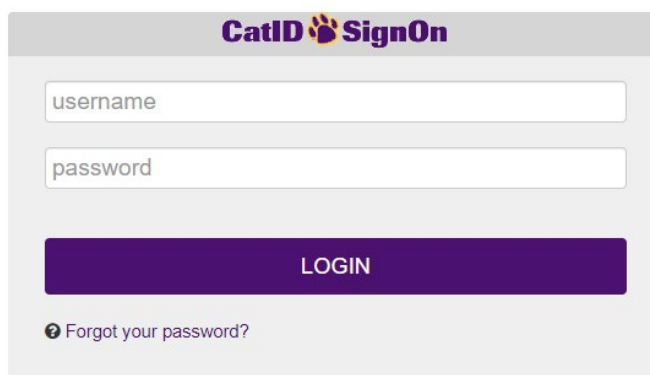# Courseleaf Curriculum Management Guide

Courseleaf Curriculum Management (CIM)

CIM is the Curriculum Information Management System used at the University of Northern Iowa where our program and course updates take place. Departments can make adjustments to courses/programs and then submit these changes into a workflow for approval from various bodies.

Once a proposal for a new, changed, or dropped course or program is started in the system, it can be tracked in CIM by anyone. It will also automatically appear in University of Northern Iowa's next catalog, but only proposals that are fully approved by the catalog deadline will be published.

How to Log into CIM

Navigate to https://nextcatalog.uni.edu/programadmin/ for programs or https://nextcatalog.uni.edu/courseadmin for courses, and log in using your UNI credentials.

Navigation in Leepfrog Curriculum System

Course Inventory Management -- https://nextcatalog.uni.edu/courseadmin/

Here you will have the options to edit, add, or drop (deactivate) a course.

Program Management -- https://nextcatalog.uni.edu/programadmin/

Here you will have the options to edit, add, or drop (deactivate) a major, minor, or program certificate. If you want to edit, add, or drop an emphasis within an existing major or minor, this would be done as an 'edit' to the program.

Workflow in Leepfrog for Courses

Below provides an overview regarding how workflow works for courses submitted through CIM. Workflow is generated when a proposal is saved and submitted by the originator. Workflow has been set up in accordance with UNI's curriculum approval process. The Leepfrog system can be viewed by anyone at UNI and provides a transparent approach to any curricular items being proposed.

To view the workflow status of any course proposal, follow the steps below:

1. https://nextcatalog.uni.edu/courseadmin/
2. Enter your CATID and password
3. Click OK

➔ ***TO SEE A PREVIEW OF WORKFLOW FOR COURSES***
   1. To search for an existing course by department prefix, enter the course prefix with an '*' behind it in the search field (ex. ACCT*)
   2. To search for all courses, enter '*' and click search
   3. You can also search through 'quick searches' and sort by column headings (course code, title, workflow, status)

4. Click on a course, for example, ACCT 2120. After clicking on the course, the following information appears. Take note of the link in red, "*Preview Workflow*'. When selected, workflow as it pertains to that course appears.

Proposals entered into the curriculum approval process are tracked into one of two pathways, depending on the type of edits being proposed: Editorial and Substantive – located on page 14.

The following will receive notifications for **ANY** proposal via email:

1. Library (FYI notification via email – doesn't stop workflow)
2. Teacher Education (FYI notification via email – doesn't stop workflow)
3. Impacted Department Heads (FYI notification via email – doesn't stop workflow)
4. UNIFI Committee (FYI notification via email – doesn't stop workflow)

Below are the workflow steps for **Editorial** proposals (these require approval before moving to the next step). The designee for each of these steps receives a separate email for **EACH** proposal when the proposal reaches that workflow step:

1. Department Head (department in which the course resides)
2. College Dean (college in which the course resides)
3. UNIFI Committee Chair (if course is marked as UNIFI course)

Below are the workflow steps for **Substantive** proposals (these require approval before moving to the next step). The designee for each of these steps receives a separate email for **EACH** proposal when the proposal reaches that workflow step:

1. Department Head (department in which the course resides)
2. College Dean (college in which the course resides)
3. UNIFI Committee Chair (if course is marked as UNIFI course)
4. *Graduate Curriculum Committee (GCC) - *if the course is a 5000-level or higher*
5. *University Curriculum Committee (UCC) - *if the course is a 4000-level or lower*

NOTE: Approvals done by the department head, college dean, and UNIFI Committee Chair are done by specific designees. The workflow items that are asterisked (*) are moved through the next workflow level by the Registrar's Office based on what is approved at those specific committee meetings (GCC, UCC, etc.).

To see whether or not a course has been added, edited, or deleted, resort to the Workflow/Status columns (shown below):

Help ⓘ

Course Inventory Management

Search, edit, add, inactivate and reactivate courses. Using * as a wildcard can aid in searching
(for example, *ACCT will return all courses with the department code ACCT)
You can also sort by the quick search window titles. (example: click Title, courses will sort by the Title name.)

[Search] ☐ History - OR - [Propose New Course]   Quick Searches... ⌄

Course Code	Title	Workflow	Status
SOCFOUND 3519	Schools and American Society	Ed Psych Found & Lea...	Edited
SOCFOUND 3519	Teacher Leadership & Educational Change	Ed Psych Found & Lea...	Added
SOCFOUND 4134	History of Education	Ed Psych Found & Lea...	Added
SOCFOUND 4243	Rethinking the Learning Society: Education and Its Future(s)	Ed Psych Found & Lea...	Added
SOCFOUND 4334	Education Policy and Politics of Education	Ed Psych Found & Lea...	Added
SOCFOUND 4434	Social Movements and Education	Ed Psych Found & Lea...	Added
SOCFOUND 4534	Education, Power, and Change	Ed Psych Found & Lea...	Added
SOCSCIED 2190	Introduction to Teaching Social Studies	PeopleSoft	Edited
THEATRE 1040	Movement for the Actor	PeopleSoft	Edited
THEATRE 2025	Body, Voice, Awareness	PeopleSoft	Edited

<u>WORKFLOW COLUMN EXPLAINED:</u>

- If nothing is listed under 'workflow' for a specific course, this indicates there's an edit to an existing course that's 'in progress.' The course has not been saved and submitted by the originator to start the workflow/approval process.
- If there is something listed under workflow for a specific course, this indicates there is an edit to an existing course and has been saved/submitted by the originator and has begun the workflow/approval process.

