

To Add a New Program (Major/Minor/Program Certificate):

Note regarding Preapproval of New Majors:

Board of Regents, State of Iowa Policy 3.6 requires BOR approval for new programs prior to campus approval. New Programs 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 proposed by a Department(s) must be submitted the idea to the College Dean(s) for review as early as possible. The Dean(s) 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:

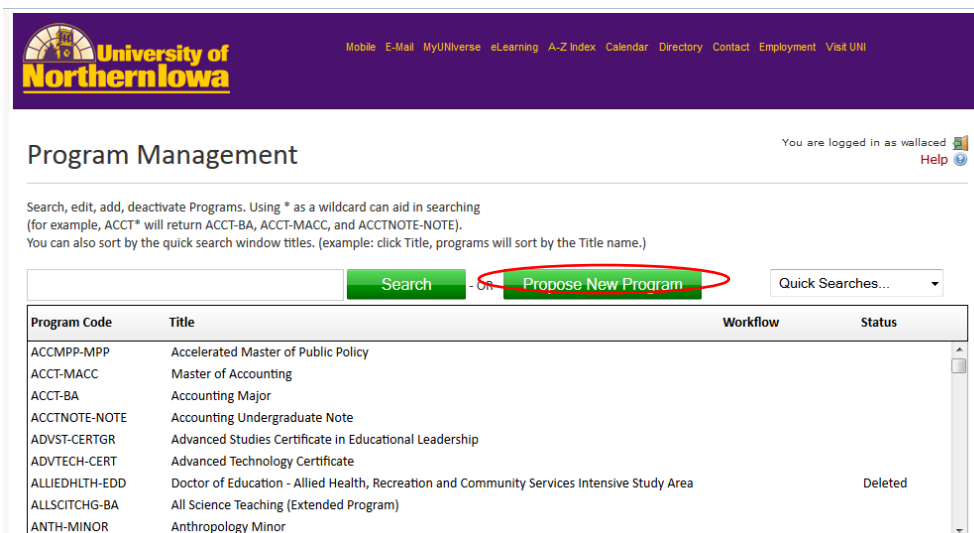
- New program names must be placed on the BOR planning list 3 months prior to approval
- At least 60 days prior to the review by the Council of Provosts, a BOR Form A must be completed and used in the consultation process with ISU and SUI.
- At least 30 days prior to the review by Council of Provosts, a notice form must be sent to ICCPHSE
- 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: If you will be 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 a new major is being proposed, there is 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 so you will have that program code available when entering 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.)

Navigation for adding a new program:

1. Go to <https://nextcatalog.uni.edu/programadmin>
2. Enter your CATID and password
3. Choose OK



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Program Management

You are logged in as wallaced 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 Propose New Program Quick Searches...

Program Code	Title	Workflow	Status
ACCMPP-MPP	Accelerated Master of Public Policy		
ACCT-MACC	Master of Accounting		
ACCT-BA	Accounting Major		
ACCTNOTE-NOTE	Accounting Undergraduate Note		
ADVST-CERTGR	Advanced Studies Certificate in Educational Leadership		
ADVTECH-CERT	Advanced Technology Certificate		
ALLIEDHLTH-EDD	Doctor of Education - Allied Health, Recreation and Community Services Intensive Study Area		Deleted
ALLSCITCHG-BA	All Science Teaching (Extended Program)		
ANTH-MINOR	Anthropology Minor		

Click on green button Propose New Program. The Program Management screen will appear in a format where the following fields need to be entered. Answer all questions under **Basic Information** – boxes 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.

1. Program Type
2. Major
3. Degree Code (this is assigned by the Registrar's Office – contact curriculum@uni.edu so the degree code can be set up in Leepfrog so it appears in the drop-down menu)
4. Start Term
5. College that will administer new program
6. Secondary College(s) (in most cases will not have secondary college)
7. Primary Department
8. Secondary Department(s) (in most cases will not have secondary department)
9. Title

New Program Proposal

Basic Information

Program Type	<input type="text" value="Select..."/>
Major	<input type="text" value="Select..."/>
Degree Code	<input type="text" value="Select..."/>
Start Term	<input type="text" value="Select..."/>
College that will administer new program	<input type="text" value="Select..."/>
Secondary College(s)	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: black; color: white; text-align: center; font-weight: bold; font-size: small;">College</div><input type="text" value="Select..."/> <input type="button" value="✖"/></div>
Primary Department	<input type="text" value="Select..."/>
Secondary Department(s)	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: black; color: white; text-align: center; font-weight: bold; font-size: small;">Department</div><input type="text" value="Select..."/> <input type="button" value="✖"/></div>
Title	<input type="text"/>

