

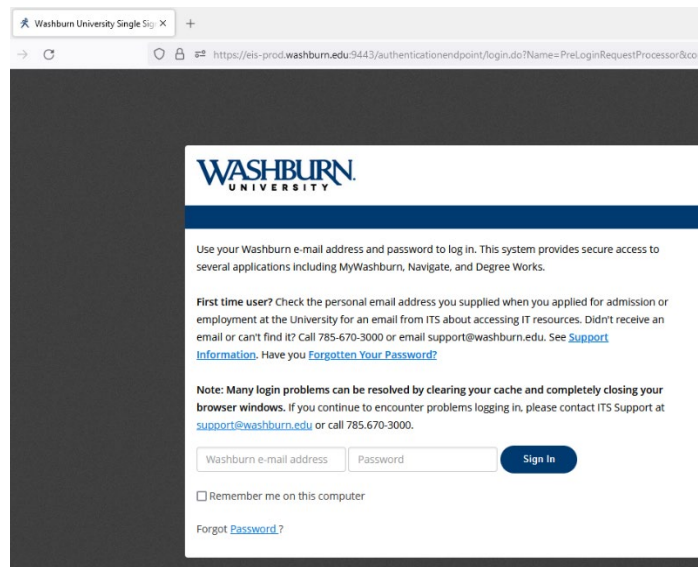
COURSELEAF - PROGRAM GUIDE

1. To propose a new program, access the CourseLeaf by logging into:

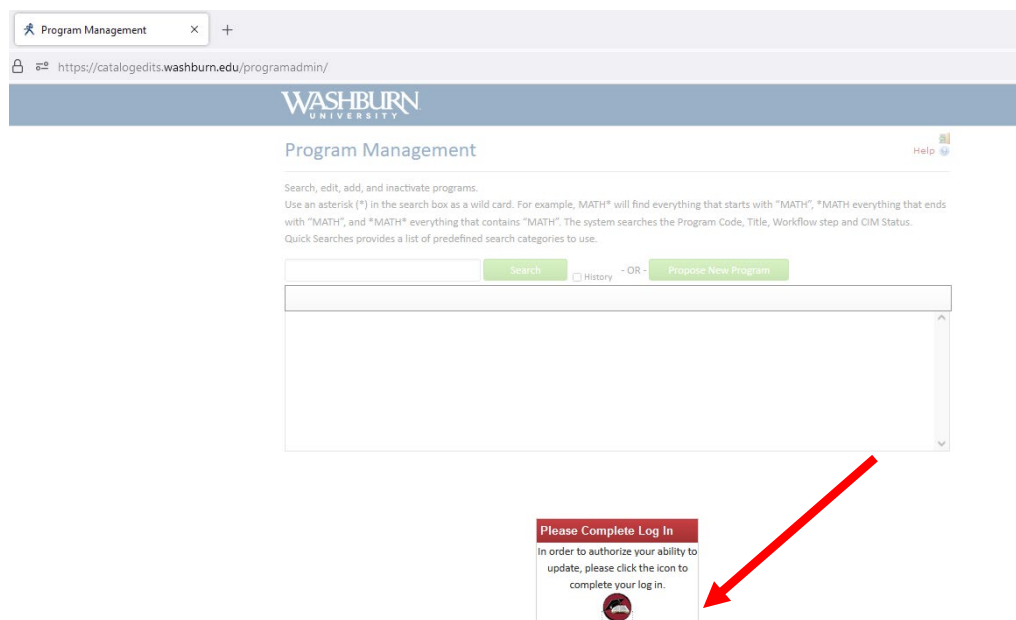
<https://catalogedits.washburn.edu/programadmin/>

All new credentials (associate degree, technical diploma, apprenticeship and certificates) will require you to start by proposing a new program.

2. You may need to login! On the Washburn screen, enter your Washburn email address and network Password. Click Sign In.



3. Click on the round red icon in the middle of the screen to complete your login.



- Click on the green **Propose New Program** button to start. A new window will pop open.

WASHBURN UNIVERSITY

Program Management

You are logged in as holly.broxterman Help

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.

Search History - OR - Quick Searches...

Program Code	Program Name	Workflow	Status
	Chemistry Secondary Education BEd		added
AAAD-MNR	African Am & African Diaspora Studies Minor		
AC	BU: Accounting		
ACE	IS: Admin Communication Emph		
ADC-BAS	HS: Addiction Counseling/BAS		
ADC-CT	CT: Addiction Counseling/HS		

- In the Program Management window, enter your new program information. The fields outlined in red are required. You will not be allowed to submit the proposal until all required fields are filled.