<u>STATUS COLUMN EXPLAINED:</u>

- When the status column reads 'added', but there's nothing listed next to the proposal under workflow, this tells us that there's a proposal to add a new course in progress. While the proposal has been saved by the originator, it has not been saved and submitted to go through workflow to begin the approval process
- When the status column reads 'added', but there is a designation under workflow this depicts that there's a proposal to add a new course that has been saved and submitted by the originator and is moving through workflow. The workflow column indicates the point the proposal is in the workflow approval process.
- If the status column shows 'deleted' and there's a designation under workflow, this lets users know there is a proposal to delete an existing course which has been submitted by the originator and is moving through workflow. The workflow column indicates the point the proposal is in the workflow approval process.

NOTE:

- Courses that were dropped in the previous curriculum cycle will be listed as 'deleted' under the status column. Leepfrog curriculum system is set up to retain the historical list of deleted courses as a matter of information. You will be able to distinguish previously deleted courses from those currently being proposed to be dropped. Courses currently being proposed to be dropped will also have a designation in the workflow column.
- Below is a screenshot of courses that were deleted in the previous curriculum cycles. The courses with no designation under workflow show us that those courses were deleted in a previous curriculum cycle. Courses that have a designation under the workflow column let us know that they're proposals for the current curriculum cycle.

Course Inventory Management

Search, edit, add, inactivate and reactivate courses. Using * as a wildcard can aid in searching
(for example, *ACCT will return all courses with the department code ACCT)
You can also sort by the quick search window titles. (example: click Title, courses will sort by the Title name.)

Course Code	Title	Workflow	Status
EARTHSCI 3335	Igneous Petrology		Deleted
EARTHSCI 3500	Investigations in Earth and Space Sciences	Registrar	Deleted
EARTHSCI 6400	Research Methods in Earth Science		Deleted
ECON 3077	Internship in Community Economic Development		Deleted
ECON 3241	The Organization of American Industry		Deleted
ECON 3245	International Economics		Deleted
ECON 3261	International Financial Economics		Deleted
ECON 3425	Managerial Economics		Deleted
EDLEAD 6210	Culturally Relevant Teaching & Leading	PeopleSoft	Deleted
EDLEAD 6290	Practicum in Principalship		Deleted

A deleted record cannot be edited

Workflow in Leepfrog for Programs

Below provides an overview regarding how workflow works for programs submitted through CIM. Workflow is generated when a proposal is saved and submitted by the originator. Workflow has been set up in accordance with UNI's curriculum approval process. The Leepfrog system can be viewed by anyone at UNI and provides a transparent approach to any curricular items being proposed.

To view the workflow status of any program proposal, follow the steps below:

1. https://nextcatalog.uni.edu/programadmin/
2. Enter your CATID and password
3. Click OK

➔ ***TO SEE A PREVIEW OF WORKFLOW FOR PROGRAMS***
   1. To search for an existing program, use a '*' to narrow down your search. For example, *BA will provide you with all majors with are existing B.A. degrees. The Leepfrog "program code" is a shortened description of the program, reach out to curriculum@uni.edu if you are having trouble finding a program.
   2. You can also search through 'quick searches' and sort by column headings (program code, title, workflow, status).

After searching for your desired program, you can click on the headings (Program Code, Title, Workflow, Status) and sort by those specific headings to narrow down your search even more.

For example, clicking on 'Preview Workflow' for any program provides you with the workflow for that specific program. The screenshot below showcases what it looks like to narrow your search results by using an '*' and locates the 'Preview Workflow' link.

Proposals entered into the curriculum approval process are tracked into one of two pathways, depending on the type of edits being proposed: Editorial and Substantive – located on page 14.

The following receive FYI notifications for ANY proposal:

1. Library (FYI notification via email – doesn't stop workflow)
2. Teacher Education (FYI notification via email – doesn't stop workflow)

Below are the workflow steps for **Editorial** proposals (these require approval before moving to the next step). The designee for each of these steps receives a separate email for **EACH** proposal when the proposal reaches that workflow step.

1. Department Head (department in which program resides)
2. College Dean (college in which program resides)

The following standard workflow steps will be in place for **SUBSTANTIVE** proposals and require approval before moving to the next workflow step. The designee for each of these steps receives a separate email for **EACH** proposal when the proposal reaches that workflow step.

1. Department Head (department in which program resides)
2. College Dean (college in which program resides)
3. *Graduate Curriculum Committee (GCC) – *if program is at the graduate level*
4. *University Curriculum Committee (UCC) – *if program is at the undergraduate level*

Approvals by department head and college dean are done by those specific designees. The workflow items that are asterisked (*) are moved through the next workflow level by the Registrar's Office based on what is approved at those specific committee meetings (GCC, UCC, etc.).

You will be able to identify whether a program proposal is in workflow by viewing the 'Workflow' and 'Status' columns.

WORKFLOW COLUMN EXPLAINED:

- If nothing is listed under 'workflow' for a specific program, this indicates there's an edit to an existing program that's 'in progress.' The program has not been saved and submitted by the originator to start the workflow/approval process.
- If there is something listed under workflow for a specific program, this indicates there is an edit to an existing program that has been saved/submitted by the originator and has begun the workflow/approval process.

STATUS COLUMN EXPLAINED:

- When the status column reads 'added', but there's nothing listed next to the program under workflow, this tells us that there's a proposal to add a new program 'in progress'. While the proposal has been saved by the originator, it has not been saved and submitted to go through workflow to begin the approval process
- When the status column reads 'added', and there is a designation under workflow this depicts that there's a proposal to add a new program that has been saved and submitted by the originator and is moving through workflow. The workflow column indicates the point the proposal is in the workflow approval process.
- If the status column shows 'deleted' and there's a designation under workflow, this lets users know there is a proposal to delete an existing program which has been submitted by the originator and is moving through workflow. The workflow column indicates the point the proposal is in the workflow approval process.

NOTE:

- Programs that were dropped in the previous curriculum cycle will be listed as 'deleted' under the status column (see screenshot below). The Leepfrog curriculum system is set up to retain the historical list of deleted programs as a matter of information. You will be able to distinguish previously deleted programs from those currently being proposed to be dropped – for those currently being proposed to be dropped, the program will also be in 'workflow' as designated under the 'workflow' column.

Navigation for Approving Courses and Programs

Navigate to https://nextcatalog.uni.edu/courseleaf/approve/ (used for all proposals)

*A proposal must be listed at a specific workflow level (at least to department head approval level) before it will show up on the following screen to be approved. Please note you will receive an email notification for each proposal that reaches your approval level in workflow.