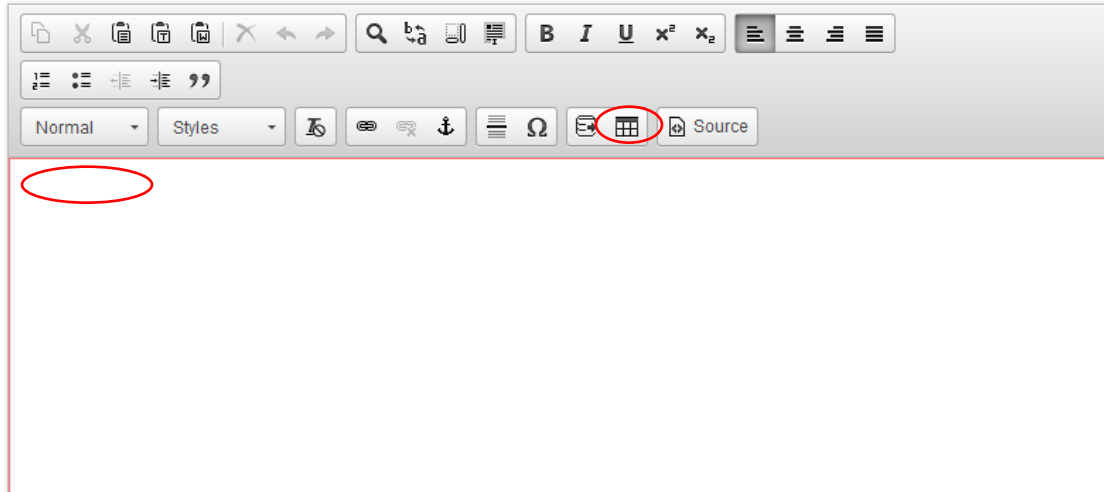
Go to Program Requirements and Description

Note: Questions on how to add or edit program requirements in this section within the Leepfrog are very common. While it is not a difficult process, there are some basics when entering program requirements that are easily forgotten when it is not used routinely.

After you have read the following steps, and you have any questions regarding adding program requirements in Leepfrog, contact the Registrar's Office (curriculum@uni.edu).

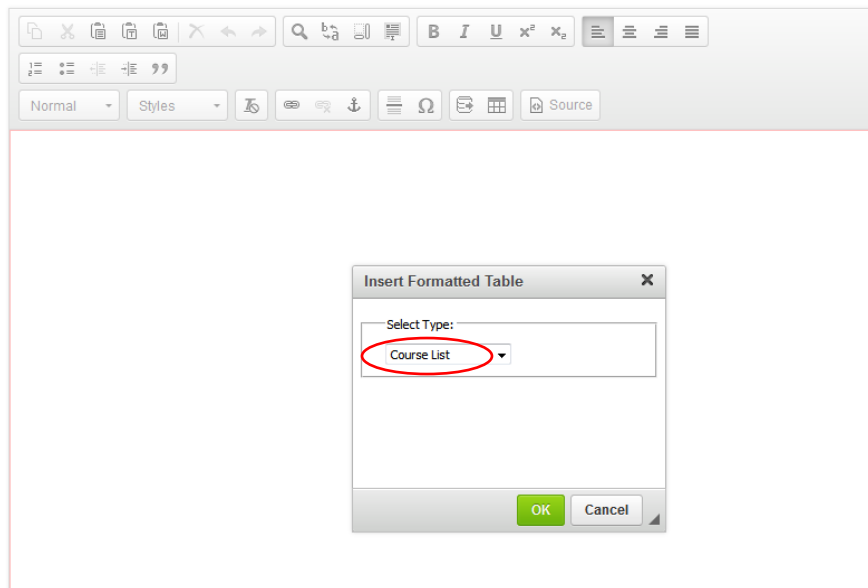
Place cursor inside red outline under *Program Requirements and Description* – click on the 2nd to the last icon (to the left of the *Source* button) – if you hover over the icon it will show *Insert/Edit Formatted Table*.

