


# REVISING PROGRAMS/POLICIES

## ***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.
- Some fields may be newly added questions or haven't been completed since CIM was implemented. An empty field with a red box around must be completed the next time the course is updated. Fields not in red are optional, but if you have the information available, you are welcome to enter it.
- 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. Find the Program**

1. Search for the existing program. Use an asterisk (\*) when using partial titles. For example, math\* will find everything that starts with “math.” \*math will find everything that ends with “math.” \*math\* will find everything that contains “math.” You can also search by program code (MTH.BA) and the full program title (Mathematics Major).
2. More information about the search screen is in the *Search for a Program* guide.
3. Once you select a program in the results, the program details will display below. You won't be able to edit until you have clicked Edit Program.

☐ History - OR -

Program Code	Title	Workflow	CIM Status	Suspended or Deactivated
MTH Credit by Exam	Mathematics and Statistics Credit By Examination Policy			
MTH Retro Cred	Mathematics and Statistics Retroactive Credit Policy			
MTH.BA	Mathematics Major		Edited	
MTH.C	Mathematics-Certificate Program in Middle School Mathematics		Inactive	Deactivated
MTH.H	Mathematics and Statistics Honors Program		Edited	
MTH.M	Mathematics Minor			
MTH.UAPDC	Mathematics Major with Applied Emphasis			

**Changes saved but not submitted** 

[Preview Workflow](#)

Viewing: **MTH.BA : Mathematics Major**

Last approved: 06/29/23 4:23 pm

History

1. Dec 30, 2014 by

### C. Edit the Program

1. Click the Edit Program button. A new window will pop up.
2. Review all fields for accuracy. Some or all fields may need to be completed/updated. Required fields are outlined in red. The system will advise which fields are missing information if the form is submitted without a required field being completed.
3. **BEGINNING INFORMATION** - This information must be updated each time a program is revised.
  - a. **Program Justification:** Explain why this program is being revised. Please include a description that explains everything being changed on the form.
  - b. **Purpose of Proposal:** Select the option that most closely matches the reasoning entered in the justification. Select all that apply.

### Editing: **MTH.BA: Mathematics Major**

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

The department voted to update the traditional mathematics major to allow more flexibility in course offerings.

Purpose of Proposal (select all that apply)

- ☐ Addition of new electives
- ☐ Change to accreditation/certification/licensure requirements
- ☐ Faculty turnover
- ☐ Response to APR recommendations
- ☐ Update to existing electives
- ☐ Records Office administrative cleanup/fix
- ☒ Other (See justification for explanation)

- a. **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.
  - a. Please note that changes can still be made effective for current students based on the information entered in the next two questions.
- b. **Effective Term:** Usually Summer of the upcoming catalog year is best to be sure of inclusion in the next catalog. Spring and Fall can also be selected if the change is intended to impact current students immediately, but please take note of the restrictions listed in the next question. Revisions will appear in the catalog after the next catalog is published.
- c. **Applies to Students in:** indicates what students will be impacted.

- a. **Next catalog:** applies only to new students admitted to the university on that effective term and going forward
  - b. **All catalogs:** applies revisions retroactively to ALL students who have already been admitted and are currently taking classes. Also applies to new students. This option is strongly discouraged and may not be approved if additional requirements are added as it will be detrimental to students currently in the program.
  - c. **Other:** applies retroactively, but selective. Departments may select some of the current students (for example, students admitted in the last two years only). This option is strongly discouraged and may not be approved if additional requirements are added as it will be detrimental to students currently in the program. If **Other** is chosen, you'll need to provide a justification.
- d. **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.