After navigating to the URL above, you will get the screen below. Note the following:

1. PAGES: use the drop down to find your designated role (as department head, college dean, etc.). Since you are signing in under your CATID and password, you will only see your role when click the dropdown. When you choose your role, all proposals which are at your approval level will be listed. You will need to approve these one by one or 'rollback' as deemed necessary.
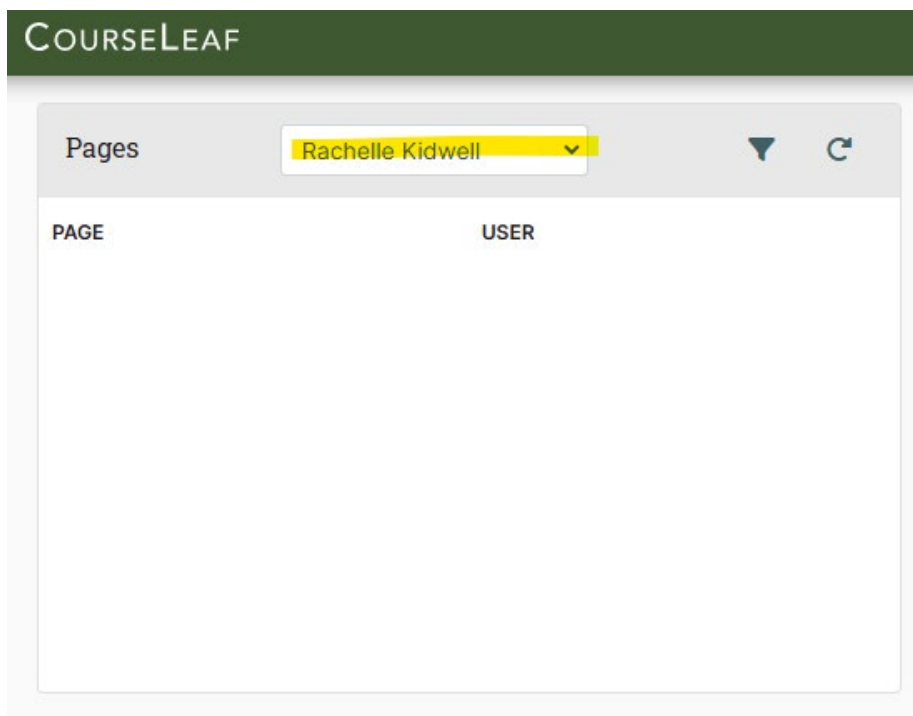
*When you click on a proposal after selecting your role, the proposal information will show up in the page review area.

2. **EDIT**: when you click on the gray **edit button** you can edit the selected proposal. However, any edits to a proposal will be 'rolled back' to the originator of the proposal so they can make edits as needed. This ensures that everyone in the workflow approvals (including the originator) is aware of any changes.
3. **ROLLBACK**: clicking on the red **rollback button** allows you to rollback a proposal. One could rollback a proposal if any designee/committee in the workflow indicated that the proposal needed to be edited or if the proposal was denied. Once again, any edits to a proposal will be rolled back to the originator of the proposal for them to make edits so everyone in the workflow approvals (including the originator) is aware of any changes.
4. **APPROVE**: when you click on the green **approve button**, you will approve the proposal allowing it to be moved to the next approval level in the workflow.

NOTE: You will need to do this for each proposal listed within your role.
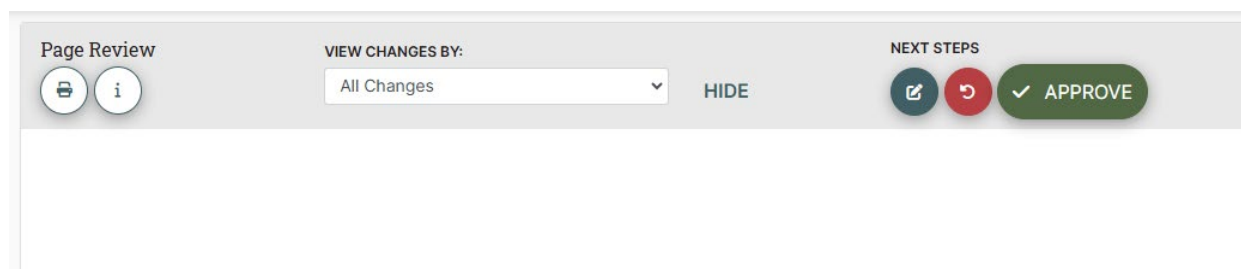
Navigation to 'Rollback' a Course or Program Proposal in Workflow

Navigate to https://nextcatalog.uni.edu/courseleaf/approve/ (used for all proposals)

*When a course proposal needs to be 'rolled back' to a previous designee in workflow, it's done through the same navigation as approving the proposal.

ROLLBACK: click on the proposal that needs to be reviewed under 'Pages Pending Approval'. The proposal details will appear under 'Page Review'. When you click on the red **rollback button**, you can roll back the proposal, as appropriate, (rather than approving the proposal). One would roll back a proposal if any designee/committee in the workflow indicated that the proposal needed to be edited or the proposal was denied. When you click on the 'rollback' button, you can choose who to roll the proposal back to and enter a message regarding why the proposal is being rolled back.

NOTE #1: Any edits made to a proposal will be 'rolled back' to the originator of the proposal to perform edits so everyone in the workflow approval (including the originator) are aware of any changes made.

NOTE #2: When a proposal is rolled back to the originator, it must go through all approval levels in the workflow again.
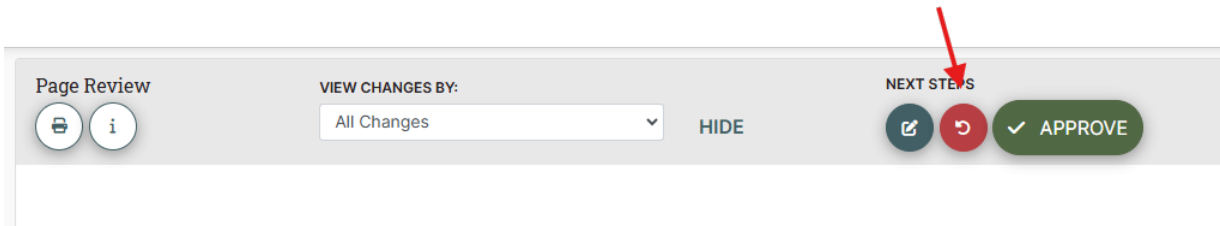
Editorial/Substantive Pathways

Below is a guide to help determine whether a proposal is considered editorial or substantive.

Table of Curriculum Pathways

Curriculum additions to the catalog.

Curriculum Change Types and the Proposed Pathway for Approval, Continued	
Adding New Curriculum	**Pathway**
Add a new course	Substantive (UCC/GCC review)
Add a new certificate or other micro program	Substantive (UCC/GCC review)
Add a new minor	Substantive (UCC/GCC review)
Add a new major +	Substantive (UCC/GCC review)
+ Requires BOR approval	
Removing Items	**Pathway**
Dropping a class from the catalog	Editorial (expedited review)
Terminate a certificate/micro credential	Substantive (UCC/GCC review)
Terminate a minor	Substantive (UCC/GCC review)
Terminate a major +	Substantive (UCC/GCC review)
+ Requires BOR approval	

Changes to existing curriculum.