Program Requirements and Description



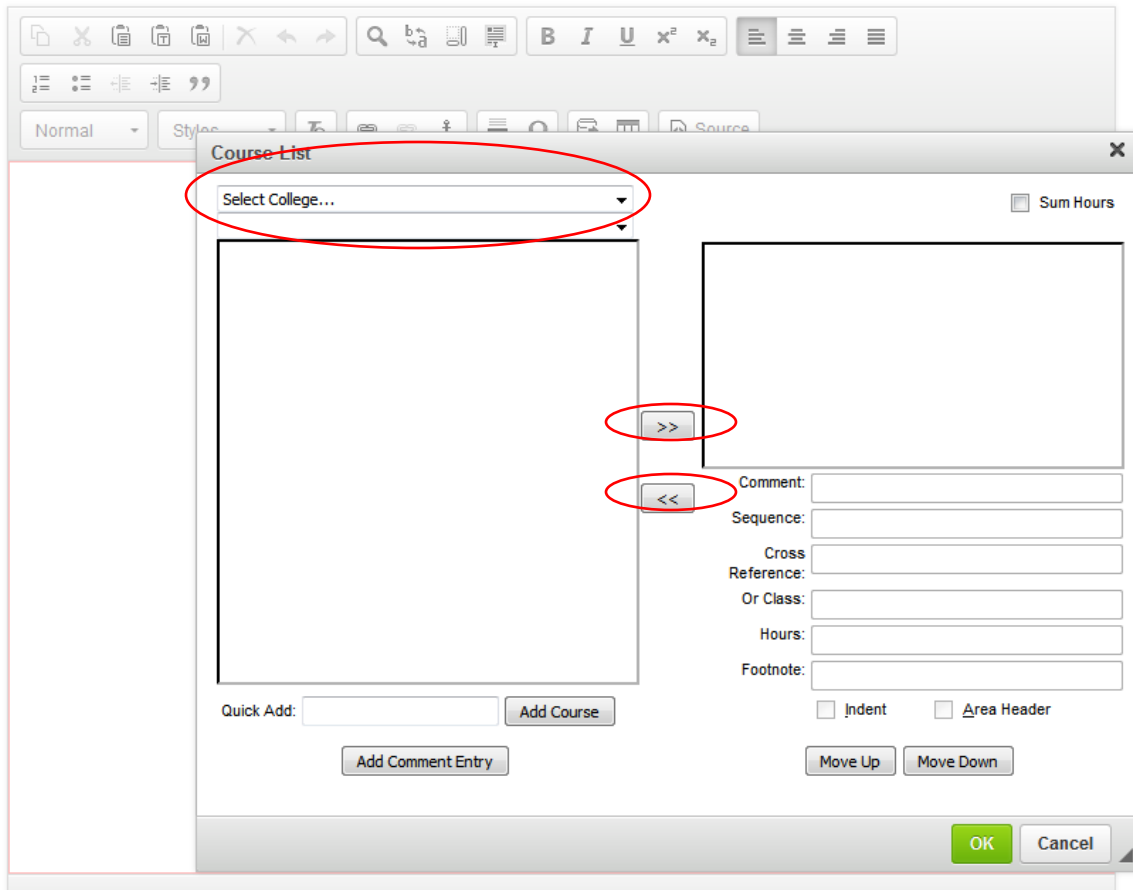
Insert Formatted Table will pop up (see below screenshot) – you want to select type *Course List* – click OK.

Program Requirements and Description



The following “Course List” (two columns) will pop up (see below screenshot) - from here you then start building your course list of program requirements.

Program Requirements and Description



Explanation of columns and fields for Program Requirements as shown in above screenshot:

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

The **column on the right** will be the program requirements you set up to appear in the catalog for your program.

