Proposing Changes to Existing Academic Programs
Job Aid

Login
Login is located on the Academic Programs and Agreements webpage. Select the CourseLeaf Access: Programs toggle on the grey search bar. Use your abc123 username and passphrase to log in.

Proposing Changes to Existing Academic Programs
Once logged into the system, search for the existing program (can search by keyword).

- Click on the program that you want to update/edit.
- Click on the green “Edit Program” button.
- Select the appropriate Change Type (e.g., Catalog Update, Add a Concentration, Closing a Program, Credit Hour Change, CIP Code Change, Method of Delivery Change, Name Change for Degree Program or Concentration, Off-Campus Instructional Site Change, or Other – Administrative Unit Change).
- Answer the questions associated with that change type.
- Attach appropriate forms/documents, if applicable.
- Save Changes or Submit to Workflow.

Proposing Multiple Changes
Multiple changes to a program can be made at one time in one workflow. To do so:

- Follow the instructions above.
- Select all Change Types that apply.
- Answer the questions associated with those change types.
- Note that you cannot combine catalog updates with three of the change types: Closing a Program, Off-Campus Instructional Site Change, and Other – Administrative Unit Change.

Administrative Changes
Administrative Changes where a degree program(s) is moved from an existing department or college to another existing
A department or college can be made in CourseLeaf by selecting the Other – Administrative Unit Change type.

Administrative changes that cannot route through CourseLeaf include renaming administrative units or establishing a new department or college. For those administrative processes, please refer to the Establishing New Academic Units page on the Continuous Improvement & Accreditation website.