Changes to Existing Courses	Pathway
Drop a pre/co-requisite to a course	Editorial (expedited review)
Add a pre/co-requisite to a course *	Editorial (expedited review)
Change a pre/co-requisite to a course	Editorial (expedited review)
Change a course title *	Editorial (expedited review)
Change a course description * ‡	Editorial (expedited review)
Change a course number *	Editorial (expedited review)
Change a course prefix	Editorial (expedited review)
Change a course credit hours *	Editorial (expedited review)
Adding graduate-level to a course	Substantive (GCC review)
Dropping graduate-level from a course	Editorial (expedited review)
Updating terms offered	Editorial (expedited review)
* If 3 or more of these are changed at the same time, changes are Substantive	
‡ If description change is comprehensive, change is Substantive	

Changes to existing curriculum - continued.

Changes to Existing Programs	Pathway
Actions that increase the required hours of a program	
Add a required course to a certificate/micro credential	Substantive (UCC/GCC review)
Add a required course to a minor	Substantive (UCC/GCC review)
Add a required course to a major	Substantive (UCC/GCC review)
Add a track/emphasis to a major	Substantive (UCC/GCC review)
Change title of track/emphasis to a major	Editorial (expedited review)
Remove a track/emphasis to a major	Editorial (expedited review)
Restate a program in any other way that increases required hours	Substantive (UCC/GCC review)
Actions that do not increase the required hours of a program	
Add an elective option to a certificate/micro credential	Editorial (expedited review)
Add an elective option to a minor	Editorial (expedited review)
Add an elective option to a major	Editorial (expedited review)
Drop or exchange a required course to a certificate/micro credential	Editorial (expedited review)
Drop or exchange a required course to a minor	Editorial (expedited review)
Drop or exchange a required course to a major	Editorial (expedited review)
Add a track/emphasis to a major	Substantive (UCC/GCC review)
Change title of track/emphasis to a major	Editorial (expedited review)
Remove a track/emphasis to a major	Editorial (expedited review)
Change title of certificate/micro credential	Substantive (UCC/GCC review)
Change title of minor	Substantive (UCC/GCC review)
Change title of major +	Substantive (UCC/GCC review)
Restate a program in any other way that maintains or reduces required hours	Editorial (expedited review)
Changes to notes or other catalog information that affect program requirements that are reviewed under the Substantive Pathway	Substantive (UCC/GCC review)
Changes to notes or other catalog information that are purely editorial - do not change the program requirements.	Editorial (expedited review)
+ Requires BOR approval	

Propose a New Program

NOTE #1: Board of Regents, State of Iowa 3.6 requires BOR approval for new majors prior to campus approval. New majors must go through several steps of off-campus approval through the spring and summer prior to review within the curriculum process. All new academic majors being prosed by a department must submit the idea to the College Dean(s) for review as early as possible. The Dean will submit the program name and degree type to the Office of the Associate Provost for Academic Affairs to be posted on the BOR program planning list at least three months prior to BOR review. Generally, this should happen by January to ensure time to post the program and docket it for review by the Board by the end of the spring semester. The following steps of off-campus approval are required:

1. New major names must be placed on the BOR planning list 3 months prior to approval
2. At least 60 days prior to the review by the Council of Provosts, a BOR Form A must be completed and used in the consultation process with ISU and SUI
3. At least 30 days prior to the review of Council of Provosts, a notice form must be sent to Iowa Coordinating Council for Post High School Education (ICCPHSE)
4. The Associate Provost for Academic Affairs will docket the proposal for review by the Council of Provost (COP) once consultations are complete. Following COP review, the proposal will be docketed for review by the BOR Academic Affairs Committee and the full Board of Regents

NOTE #2: If you're adding a major, please contact the Provost Office (Cheryl Nedrow - cheryl.nedrow@uni.edu) and the Registrar's Office (curriculum@uni.edu) before proceeding with entry into Leepfrog. If any new major is being proposed, there's a required pre-approval process and Provost Office needs to be aware of this. For any new program (major/minor/certificate), the Registrar's Office will need to set up a new program code in Leepfrog. This program code will help you when entering the new program into Leepfrog. (If you want to edit, add, or drop an emphasis within an existing major or minor, this would be done as an 'edit' of the program).

Navigate to https://nextcatalog.uni.edu/programadmin/ (to add a program)

Click on the green 'Propose New Program' button. Be sure to answer all the questions under 'Basic Information', the fields outlined in red are required fields that must be answered, or the proposed changes will not be able to be saved and submitted for the next approval level.

Program Management

Help ⓘ

Search, edit, add, deactivate Programs. Using * as a wildcard can aid in searching
(for example, ACCT* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE).
You can also sort by the quick search window titles. (example: click Title, programs will sort by the Title name.)

Search	History	- OR -	**Propose New Program**	Quick Searches...

Program Code	Title	Workflow	Status
ACCMPP-MPP	Accelerated Master of Public Policy		Deleted
ACCT-MACC	Master of Accounting		
ACCT-BA	Accounting Major		
ACCTNOTE-NOTE	Accounting Undergraduate Note		
ADAPTEDPE-CERTGR	Adapted Physical Education Certificate		
ADDICTIONTRTMNT-C...	Addictions Treatment Certificate		

Program Management

New Program Proposal

Basic Information

Program Type	Select...
Major	Select...
Degree Code	Select...
Start Term	Select...
College that will administer new program	Select...
Secondary College(s)	**College** Select... ❌
Primary Department	Select...
Secondary Department(s)	**Department** Select... ❌
Title	