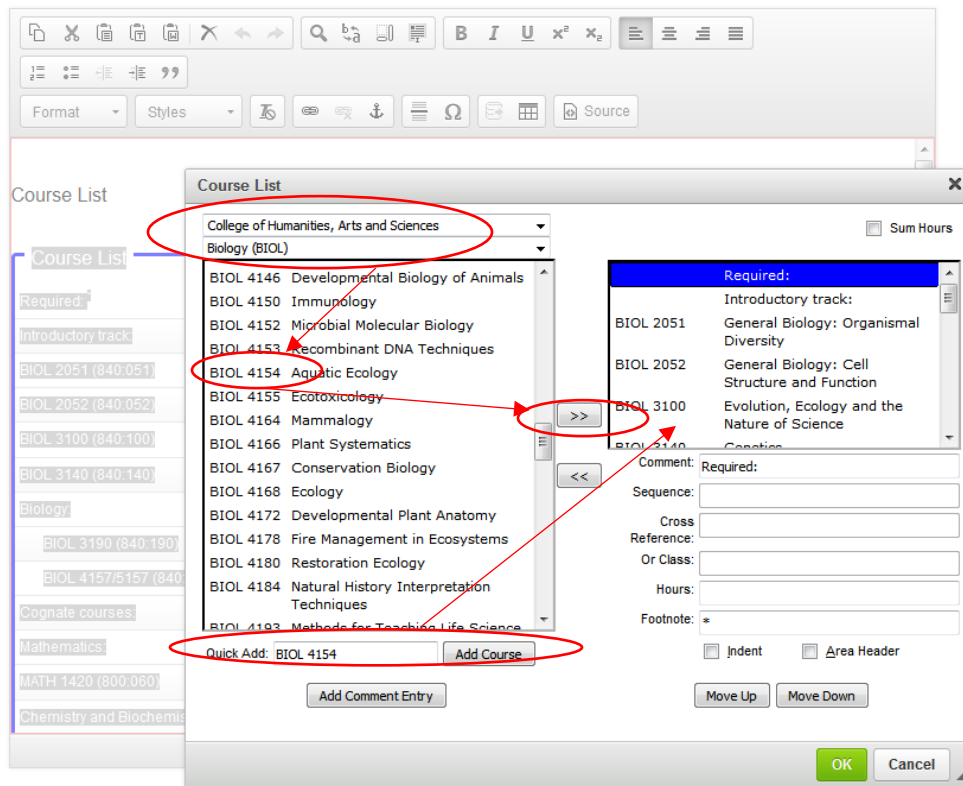
>> used to move a course in the left column to a specific spot in the column on the right (catalog program requirements)

<< used to move a course in the right column (catalog program requirements) to the column on the left (back to catalog courses) so it is not listed in program requirements.

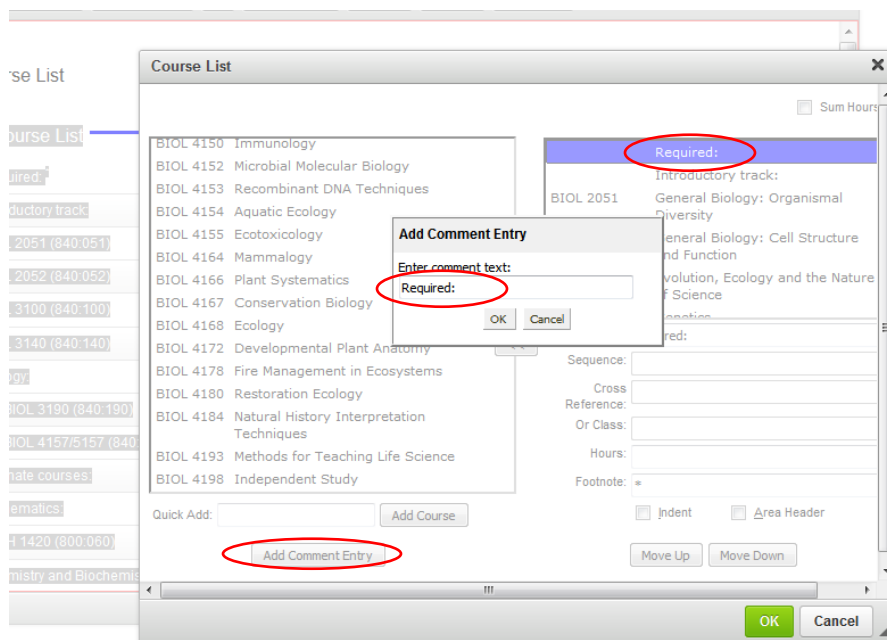
Quick Add: (Add Course) – instead of using the >> arrows to move a course from the catalog to program requirements, you can enter the course number in the “Quick Add” box. The entry of this course number in this box must be an exact match to the catalog - course prefix and the correct course number entered. **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 the error message “course not found”.** When number is entered click on the spot in the right column where you want to insert the course, and select “Add Course”.