Effective	<div>2024-2025</div>
Catalog: ⓘ	
Effective Term: ⓘ	<div>Fall 2024</div>
Applies to students in: ⓘ	<div>Next Catalog</div>
Is this a policy? ⓘ	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

#### 4. PROGRAM ORGANIZATION

- a. **College/School** and **Department/Program** will be completed. If the department has changed colleges, or programs are changing departments, make that change here.
- b. **Level:** Undergraduate or Graduate. The “Both” option is for policies only.
- c. **Program Type:** select the appropriate type if not already filled. 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?
- d. **Is this Exempt from the College core:** Only applies to majors in the College of Science and Health. Will not appear on form otherwise. Only the exempt CSH programs being revised go through the CSH curriculum committee for approval.
- e. **Program Code:** For Records office use only. Proposer will not be able to edit.
- f. **Title:** If changing the 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)

Title   
83 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

- a. **Credits:** verify the minimum number of credits the program requires and change as necessary.
- If the undergraduate major is greater than 40 credits, provide a justification. UWL policy states that major requirements should be 40 credits or less, but exceptions can be made if needed by external agencies, accreditations, etc..
  - If the credit total is increasing, include a specific rationale for increase in credits and indicate if this will cause students to have to take more credits in total to earn their degree.

Number of credits required:

Justification if more than 40 credits:

Rationale for increase in credits:

Will students graduate with more credits?  
☐ Yes ☒ No

## 5. 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.
- 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

All programs appear in the university catalog in a particular format. In order to make changes in a course list, double click anywhere inside the blue box containing the course lists and select the courses you want to add or remove in the new window that pops up. The Records Office recommends that proposers take a few minutes to go through the [curriculum guidelines](#) BEFORE editing the description below.

**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.

or <b>MTH 309</b>	Linear Algebra	
<b>MTH 310</b>	Calculus III: Multivariable Calculus	4
<b>Group I</b>		

## 6. 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 these changes should be notified before submitting the revision into workflow. Besides departments with a course in the program, they may also be impacted if many of their majors or minors also major or minor in this program.
- 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 change ahead of time, 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.
- d. **Estimate the total percentage of change being made to the program in this proposal:** Refer to [Reporting Substantive Program Changes to HLC](#) for guidance on how to calculate this percentage. This question is looking for the percentage your change impacts the entire degree, which means other degree requirements not being changed should be added into the calculation. Example: an undergraduate major that changes a course in the program will need to estimate the percentage of the change when the major, college, general education, and baccalaureate degree requirements are added together.

### 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	
Select...	

*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

Estimate the total percentage of change being made to the program in this proposal.

5%

*Refer to [Reporting Substantive Program Changes to HLC](#) for guidance on how to calculate this percentage. This question is looking for the percentage your change impacts the entire degree, which means other degree requirements not being changed should be added into the calculation. Example: an undergraduate major that changes a course in the program will need to estimate the percentage of the change when the major, college, general education, and baccalaureate degree requirements are added together.*

## 7. PROGRAM STUDENT LEARNING OUTCOMES

- Please enter 1 outcome per line. Use the plus sign to add additional lines for additional learning outcomes.
- The IRAP office has compiled departments' current [program learning outcomes online](#), including the General Education Program.
- 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	will be able to state and apply both definitions and theorems using precise mathematical language	
2	will be able to solve computational problems (using technology when appropriate) and judge reasonableness of their solutions	
3	will be able to efficiently communicate mathematical ideas in written form	
4	will be able to construct and communicate rigorous mathematical proofs	

- TEACHER EDUCATION PROGRAMS/POLICIES** – if **Yes** was selected to the Is this a teacher education program/policy question. If nothing has changed, you don't need to delete or provide new information.

### For All Teacher Education Programs and Policies

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

## 9. ADDITIONAL INFORMATION

- Additional information is not required, but anything that may be relevant to reviewers in workflow, and later, to members of your department or other instructors of the course may be helpful here.

- b. Attachments are not required on a program revision, but 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

Attachments

Attach File

Uploaded Files:

Files To Be Uploaded:

**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

- a. **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.
- b. **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.
- c. **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.

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



Edit Course

[Preview Workflow](#)

#### History

1. Oct 14, 2016 by  
Robert Dixon  
(rdixon)
2. Apr 6, 2021 by  
Kathleen Hawkes  
(khawkes)
3. Oct 30, 2021 by  
Marie Moeller  
(mmoeller)

### **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.

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).