Go to Program Requirements and Description. Click on the 2nd to the last icon (to the left of the *source* button) – if you hover over the icon it will show *insert/edit formatted table*.
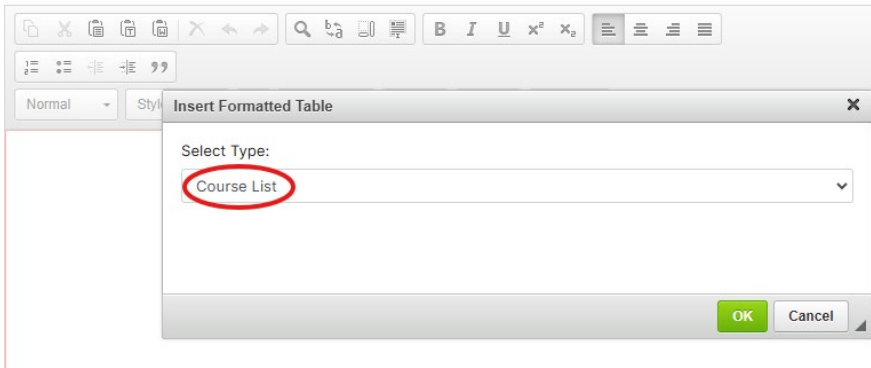
Program Requirements and Description
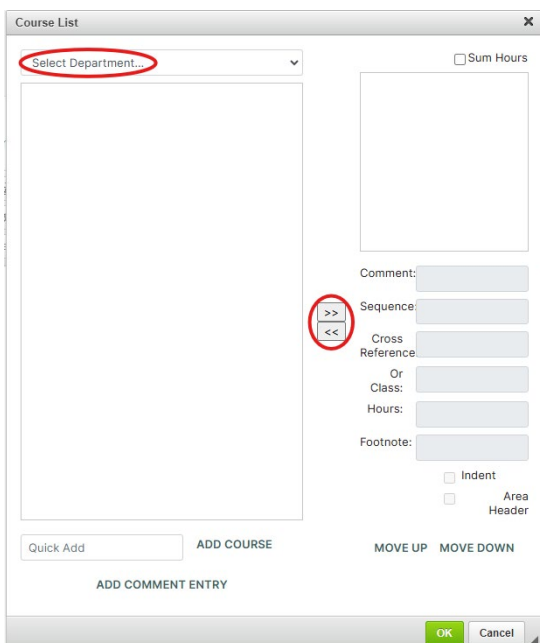
After clicking on the icon, 'insert formatted table' will show up – you will want to select type 'Course List', from there click OK.

Within the course list, two columns will pop up (see screenshot below) – from here you will start building your course list of program requirements.

- In the screenshot above, the column to the left will show a list of courses from the catalog for the specific department you choose. Once you select what department courses you want to appear they should appear in the left side column.

- In the screenshot above, the column to the right will be the program requirements you set up to appear in the catalog for your program.

- The ">>" are used to move a course from the left column to the right column so they appear in your program. You can move a course up and down (depending on how you want them to appear in the list) using the 'Move Up' & 'Move Down' buttons. The "<<" are used to move a course from the right column to the left column. Doing so will make the course not appear in the listed program requirements and instead move it back to the list of catalog courses.

- Instead of using the arrows to move a course from the list of courses in the catalog (left column) to the program requirements (right column); one could use the **quick add (add course)** field. To find/enter a course in the quick add field, the course must be an exact match to the catalog (the

correct/up to date prefix and number). When a course prefix/number is entered in the field select 'Add Course' to get the course added to the program requirements (right column). **If a course has a 5000-level number, you must enter the undergraduate number only (not the 5000-level number) or you will receive an error message saying 'course not found'.**

- The **'Add Comment Entry and Comment'** field is used for any 'comment(s)' that aren't course numbers.
    - o For example, in the screenshot below, 'Required' is a comment entry along with 'Introductory track'. Choose 'Add Comment Entry', enter your comment and then click OK. Your comment will then show up in the right column in the 'Comment' field.
        - ▪ If you don't place the comment, or course, in the correct spot for your program requirements, you can use the 'Move Up' and 'Move Down' buttons to put your comment/course in the correct spot.
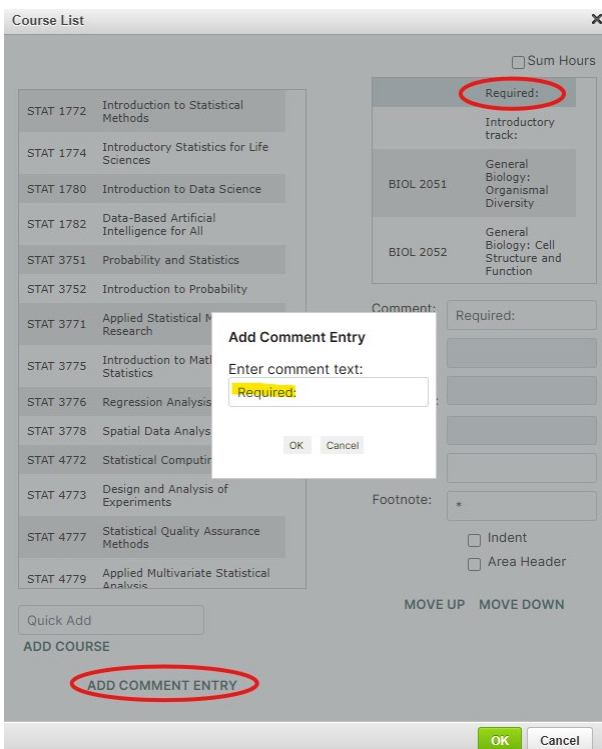
- The **'Sequence'** field is used for courses that are part of a sequence where you want to use 'and'.
    - o For example, CHEM 1110 & CHEM 1120 are a sequence. You will enter/move CHEM 1110 to the right column, from there, you will enter CHEM 1120 into the sequence field (you should still be clicked on CHEM 1110 while entering CHEM 1120). After entering the sequence, you will only see the CHEM 1110 course in the right column, however, once you click on CHEM 1110 you will be able to see the rest of the entry (CHEM 1120).

- The **'Cross Reference'** field is used for 'same as' courses.
    - For example, RELS 3110, PHIL 3110, and CAP 3194 are 'same as' courses. After entering/moving RELS 3110 to the right column (while RELS 3110 is still clicked on), you will enter PHIL 3110 and CAP 3194 in the 'cross reference' field. You will only be able to see the other 'same as' courses listed while being clicked on RELS 3110.

- The **'Or Class'** field, is used to indicate a choice of one course or another.
  - For example, below the sequence is CHEM 1110 & CHEM 1120, the course also contains an 'or class' of CHEM 1130. Remember, you are only able to see these additional details (sequence/or class) when CHEM 1110 is clicked on.
    - **NOTE:** in the 'hours' field, 5-8 hours is entered to designate the variable hours associated with this 'and/or' combination

- The **Hours** automatically feeds from the catalog and doesn't need to be entered unless it's a variable hour course and you want to specify the hours or you have a set of courses with variable hours.
  - See example above – the entry of 5-8 hours (highlighted above) is due to CHEM 1110 & CHEM 1120 or CHEM 1130 having a range of hours.

- To add a **Footnote** to the bottom of your program, select the 2nd to last icon (to the left of the *Source* button) – if you hover over the icon, it will say *Insert/Edit Formatted Table*. Click on the icon and choose type 'Footnotes' in the drop-down.
  - In the screenshot below, you can see that there are designated footnotes (*, **, **) for each course. If a footnote is needed for a course, you will enter your designated footnote in the footnote field on your designated course (remember, you need to be clicked on a specific course to add the footnote).
    - You can find the footnote field in the screenshot above, located below the hours field highlighted in yellow.