Example below: You could choose to move BIOL 4154 from Course List in left column from College of Humanities, Arts and Sciences, Biology (BIOL), and move to right column with >> **OR** just enter BIOL 4154 in “Quick Add” box and click “Add Course” – this is a matter of preference.

Program Requirements and Description



Add Comment Entry and Comment – this is used for any “comment” that is not a course number (for example: in above screenshot “Required” is one comment entry and “Introduction track” right below it is another comment entry. You need to click on the specific spot in the right column where you choose to add a comment. Choose “Add Comment Entry”, enter the comment, and then click “OK”. It will then show up under the right column in the “Comment” box. .) [Note: If you do not place the comment (or a course) in the correct spot for program requirements, you can use the “Move Up” and “Move Down” buttons.]

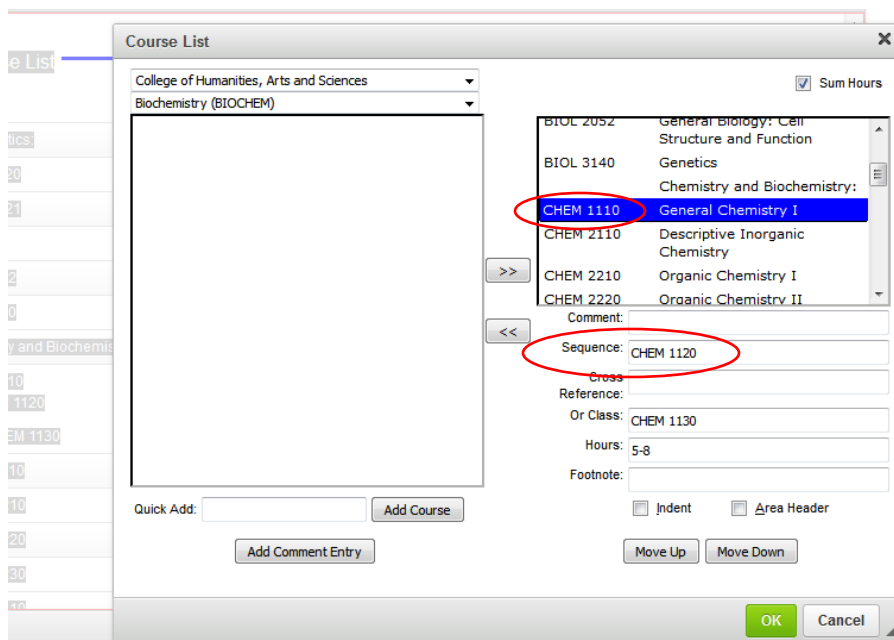


Program Details

Provide an estimate of the expected enrollment in the proposal program.

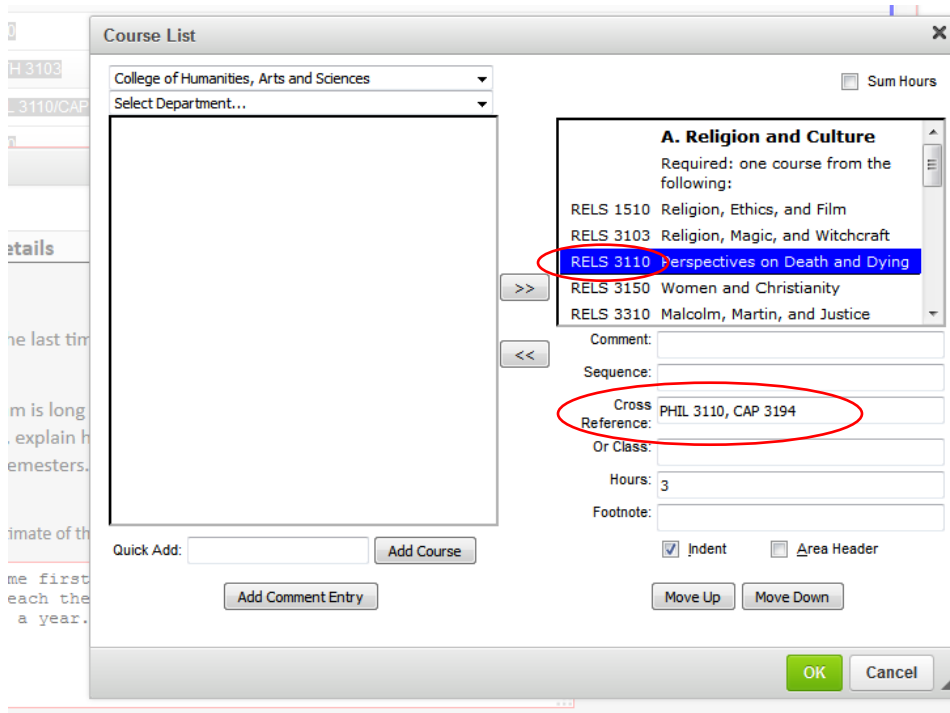
Sequence: this is used for courses that are part of a sequence where you want to use “and”.

