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, or off-campus instructional site change). It is important to note that each Change Type has specific workflows and questions that accompany that change type. You can submit catalog updates with another change type, but you must select the appropriate change type first.
- Attach appropriate forms/documents, if applicable.

Administrative Changes
There are a few administrative changes that cannot route through CourseLeaf, such as moving degree programs from one department to another department, renaming administrative units, or establishing a new department. For those administrative processes, please refer to the Administrative Changes to Academic Units page on the Continuous Improvement & Accreditation website.