Program Requirements and Description

MATH 1420	Calculus I	
STAT 1772	Introduction to Statistical Methods	
Earth Science/Physics (select one of the following):		8
EARTHSCI 1300 & EARTHSCI 1320	Introduction to Geology and Earth History	
PHYSICS 1511 & PHYSICS 1512	General Physics I and General Physics II	
Electives in Biology: †, ^		18
BIOL 3000-level or above (excluding BIOL 3101). CHEM 2220 or CHEM 4510/5510 will also count as an elective.		
Total hours		53-59

Footnotes

* Students must take at last seven (7) hours of 4000-level biology coursework pertinent to their major, with four (4) of those hours being taken at UNI.

† BIOL 3000-level or above, excluding BIOL 3101 Human Anatomy and Physiology I. CHEM 2220 or CHEM 4510/5510 will also count as an elective.

^ No more than 4 credits from BIOL 3185 Readings in Biology, BIOL 3190 Undergraduate Research in Biology, and BIOL 4198 Independent Study will be counted toward biology degree requirements.

- The **Indent** check box is used for a list of courses where you don't want each course to add to the total hours of the program.
  - Typically, you will want the hours of a course to automatically show up and not have to manually enter the hours – if you want the hours of a course to automatically show up, you <u>wouldn't</u> check the indent box. However, in other cases, you may have a set of courses to select/choose from and want the 'comment' field to designate the hours and the list of courses to select from wouldn't have the hours listed next to them – in this case, you <u>would</u> check the indent box for each of the courses in that list.

Below is an example of when to check the indent box:

- ANTH 1001, 1003, 1002, TESOL 4120 & SOC SCI 2020 are all required courses (**NOTE**: the indent box is **not** checked, and the hours appear next to each course)
- *'Biological Anthropology Group A (select one from the following)'* is entered as a 'comment' and the 3 hours is entered in the 'hours' field. (**NOTE**: the 'indent' box is **not** checked, and the hours appear in the right column next to the title, Biological Anth…)
  - ANTH 3420 & ANTH 2430 are courses to choose from – in this case, the 'indent' box **is** checked and the courses appear, but no hours appear next to the courses

- **Area Header** gets checked if you want to bold a header.
  - For example, in the screenshot above, the Area Header has been checked for 'Biological Anthropology Group A (select one from the following):

- The **Move Up** & **Move Down** buttons will either make courses in the right column move up or down based on how you would like to list them.

- **Sum Hours** will get checked in the upper right-hand corner if you want all the hours of each course listed to be summed up automatically.
  - If there are variable hours in the right-hand column, and the program needs to have a specific number of hours, the sum hours box should remain *unchecked*. In this case, a comment entry of the total number of hours should be added.

* After entering all the courses needed for your program you can either choose to click 1. **OK** (all changes made to the program will be saved, but not officially submitted) OR 2. **Cancel** (no changes made to the program will be saved).

After entering your new program proposal requirements, you will be asked to answer a few additional required questions. Depending on your answer to these questions, you may have to answer additional questions.

There's a green 'Attach Documents' button which should be used to attach the BOR Form A (if you're proposing a new major) and any supporting documents – such as forms, consultations, etc.

NOTE: When a new program is proposed, the Leepfrog system is unable to provide 'Catalog Pages Using this Program', which results in other departments not being notified of the new proposed program. If you're proposing a new program, it's the responsibility of the originating department to consult with any other departments that may be affected by the new program or any departments that may be interested in the program with the possibility of incorporating some of their courses into the new program.

After entering the proposed program requirements and answering all the additional questions, you will have the following options:
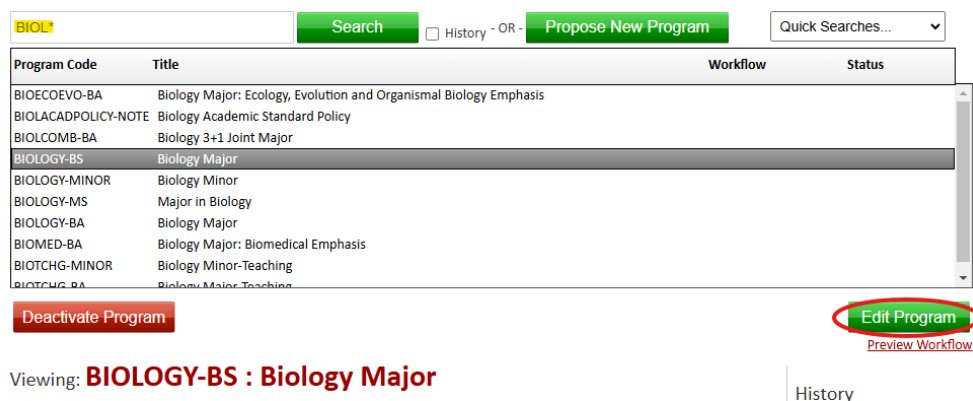
1. **Cancel** – none of your changes entered will be saved

2. **Save Changes** – this will save the changes you've made, but won't be submitted to move onto the next approval level

3. **Save & Submit** – the changes you've made will be saved and the proposal will be submitted to the next approval level. The proposal will not save and submit until you've answered all the required questions. If you're the originator of the proposal, it will go to department head as part of the next approval level.

After you have read the above steps, and you have any questions regarding proposing a new program in Leepfrog, contact the Registrar's Office (curriculum@uni.edu)

Edit an Existing Program

Navigate to https://nextcatalog.uni.edu/programadmin/ (to edit a program)

Find the program you want to edit and click on the green 'Edit Program' button.

Next, you will find the 'Basic Information' section – enter the appropriate information

NOTE: it's important to select the appropriate type of edit (editorial or substantive), so the correct workflow steps for this proposal will be in place.

To edit the program requirements, under 'Program Requirements and Description', double click in the blue Course List box. The course list of the program will appear.

