow** - to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted. The form saves and notifies the next approver in the workflow with an automated email explaining that they can now review, edit, approve, or reject the course proposal.
- Cancel** – to erase any changes you made in this session, but only this session. You are returned to the previous screen. Form will not be submitted.

**Erasing all edits** - Contact the curriculum administrators in the Records and Registration office ([curriculum@uwlax.edu](mailto:curriculum@uwlax.edu)) to shred your edits and start over.

**Forms In Workflow:** If a course is in workflow, the approval steps will appear. The completed steps will be in green. The current step will be in brown/orange. Steps not yet completed will be black. The Approval Path showing the times and names of approvers will be below.

Edit Course

[Preview Workflow](#)

### History

1. Mar 27, 2015 by David Anderson (danderson4)
2. Mar 16, 2016 by Constance Arzigian (carzigian)
3. Mar 10, 2018 by Constance Arzigian (carzigian)

### History

Once a proposal is fully approved (gone through all workflow steps), a history of the change becomes available in the course preview. Click any of the dates to view what was changed in that revision. The history in CIM has revisions from 2015 to the present. For changes prior to 2015, copies may be in your department's office or contact Records & Registration for assistance.

### Logging out

Close all windows of your browser to log out, or you will be logged out after 30 minutes of inactivity

### In Workflow

1. PHYDEPT Chair
2. CSH Academic Services Director
3. CSH Dean or Associate Dean
4. Registrar
5. Prep UCC
6. UCC Chair
7. Records Office
8. Prerequisite Review
9. Advisement Report Review
10. PeopleSoft

### Approval Path

Questions? Additional guides can be found on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>, or contact the Records and Registration's Curriculum Team at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu).