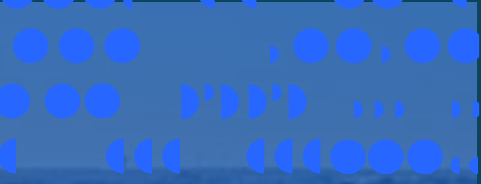


September 22, 2026

Programs and Misc Admin Training

Sam Henderson, Office of the University Registrar

Background



- **KU uses Courseleaf CIM/CAT, a system where all University course and program information is stored, edited, and connected to the Catalog**
- **Three parts to CIM: Course Management, Program Management, Misc Admin**
 - **CAT is the catalog itself**
 - **We will focus on Programs/Misc Admin today**
 - **Previous Back to Basics overview and Course Management training recordings will be posted to Staff and Faculty Resources soon!**

Today, we will go through the following:

- **Proposing new programs**
 - **Timeline expectations**
- **How to edit a program**
- **How programs are connected to the Catalog**
 - **Course Lists, Degree Plans, etc.**
- **Approving Pages/Workflow Steps**
- **Program Lifecycle/Misc Admin info**

Proposing New Programs



Program Development

Program Life Cycle team is initial point of contact for:

- New Degrees
- New Concentrations
 - New Minors
 - New Certificates
- Changing/Adding a New Modality

programlifecycle@ku.edu

The New Program Process



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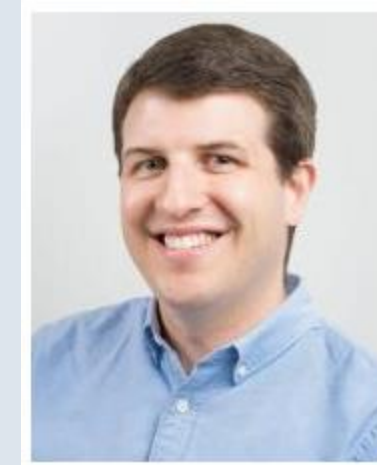
New Program Development & Approval



Program Development



The Team



programlifecycle@ku.edu

What We Help With:

- Getting initial market data
- Completing the CIM Program Proposal form (both stages)
 - Communication liaison between campus partners
 - Setting program launch timeline
- Program Redesign (total overhaul, renumbering, updates due to policy alignment)

Editing Programs



When do I edit a program?

- When you are adding or removing specific courses that count towards the program
- Tweaking hour distribution within a program (e.g. increasing/decreasing concentration hours)
- Updating Learning Outcomes
- Program edits are reviewed for the cumulative amount of change happening year-over-year

- On Program Management, search for the program to edit
- Click on program and hit 'Edit Program'

KU

Program Management

Search, edit, add, and inactivate programs.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

ceae ☐ History - OR - Quick Searches... ▼

Program Code	Title	Workflow	Status
CEAE-BS	Architectural Engineering, B.S.		Edited
CEAE-BS	Civil Engineering, B.S.		Edited
CEAE-MCE	Master of Civil Engineering		Approved
CEAE-MCM	Master of Construction Management		Approved
CEAE-MS	Civil Engineering, M.S.		Approved
CEAE-MS	Environmental & Water Resources Engineering, M.S.		Approved

Changes saved but not submitted

[Preview Workflow](#)

Viewing: **CEAE-BS : Civil Engineering, B.S.**

Last approved: 04/10/25 3:32 pm
Last edit: 09/04/25 10:29 pm

Catalog Pages Using this Program

History

- A. Feb 1, 2018 by mmedina
- B. Dec 11, 2018 by mmedina
- C. Oct 17, 2019 by

- Also accessible through next.catalog.ku.edu
- Navigate to program on the catalog and hit “Edit Page”
- Then, go to Degree Requirements and select
“Edit Program Requirements”

The left screenshot shows the catalog editor interface for the 'Bachelor of Science in Civil Engineering' program. A red arrow points to the 'EDIT PAGE' button in the top left corner. The right screenshot shows the 'Degree Requirements' tab for the same program, with a red circle highlighting the 'Edit Program Requirements' link in the top right corner.

Bachelor of Science in Civil Engineering

Overview Admissions Degree Requirements Degree Plan Learning Outcomes

B.S. in Civil Engineering Program

Civil engineering (CE), the oldest and broadest of the divisions of engineering, implements a range of public and private projects for improving society's physical infrastructure and the environment. The civil engineer integrates scientific principles with engineering experience to plan, design, and construct networks of highways and railroads, airports, bridges and dams, environmental pollution control systems, industrial structures, water purification and distribution systems, and urban transportation systems that maintain, protect, and enhance the quality of life. Civil engineers are trained to consider the social effects as well as the physical and environmental factors that constrain the planning, design, construction, and operation of their projects. Environmental engineering, a technical specialization with its origins in civil engineering, is a growing discipline dedicated to the protection of the environment.

The undergraduate program gives students the theoretical background, instruction in engineering application of scientific principles, and professional attitude to serve the public. It typically leads to entry-level positions or to graduate work in technical specialties (e.g., environmental, geotechnical, structural, and transportation), business administration, or other professions.

Courses that address the behavior and design of steel and reinforced concrete structures, environmental pollution, control systems, water resources systems, foundations, and surface transportation systems are integrated into the curriculum, culminating in a series of senior-level professional design courses. These simulate the design processes used in the major areas of civil engineering and prepare students for entry-level positions. Most faculty members are licensed professional engineers. KU graduates have successful records in professional practice, research in academic institutions, government and private laboratories, and in managing firms and corporations of all sizes.

B.S. CE Mission Statement

Graduates who pursue a career in Civil Engineering will be successfully engaged in professional engineering practice or graduate study in the analysis, design, construction, and operation of public and private infrastructure systems.

Combined Civil Engineering and Business Program

Bachelor of Science in Civil Engineering Degree Requirements

Students take required courses and select electives that best fulfill their personal goals from the following general areas of study. A total of 128 credit hours is required for graduation. Students who are exempt from one or more of the specific requirements below take additional electives in selected areas of emphasis to meet the total credit hour requirement.

Core 34 General Education	
The KU Core 34 is comprised of 34-35 credit hours typically completed during the first two years of study. The Core 34 consists of the following requirements: English (6), Communications (3), Math & Statistics (3), Natural & Physical Sciences with lab (4-5), Social & Behavioral Sciences (6 in two different disciplines), Arts & Humanities (6 in two different disciplines), US Culture (3), and Global Culture (3)	34
MATH 125 Calculus I is the "math pathway" course. If a student is not ready to start in Calculus 1, this degree will take more than 4 years to complete. This course will fulfill your Core 34 Math and Statistics requirement.	
EPHX 210 is a required course of the major. If students do not take this course as part of their Core 34 Natural and Physical Science, then additional hours will be required for degree completion.	
ECON 142 (or ECON 104 or ECON 144) is a required course of the major. If students do not take this course as part of their Core 34 Social and Behavioral Science, then additional hours will be required for degree completion.	

You are logged in as Sam Henderson. Translations: None Page Owner(s): Engineering Undergraduate Workflow: CEAE Undergrad, Engineering Undergraduate, Catalog Editor

Page Status: In Workflow Next: CEAE Undergrad (Multiple Addresses) Start Workflow

- From there, you edit the program form as needed

Things to look out for

- Any edits to a program's curriculum will need to go through CIM workflow for approval (needs to be through workflow by 2/1!)
- Don't forget to double check learning outcomes!
 - Those are edited in CIM and then inserted into the Catalog by our team
- We recommend getting any curricular changes in ASAP in CIM to allow ample time for it to make it through workflow!

New to the Program Form

Undergraduate

Program Hours	
General Education Hours (Core 34)	34
Major Hours	Include all required hours in the major, including any pre-requisite coursework required. Do not include Core 34, concentration, or general electives in this number.
Concentration Hours	If there is no concentrations in the major, please list 0. If hours vary, please list the range.
Total Major + Concentration Hours	
Capstone Hours	
General/Open Elective Hours	
Total Hours	

Total hours for an undergraduate degree cannot exceed 120 without KBOR approval.

Graduate

Program Hours	
Total Hours	

- Please fill out for all programs (new or editing!)
- This helps us for tracking/catalog purposes and saves time digging

Programs and the Catalog



How are they connected?

- Access points
 - Can get to Program Management from Catalog
- Degree Requirements
 - Edited on Program Management, reflected on Catalog
- New programs must be fully approved and out of workflow in Program Management before receiving a catalog page

What is separate?

- Overview, admissions and degree plan tabs
 - Handled directly on CAT (next.catalog.edu)
 - Edit just like any other website
 - Hit pencil icon at the top of the tabs
- Note: All programs (Bachelors-PhDs) are required to have degree plan tabs

***Bachelor's plans should be 4 years & master's plans should be 2 years; PhDs just need to have a plan in grid format**

Editing Degree Plans

- On Degree Plan page, hit 'Edit Page' in top left corner
and then 'Edit Degree Plan' in top right area of page

The image displays two screenshots of the University of Kansas Academic Catalog interface, illustrating the steps to edit a degree plan.

Left Screenshot: Shows the "Bachelor of Science in Civil Engineering" page. The "Degree Plan" tab is selected. In the top left corner, there is a button labeled "EDIT PAGE" with a red arrow pointing to it. The left sidebar lists various academic categories, with "Engineering" highlighted. The main content area displays a sample 4-year plan for the Bachelor of Science in Civil Engineering.

Right Screenshot: Shows the same "Bachelor of Science in Civil Engineering" page. In the top right area, there is a button labeled "Edit 'Degree Plan'" with a red arrow pointing to it. The "Degree Plan" tab is still selected. The bottom of the page shows a footer with login information and a "Start Workflow" button.

Editing Degree Plans Cont'd

- **When new window pops up, you can double click inside blue box to edit degree plan**
- **If no existing plan, you can click grid icon and and select 'Plan of Study Grid' to create new one**
- **Once inside grid, you can edit by adding or removing courses with arrows or 'Quick Add' option**

Page Body

The following are recommended enrollments

Plan of Study Grid

Freshman			
FALL	HOURS	SPRING	HOURS
CE 101	2	ARCE 217	3
MATH 125 (Core 34: Math & Statistics (SGE)) ^{030***}	4	MATH 126	4
CHEM 150	5	EPHX 210 or PHSX 211 (Core 34: Natural & Physical Science (SGE)) ^{040***}	3
Core 34: English (SGE) ⁰¹⁰	3	PHSX 216 (Core 34: Natural & Physical Science (SGE)) ^{040***}	1
Core 34: Communications (SGE) ⁰²⁰	3	Core 34: English (SGE) ⁰¹⁰	3
		Natural Science Elective	3

ENGR

Civil, Envr & Arch Engineering (CE)

CE 191 Introduction to Civil Engineering

CE 201 Statics

CE 250 Dynamics

CE 312 Strength of Materials, Honors

CE 413 Structural Engineering Materials, Honors

CE 479 Introduction to Environmental Engineering and Science, Honors

CE 484 Materials for Transportation Facilities

CE 485 Materials for Transportation Facilities, Honors

CE 490 Special Problems

CE 495 Special Topics: _____

CE 497 Extended Topics: _____

CE 535 Engineering Applications of GIS

CE 550 Life Cycle Assessment

CE 555 Open Channel Flow

CE 570 Concepts of Environmental Chemistry

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<<

Starting Plan Grid: Fall Plan Grid

Year: Freshman

Term: Fall

CE 101 Introduction to Civil and Environmental Engineering

MATH 125 Calculus I

CHEM 150 Chemistry for Engineers

Core 34: English (SGE)

Core 34: Communications (SGE)

Comment:

Sequence:

Or Class:

Hours:

Footnote:

☐ Indent

Move Up

Move Down

Quick Add:

Add Course

Add Comment Entry

OK Cancel

OK Cancel

Approving Pages/Workflow Steps

What happens when you get these emails?



General Catalog Update <ku@notify.courseleaf.com>

To: ● Henderson, Sam

Sam:

There are pending program change proposals awaiting your review, including
PUAD-MIN: Law and Society.

Please visit:

<https://next.catalog.ku.edu/courseleaf/approve/?role=Future%20Academic%20Catalog>
to review the changes and provide your feedback.

For questions or information regarding this email, please reply
to this email (catalogeditor@ku.edu) or contact your school level administrator.

That means there is something in your workflow queue!

Steps to approving

- Click on the link in the email
- After reviewing page, you have three options:



- Edit (blue pencil) is for any changes before moving to next step
- Rollback (red arrow) is to move back to prior step
- Approve (green checkmark) is to move forward to next step

Things to know

- In many cases, several people are receiving the same email you are and can approve without you having a chance to look
 - Be sure to coordinate with your team on this so there's no confusion
- Rollbacks: Email the person in the step that the workflow is on to send it back to you if needed
 - If rolled back to the first initiator, the program is no longer in workflow
- If you run into any issues, please reach out to us!

Program Lifecycle Info/Misc Admin

with Casey Fraites-Chapes (Academic Affairs)

Changes to Misc. Admin



Misc Admin

USE THIS FORM FOR
ADMINISTRATIVE UPDATES

Use this form when you are...

- Requesting a new subject in Misc Admin
- Renaming a program (degree, concentration, minor, or certificate)
- Changing a CIP code
- Making academic unit updates (name change, merger, new department, or moving a unit)

FORM:
Misc Admin



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**BOLD IDEAS
BRIGHTER FUTURES**

New Forms



Modality Change

USE THIS FORM TO ADD OR
CHANGE DELIVERY MODALITY

Use this form when you are...

- Moving an on-ground program online
- Adding an online modality to a current on-ground program
- Moving an online program on-ground
- Adding an on-ground modality to a currently online program

FORM:
Modality Change



THE UNIVERSITY OF KANSAS



BOLD IDEAS
BRIGHTER FUTURES



Discontinuance

USE THIS FORM TO CLOSE
ACADEMIC PROGRAMS

Use this form when you are...

- Closing a degree (active or inactive)
- Closing a concentration
- Closing a location
- Closing a modality
- Administrative code closure

FORM:
Discontinuance



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BOLD IDEAS
BRIGHTER FUTURES

Misc Admin Additional Notes

- Accessible through the Courseleaf dashboard on next.catalog.ku.edu
- For CLAS departments, all misc admin requests should go through Rachel Decorie (rdecorie@ku.edu)
- Individual CLAS departments should not be submitting the forms on their own
- If you are discontinuing a program that has a catalog page, our team will remove the catalog content once the discontinuance is approved
- All that is needed on your end is the discontinuance paperwork itself

SOOOO MANY FORMS!!!



Which Form Should I Use?

ACADEMIC PROGRAM AND CURRICULUM CHANGES

 Misc Admin USE THIS FORM FOR ADMINISTRATIVE UPDATES • Requesting a new subject in Misc Admin • Renaming a program (degree, concentration, minor, or certificate) • Changing a CIP code • Making academic unit updates (name change, merger, new department, or moving a unit) FORM: Misc Admin	 Modality Change USE THIS FORM TO ADD OR CHANGE DELIVERY MODALITY • Moving an on-ground program online • Adding an online modality to a current on-ground program • Moving an online program on-ground • Adding an on-ground modality to a currently online program FORM: Modality Change	 New Program USE THIS FORM TO PROPOSE A NEW ACADEMIC PROGRAM • Proposing a new degree program • Proposing a new concentration • Proposing a new minor • Proposing a new certificate FORMS: Program Inquiry (CIM) ▼ Full Proposal (CIM)	 Discontinuance USE THIS FORM TO CLOSE ACADEMIC PROGRAMS • Closing a degree (active or inactive) • Closing a concentration • Closing a location • Closing a modality • Administrative code closure FORM: Discontinuance
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Help is always available!

programlifecycle@ku.edu

fraitesc@ku.edu

catalogeditor@ku.edu

samhenderson@ku.edu

Questions?



Thank you!

Contact:

catalogeditor@ku.edu
samhenderson@ku.edu