After double clicking in the blue Course List box, the following Course List will appear:

- The **column on the left** is a list of courses from the catalog. You will choose the college, then department, and then all the courses for that department will be listed

- The **column on the right** is the program requirements as they appear in the catalog

- **'>>'** is used to move a course in the left column (catalog courses) to a specific spot in the right column. **'<<'** is used to move a course in the right column (catalog program requirements) to the left column (back to catalog courses) so it's not listed in the program requirements

- The **'Quick Add'** field is used to add a course to the program requirements (right column) – this can be used in replace of '>>'. When entering a course in the quick add field, the course must be an exact match to the catalog. If a course has a 5000-level number, you must enter the undergraduate number only, not the 5000-level number, or it will result in an error message –

'course not found'. After entering the course in the quick add field, be sure to click on the right spot in the program requirements (right column) where the course should go; then click 'Add Course'.
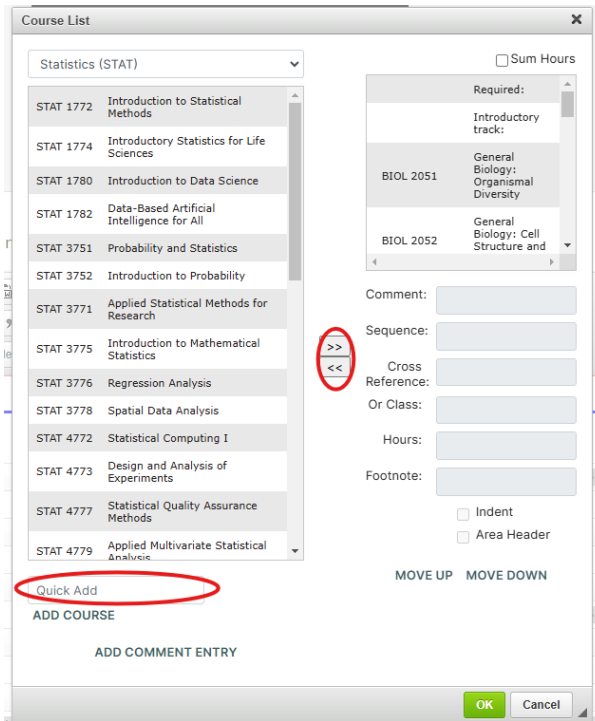
- '**Add Comment Entry and Comment'** is used for any 'comment' that is not a course number. For example, in the screenshot above, 'required' is a comment entry and 'introduction track' is another comment entry. To get a comment entry listed where you want it to, you will need to click on the specific spot in the right column. Choose 'Add Comment Entry', enter the comment, click OK.
    - o **NOTE**: If you don't place a comment/course in the correct spot for the program requirements, you can use the 'Move Up' and 'Move Down' buttons to place it where it should be.
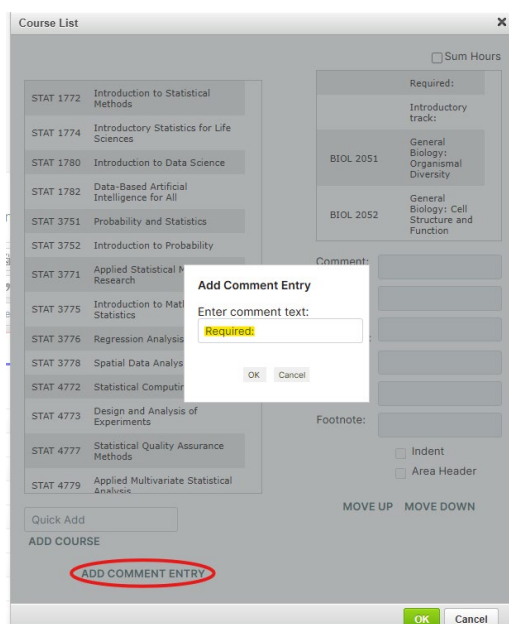
- The '**Sequence'** field is used for courses that are part of a sequence where you want to use 'and'.

- You can enter 'same as' courses in the **'Cross Reference'** field.

- The **'Or Class'** field is used to indicate a choice of one course or another course. In this case, you would enter the first course in the right column and then click on the course and enter the other 'or' course in the 'or class' field.

- The '**Hours'** field automatically feeds from the catalog and doesn't need to be entered unless it's a variable hour course and you want to specify the hours or you have a set of courses with variable hours.

- '**Footnote'** is used to attach footnotes at the bottom of the program. To change footnotes, click on the blue line next to 'Footnotes'.

- '**Indent'** – (*this is an important item to remember when getting hours for the program to sum correctly) Typically you will want the hours for a course to automatically shown up and not have to enter the hours. In that case you would *not* want to check the 'indent' box. However, in other cases, you may have a set of courses to select/choose from and want the 'comment' field to designate the hours and the list of courses to select from would not have the hours listed next to them. In this case, you *would* check the 'indent' box for each of the courses in the list. See below for an example.

- ○ BIOL 2051, 2052, 3100, 3140 are all required courses – in this case, the indent box is **not** check and the hours appear in the right-hand column next to each course
- ○ 'Mathematics' is entered as a comment and '4-5' hours is entered in the hours box – the indent box is **not** check and the hours appear next to 'Mathematics'
- ○ MATH 1130, 1120, 1140, 1420 are courses to select from – the indent box **is** checked, and the courses appear, but no hours appear next to the courses

- The '**Area Header'** box is checked if you want to bold a header.

- If the '**Sum Hours'** (top right-hand corner) box is checked, it sums all the hours in the right-hand column. Sum hours works well as long as there are no variable hours in the right hand column. If there are variable hours, and the program needs to have a specific number of hours, the box should remain unchecked – in this case, a 'total' 'comment entry' can be added with the total hours then designated with the comment.
    - ○ **NOTE**: this is where incorrect indenting will be noticeable, because it won't sum the hours of the program correctly if the indentation is used incorrectly

* After entering all the courses needed for your program you can either choose to click 1. **OK** (all changes made to the program will be saved, but not officially submitted) OR 2. **Cancel** (no changes made to the program will be saved).

Lastly, you will need to answer all the questions under 'Program Details'.

NOTE: If you are the originator of the edited proposal, you must clear all previous responses to the questions and delete any supporting documents/attachments before proceeding with answering the questions.

After entering the proposed program requirements and answering all the additional questions, you will have the following options:

1. **Cancel** – none of your changes entered will be saved

2. **Save Changes** – this will save the changes you've made, but won't be submitted to move onto the next approval level

3. **Save & Submit** – the changes you've made will be saved and the proposal will be submitted to the next approval level. The proposal will not save and submit until you've answered all the required questions. If you're the originator of the proposal, it will go to department head as part of the next approval level.

After you have read the above steps, and you have any questions regarding proposing an edit to a program in Leepfrog, contact the Registrar's Office (curriculum@uni.edu).

Drop an Existing Program

Navigate to https://nextcatalog.uni.edu/programadmin/ (to drop a program)

Find the program you wish to drop and click on the red 'Deactivate Program' button. You will then see the following screen:

- Enter the information required
    - For 'End Term', choose Summer 2025 when deactivating a program for the 2025-2026 catalog.

