September 22, 2026

Programs and Misc Admin Training

Sam Henderson, Office of the University Registrar

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Background

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- 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!

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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

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Proposing New Programs

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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

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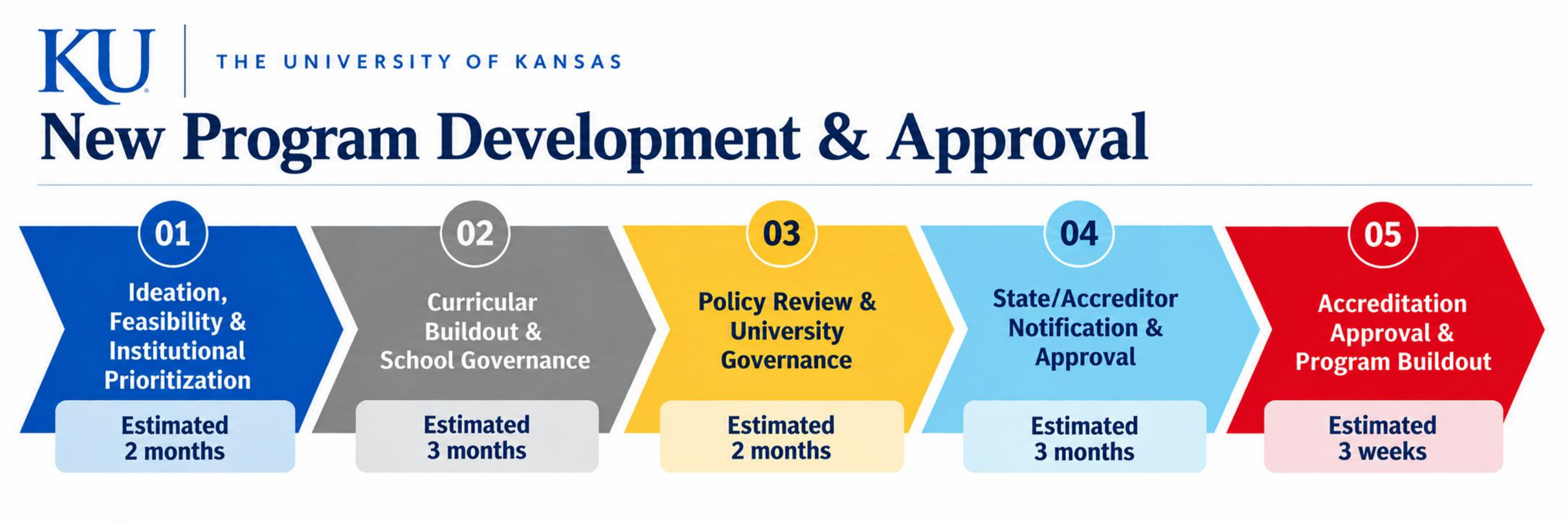
The New Program Process



Recommended Timelines*:

*General guidance – Schools may have their own internal timelines that should be followed

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BOLD IDEAS
BRIGHTER FUTURES

Program Development Timelines

ESTIMATED DURATIONS AND KEY MILESTONES

Proposal Type	Estimated Program Build Duration	Latest Recommended CIM Submission	KBOR/HLC
New Degree	10–12 months	February – April	KBOR & HLC
New Certificate	10–12 months	February – April	HLC
New Concentration	5–7 months	August – October	HLC
New Minor	5–7 months	August – October	KBOR
Modality Change	12–18 months	Once ready	HLC

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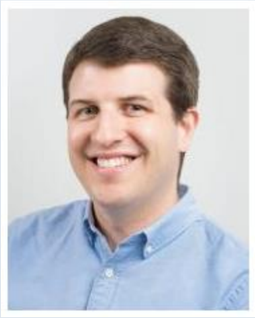
Program Development

The Team



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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)

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Editing Programs

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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