For example below: CHEM 1110 & CHEM 1120 are a “sequence”. You will enter/move CHEM 1110 to the right column – you will then enter the sequence CHEM 1120. When entered, you will only see the CHEM 1110 course in the right hand column and need to click on CHEM 1110 to see the rest of the entry of course CHEM 1120. (Note: the “hours” indicated with this sequence is entered as “5-8” also.)



Cross Reference: these are “same as” courses.

For example: RELS 3110, PHIL 3110, CAP 3194 are “same as” courses. Note how the courses need to be entered in “cross reference” or will result in “error”. You will enter/move RELS 3110 to the right hand column and then enter PHIL 3110, CAP 3194 in the “cross reference” box. (Note: When entered RELS 3110 will only show in right hand column – you will need to click on RELS 3110 to see the other “same as” courses that are listed in program requirements.)



Or Class: this is used to indicate a choice of one course or another course – in this case you would enter the first course to appear in the right column and then click on the course in the right column and enter the other “or” course in the “or class” box.

For example below: The “sequence” below is CHEM 1110 & CHEM 1120 and it also contains an “or class” of CHEM 1130. You will only see the CHEM 1110 course in the right hand column and need to click on CHEM 1110 to see the rest of the entry of courses. (Note: “hours” of 5-8 is also entered to designate the variable hours associated with this “and”/“or” combination.)

The screenshot shows the 'Course List' dialog box. On the left, there are dropdown menus for 'College of Humanities, Arts and Sciences' and 'Biochemistry (BIOCHEM)'. A large empty box is intended for course entries. On the right, a list of courses is displayed, with 'CHEM 1110 General Chemistry I' selected and highlighted in blue. Below the list, there are input fields for 'Sequence: CHEM 1120', 'Cross Reference:', 'Or Class: CHEM 1130', and 'Hours: 5-8'. The 'Or Class' and 'Hours' fields are circled in red. At the bottom, there are buttons for 'Add Course', 'Add Comment Entry', 'Move Up', 'Move Down', 'OK', and 'Cancel'. A 'Sum Hours' checkbox is checked in the top right corner.

Hours: this automatically feeds from the catalog and does not need to be entered unless it is a variable hour course and you want to specify hours or you have a set of courses with variable hours.