When you are ready to submit the proposal to drop the program, click the green 'Confirm' button. If you are not ready to submit the proposal to drop the program, click the red 'Cancel' button. There is no 'save' button to save your work when dropping a program – you must choose either 'cancel' or 'confirm'. Once you enter 'Confirm', the proposal to drop cannot be changed. You must contact the Registrar's Office (curriculum@uni.edu) to reverse this and shred the proposal to drop the program.

Propose a New Course

Navigate to https://nextcatalog.uni.edu/courseadmin

Click on the green 'Propose New Course' button

The Course Inventory screen will appear with questions – fields outlined in red are required fields and must be answered or the proposed changes will not be able to be saved and submitted for the next approval level.

Course Inventory

New Course Proposal

College	Select...
Department	Select Academic Department...
Proposed Course Number ⓘ	Select Course Subject
Start Term	Select...
UNIFI Course	☐
	Entry into UNIFI requires UNIFI Committee Approval

Title	
Short Title	
Credit Hours ⓘ	
Catalog Description	
Catalog Prerequisites	
Corequisite(s)	
Prerequisite(s) or Corequisite(s)	

- If the new course will have a 5000-level included, be sure to check the 'also offered at graduate level' box. The 5000-level number will then automatically be created.
  - **NOTE**: Do not insert both the undergraduate level number and the 5000-level number in the box or it will show up as an error in the program (major, minor, program certificate) it is listed in.

When proposing a new course number, be sure to confirm with the Registrar's Office (curriculum@uni.edu) that you aren't duplicating an existing undergraduate/graduate number. Previous numbers cannot be re-used.

Depending on the nature of the course (undergraduate or graduate) and whether you answer 'yes' or 'no', there may be additional question(s) that need to be answered.

There's a green 'Attach Syllabus' button which should be utilized to attach a syllabus when appropriate (if the course has been taught before). There is also a green 'Attach Documents' button which should be utilized to attach any supporting documents (such as forms, consultations, etc.).

When a course is proposed as a new course and therefore is not in the current catalog, the Leepfrog system cannot provide 'Catalog Pages referencing this course' – resulting in no departments being notified of the new course. If you're proposing a new course, it's the responsibility of the originating department to consult with any department(s) that may be affected by the new course or any department(s) that may be interested in the new course with the possibility of incorporating it into their curriculum program(s).

When you've entered your proposed changes, you have the following options:

1. **CANCEL** – none of your changes entered will be saved
2. **SAVE CHANGES** – this will save the changes you have entered to that point, but will not be submitted to the next approval level
3. **SAVE & SUBMIT** – this will save the changes you've entered and will be submitted to the next approval level. It will not save and submit until you have answered all the required questions. If you are the originator of the proposal, it will go to the department head as part of the next approval level

Edit an Existing Course

Navigate to https://nextcatalog.uni.edu/courseadmin

To search for an existing course by department prefix, enter the course prefix followed by an '*' in the search field (for example, ACCT*)

To edit an existing course, choose the course you wish to edit and click on the green 'Edit Course' button.

The Course Inventory screen will appear with questions – fields outlined in red are required fields and must be answered or the proposed changes will not be able to be saved and submitted for the next approval level.

Course Inventory

Editing: **COMM 1940**

College	College of Humanities, Arts and Science
Department	Communication and Media
Proposed Course Number	COMM 1940
Start Term	Summer 2021
UNIFI Course	☐
	Entry into UNIFI requires UNIFI Committee Approval
Is this proposal editorial or substantive? ⓘ	Substantive

Title	Applied Forensics
Short Title	Applied Forensics
Credit Hours ⓘ	1
Catalog Description	Credit for approved participation in competitive speech and debate activities. May be repeated for maximum of 4 hours.
Catalog Prerequisites	consent of instructor.
Corequisite(s)	

- If you are adding a 5000-level number, you will need to check the 'also offered at graduate level' box. The 5000-level number will then automatically be created.
    - **NOTE**: Do not insert both the undergraduate level number and the 5000-level number in the box or it will show up as an error in the program (major, minor, program certificate) it is listed in.

- If you're dropping a 5000-level number – select the undergraduate number for the course (3000-/4000-level) and uncheck the box 'also offered at graduate level'. Don't select the 5000-level number

If you're proposing a change in prefix or number, check to make sure you're not duplicating an existing undergraduate/graduate number. Confirm this with the Registrar's Office (curriculum@uni.edu). Previous numbers cannot be re-used.

If a change in number is proposed for an existing course (rather than the course being dropped under that number and a new course being added under a new number) the course under the proposed course number will be considered equivalent to the existing course number.

If you're proposing a change in number that's also part of major/minor/certificate programs, you need to change that number in the program (and alert any department using that course). If the number is not edited in the major/minor/certificate program it will show up as an error.

**Be sure to answer all the questions provided! *You must clear all previous responses to the questions and delete any supporting documents/attachments before proceeding with answering the questions.* Depending on whether you answer 'yes' or 'no' to a question, you may get additional questions to answer.

There's a green 'Attach Syllabus' button which should be utilized to attach a syllabus when appropriate. There's also a green 'Attach Documents' button which should be utilized to attach any supporting documents (such as forms, consultations, etc.)

When you've entered your proposed changes, you have the following options:

1. **CANCEL** – none of your changes entered will be saved
2. **SAVE CHANGES** -- this will save the changes you have entered to that point, but will not be submitted to the next approval level
3. **SAVE & SUBMIT** – this will save the changes you've entered and will be submitted to the next approval level. It will not save and submit until you have answered all the required questions. If you are the originator of the proposal, it will go to the department head as part of the next approval level

Drop an Existing Course

Navigate to https://nextcatalog.uni.edu/courseadmin

Find the course you want to drop and click on the red 'Drop Course' button. You will then see the following screen:

Deactivating: **COMM DM 3659**

End Term	Summer 2021
Justification for this request	[text box]
Supporting Documents	Attach Documents Uploaded Files: All library consults.pdf Remove Files To Be Uploaded:

Cancel   Confirm

- Enter the end term – choose Summer 2025 when deactivating a course for the 2025-2026 catalog.

- Indicate the justification for the drop and attach any supporting documents (consultations, etc.).

When you are ready to submit the proposal to drop the course, click the green 'Confirm' button. If you are not ready to submit the proposal to drop the course, click the red 'Cancel' button. There is no 'save' button to save your work when dropping a course – you must choose either 'cancel' or 'confirm'. Once you enter Confirm, the proposal to drop cannot be changed. You will need to contact the Registrar's Office (curriculum@uni.edu) to reverse this and shred the proposal to drop the course.

If you are proposing a course to be dropped that is also part of major/minor/certificate programs, you need to also drop that number in the program (and alert any department using that course) so it goes through the workflow approval process – if the number is not dropped in the major/minor/certificate program it will show up as an error.