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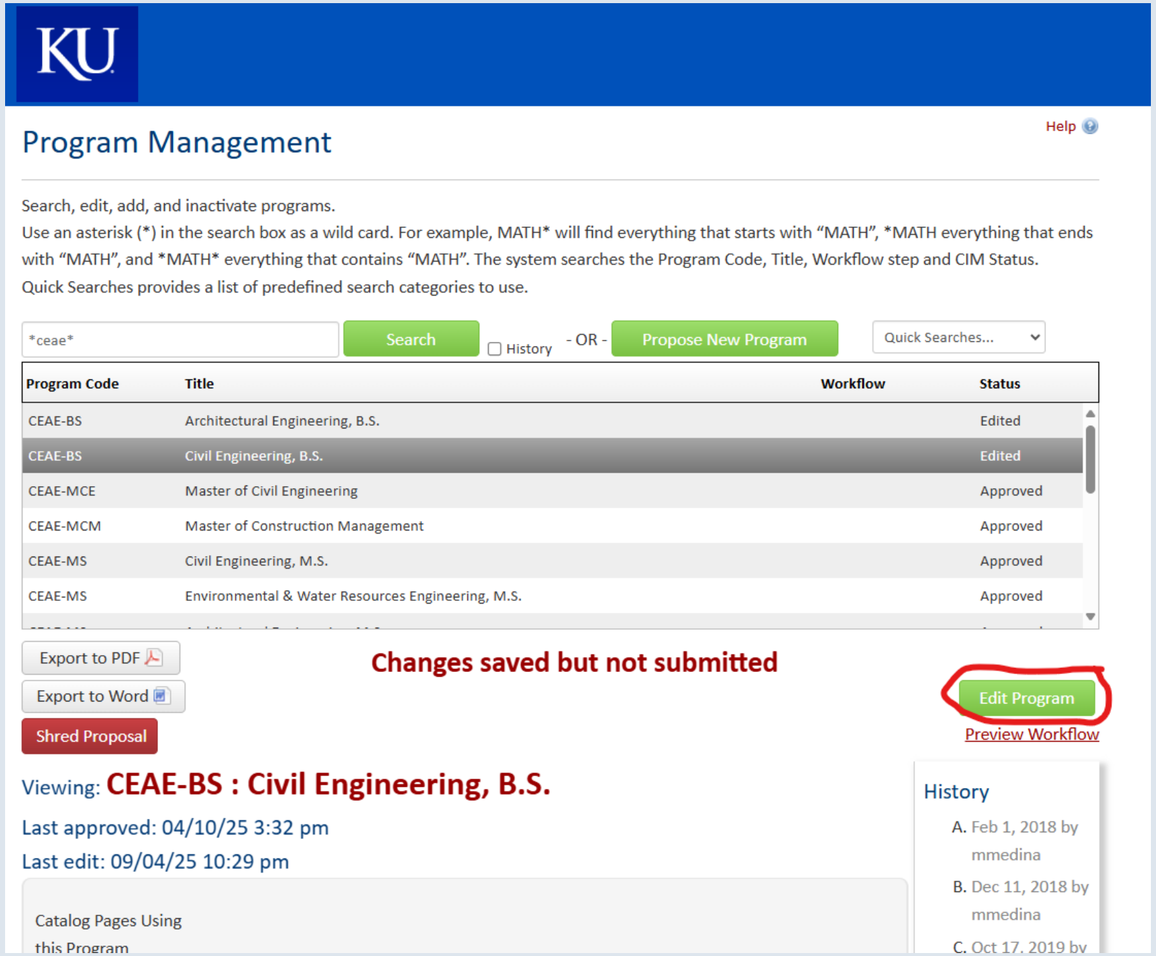
- On Program Management, search for the program to edit
- Click on program and hit ‘Edit Program’