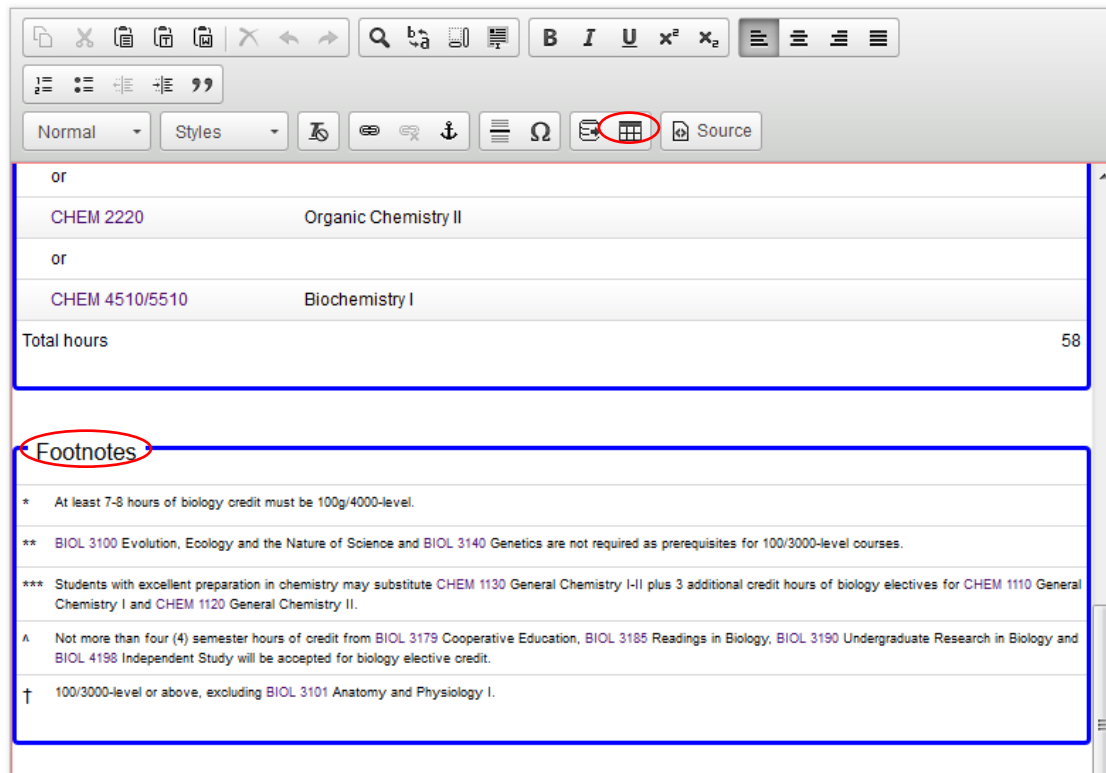
See example below with the entry of 5-8 hours because the selection of courses (CHEM 1110 & CHEM 1120 OR CHEM 1130 in that category can vary the hours. **(Also see “Indent” below).**

This screenshot is similar to the first one, but with additional fields highlighted. The 'Sequence: CHEM 1120' field is circled in red. The 'Or Class: CHEM 1130' field is also circled in red. The 'Hours: 5-8' field is circled in red. The 'CHEM 1110 General Chemistry I' course is still selected in the list. The rest of the interface, including the dropdown menus, buttons, and checkboxes, is identical to the first screenshot.

Footnote: this is used to attach footnotes at bottom of program. To add footnotes 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*. Click on the icon and choose type “Footnotes” in the drop down.

For example these are footnotes for the B.A. Biology major program. Each of these designated footnotes (i.e., *, **, ***) would be designated next to the course in the course list that the footnote corresponds with.

Program Requirements and Description



The screenshot shows a rich text editor interface for editing program requirements. The top toolbar includes various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, and lists. A red circle highlights the 'Insert Table' icon. Below the toolbar, a table is displayed with the following content:

or	
CHEM 2220	Organic Chemistry II
or	
CHEM 4510/5510	Biochemistry I
Total hours	58

Below the table, a section titled 'Footnotes' (circled in red) contains a list of footnotes:

- * At least 7-8 hours of biology credit must be 100g/4000-level.
- ** BIOL 3100 Evolution, Ecology and the Nature of Science and BIOL 3140 Genetics are not required as prerequisites for 100/3000-level courses.
- *** Students with excellent preparation in chemistry may substitute CHEM 1130 General Chemistry I-II plus 3 additional credit hours of biology electives for CHEM 1110 General Chemistry I and CHEM 1120 General Chemistry II.
- A Not more than four (4) semester hours of credit from BIOL 3179 Cooperative Education, BIOL 3185 Readings in Biology, BIOL 3190 Undergraduate Research in Biology and BIOL 4198 Independent Study will be accepted for biology elective credit.
- † 100/3000-level or above, excluding BIOL 3101 Anatomy and Physiology I.

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 show up and not have to enter the hours - in that case you would **not** 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 that list.

Following is an example screenshot demonstrating the following:

BIOL 2051, BIOL 2052, BIOL 3100, BIOL 3140 are required courses – the “indent” box is **not** checked and the hours appear in the right hand column next to each course.

Mathematics: is entered as a “comment” and “4-5” hours would be entered in the “hours” box for that comment – the “indent” box is **not** checked and the hours appear in the right column next to “Mathematics:”

MATH 1130 & MATH 1120, MATH 1140, MATH 1420 are courses to select from – the “indent” box **is** checked and the courses appear but no hours appear in the right column next to the courses.