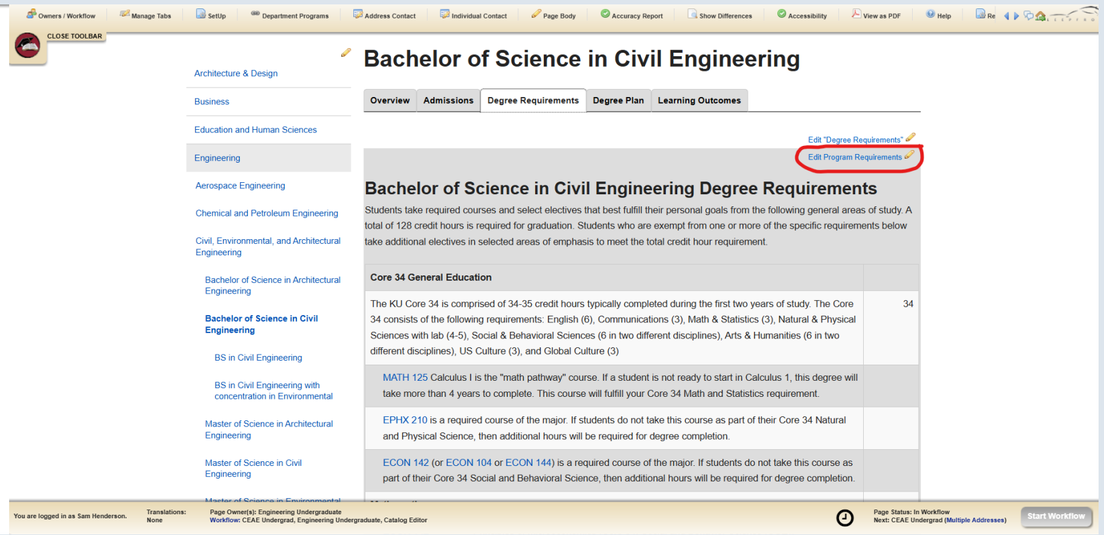


- Also accessible through next.catalog.ku.edu

- Navigate to program on the catalog and hit “Edit Page”

- Then, go to Degree Requirements and select

  “Edit Program Requirements”



- From there, you edit the program form as needed

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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!

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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

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Programs and the Catalog

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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

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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

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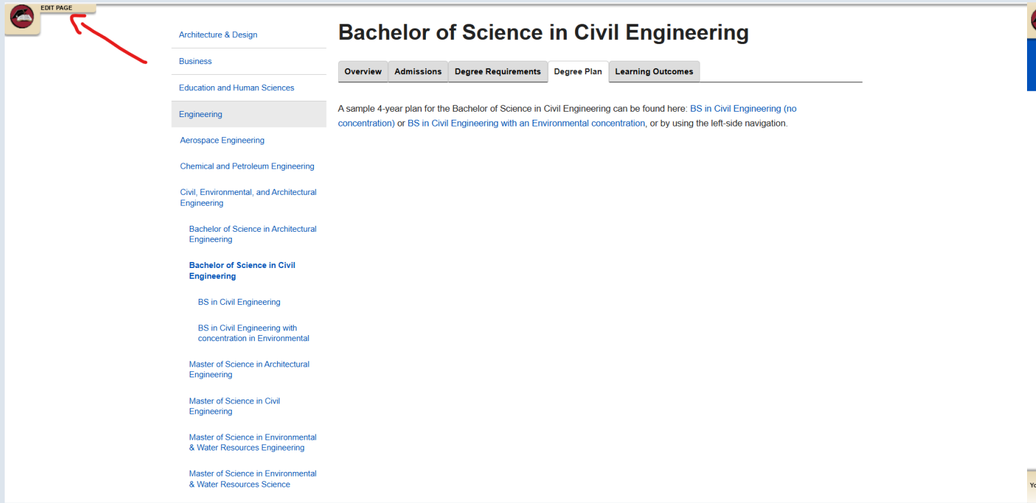
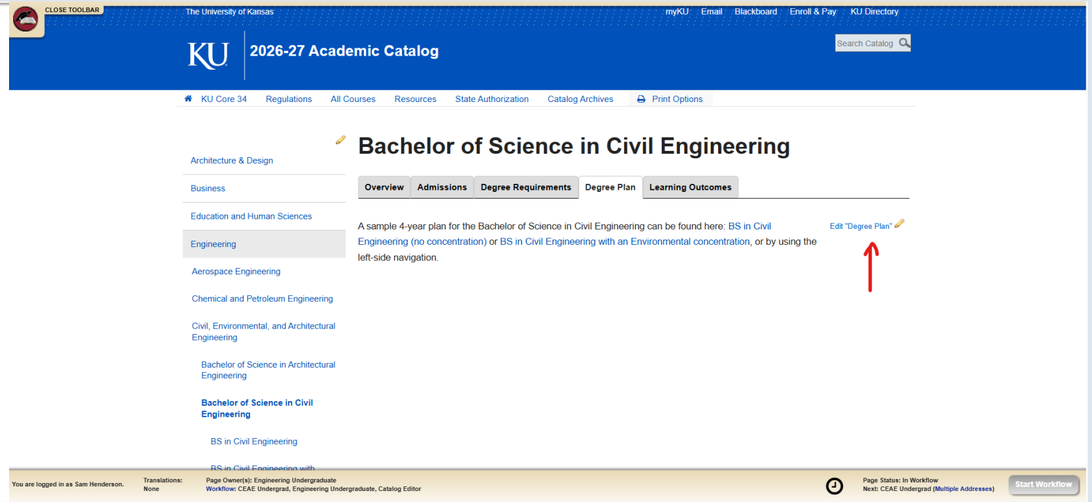
Editing Degree Plans

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





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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

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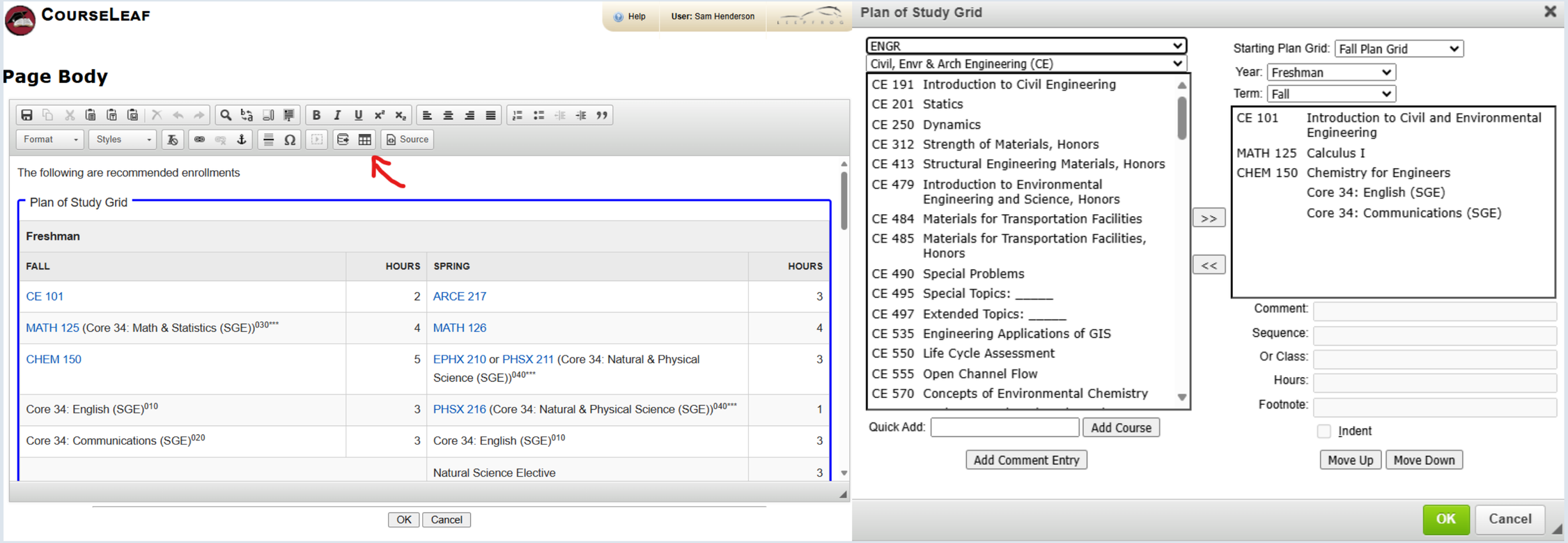

Approving Pages/Workflow Steps

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What happens when you get these emails?

GU

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

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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!

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Program Lifecycle Info/Misc Admin

with Casey Fraites-Chapes (Academic Affairs)

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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

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BOLD IDEAS
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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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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

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SOOOO MANY FORMS!!!

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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)
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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

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Questions?

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Thank you!

Contact:

catalogeditor@ku.edu
samhenderson@ku.edu

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