Program Requirements and Description

The screenshot shows a course list editor with a table of required courses. The table is titled "Course List" and has a sub-header "Required:". The table is organized into sections: "Introductory track:", "Cognate courses:", "Mathematics:", and "Chemistry and Biochemistry:". The "Mathematics:" section is further divided into "Select one of the following:". Red circles highlight the course numbers BIOL 2051, BIOL 2052, BIOL 3100, BIOL 3140, MATH 1130 & MATH 1120, MATH 1140, MATH 1420, and the credit values 4, 4, 3, 4, and 4-5. A blue box highlights the entire table area.

Introductory track:		
BIOL 2051	General Biology: Organismal Diversity	4
BIOL 2052	General Biology: Cell Structure and Function	4
BIOL 3100	Evolution, Ecology and the Nature of Science **	3
BIOL 3140	Genetics **	4
Cognate courses:		
Mathematics:		4-5
Select one of the following:		
MATH 1130 & MATH 1120	Trigonometry and Mathematics for Biological Sciences	
MATH 1140	Precalculus	
MATH 1420	Calculus I	
Chemistry and Biochemistry: ***		12-13
CHEM 1110	General Chemistry I	
CHEM 1120	General Chemistry II	

Area Header: this box is checked if you want to bold a header.

In the following screenshot example, "A. Religion and Culture" and "B. Textual and Analytical Explorations of Religion" are checked as "Area Headers".

The screenshot shows a course list editor with a table of required courses. The table is titled "Courses support Learning Goal 1:" and has a sub-header "Course List". The table is organized into sections: "Required: one course from the following:" and "One course from the following:". Red circles highlight the area headers "A. Religion and Culture" and "B. Textual and Analytical Explorations of Religion". A blue box highlights the entire table area.

Required: one course from the following:		3
RELS 1510	Religion, Ethics, and Film	
RELS/ANTH 3103	Religion, Magic, and Witchcraft	
RELS/PHIL 3110/CAP 3194	Perspectives on Death and Dying	
RELS 3150	Women and Christianity *	
RELS 3310/HUM 3138	Malcolm, Martin, and Justice	
RELS 3320	Black Liberation and the Black Church	
RELS 3500	Religion and Ethics	
RELS 4230/5230	Religion in America	
B. Textual and Analytical Explorations of Religion		3
One course from the following:		
RELS 2001	Old Testament and Other Hebrew Scriptures	
RELS 2002	New Testament and Early Christian Writings	
RELS 2140	Philosophy of Religion *	
RELS 3120	Myth and Symbol	

Move Up: this is used to move items in **right column** up.

Move Down: this is used to move items in **right column** down.

Sum Hours (top right hand corner): if this box is checked, it sums all hours in the right hand column. (This is where incorrect indenting will be noticeable because it won't sum the hours of the program correctly) "Sum Hours" works very well as long as there are no variable hours in the right hand column. **If there are variable hours in the right hand column, 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.**

When done entering information in the "Course List" two-column box, you have the following options:

1. OK (all changes you made to the program at this point will be saved, but not officially submitted).
2. Cancel (no changes you made to the program will be saved)

Answer additional required questions.

Depending on whether you answer "yes" or "no" to a question may create/require additional question(s) to be answered.

There is a green "**Attach Documents**" button which should be utilized to **attach the BOR Form A (if proposing a new major) and any supporting documents** (such as forms, consultations, etc.). You need to attach something to the proposal in order to submit.

When a new program is proposed, Leapfrog system cannot provide "Catalog Pages Using this program" and, therefore, no departments are automatically notified of this new program. If you are proposing a new program, it is the responsibility of the originating department to consult with any departments that may be affected by this new program or any departments that may be interested in this new program with the possibility of incorporating some of their courses into the new program.

When you have entered proposed changes you have the following options:

1. **Cancel** (in which case none of your changes entered will be saved)
2. **Save Changes** (will save the changes you have entered to that point, but will not be submitted to next approval level)
3. **Save & Submit** (will save the changes you have entered and will be submitted to the next approval level). **It will not save and submit unless you have responded to all required questions.** If you are the originator of the proposal, it will go to department head as part of the next approval level.

Rachelle Kidwell
Assistant Registrar
12/6/2023