New Record — Mozilla Firefox

https://catalogedits.washburn.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step= 80%

WASHBURN UNIVERSITY

Program Management

New Program Proposal

Proposal Information

Effective Catalog Edition: All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.

Subject:

50 characters remaining

Description of Proposal:

Reason(s) for Proposal:

- Accreditation Requirement Changes
- Enrollment Change
- In Response to Other Curriculum Changes
- Labor Market Data
- Student Course Feedback Information
- Student Learning Assessment Data
- Other

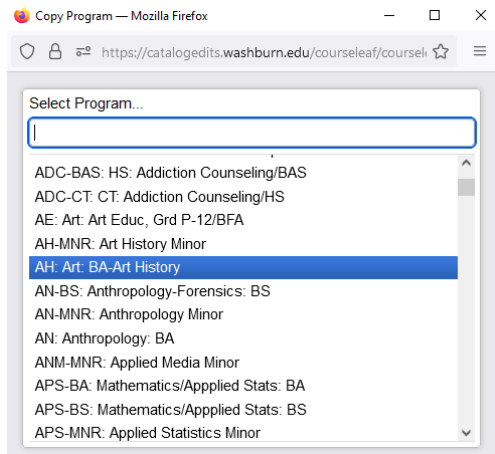
Describe in detail the reasons for the proposal:

Will this proposal require additional faculty or impact faculty load? Yes No

Will this proposal require additional infrastructure support? Yes No

Is there supporting documentation attached to this proposal? Yes No Attach your supplemental files below

NOTE: If you click on the green **Propose New from Existing Program** button in the top right corner, you can select an existing program and copy it over into the new program. Use this when you have a new program that may have similar structure / courses to the new program. This will eliminate the need to fill out a blank form and save time. Once you have selected the program (hover mouse over program and click to highlight), click the **Copy Program** button.



If you select the wrong program, click the green **Propose New from Existing Program** and select the Program. Click Ok will overwrite the old data. If you do not wish to move forward, you can scroll to the bottom of the Program Management page and click the red **Cancel** button.

Required Fields:

- a. **Effective Catalog Edition:** Select the appropriate date.
- b. **Subject:** 50 words or less summarizing this proposal
- c. **Description of Proposal:** Explain in detail what you are proposing and why. The approvers review this field and need as much detail as possible.
- d. **Reasons:** Click the appropriate boxes and describe in detail the reason(s) for this proposal.
- e. **Additional Faculty / Impact Load:** Answer the question and if yes, provide details below.
- f. **Additional Infrastructure:** Answer the question and if yes, provide details below.
- g. **Supporting Documentation:** If there is support documentation, answer yes and attach below.
- h. **Program Title:** Complete course title
- i. **Department:** Select the appropriate department.
- j. **College:** Select the appropriate college.
- k. **Division:** Select if appropriate.
- l. **Degree Level:** Select the appropriate level
 - i. **NOTE:** *If you copied data from an existing program, be sure to change the Program Title name so that Courseleaf will create a new records when you save or send to Workflow.*
- m. **Degree to be Offered:** Select the appropriate degree.
- n. **CIP Code:** Select the appropriate code. If you do not know, click Find.
- o. **Interdisciplinary:** Answer the question. If yes, provide details.
- p. **Online:** Answer the question.
- q. **Teaching Certification:** Answer the question. If yes, the program will be routed to the Education department to review.

- r. **Specialized Admission:** Answer the question. If yes, provide additional information.
 - s. **Credit Hours:** Provide total number.
 - t. **Curriculum** – SEE SEPARATE CURRICULUM DOCUMENT FOR NOTES!
 - u. **Supplemental Files:** Add your supplemental files for reviewers here.
6. After completing the form, select one of the following buttons. If you are NOT ready to submit the proposal, Save Changes will save your edits and you can come back and continue your work on the proposal before submitting to workflow.



NOTE: Once a proposal is moved into Workflow, you can see the steps in the Workflow on the right side of the Course Proposal along with the Approval Path. This workflow cannot be bypassed.

Revising Existing Program Curriculum

- To begin editing an existing program, scroll through the list programs or enter search criteria (use asterisk to search – see note on screen) and click the green **Search** button.

WASHBURN UNIVERSITY

Program Management

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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.

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

Program Code	Program Name	Workflow	Status
	Chemistry Secondary Education BEd		added
AAAD-MNR	African Am & African Diaspora Studies Minor		
AC	BU: Accounting		
ACE	IS: Admin Communication Emph		
ADC-BAS	HS: Addiction Counseling/BAS		
ADC-CT	CT: Addiction Counseling/HS		

- Find the program you wish to revise and click on it to select. You can scroll down to preview the details. Click the green **Edit Program** button to the right of the program name to open to edit.

* History -OR-

Program Code	Program Name	Workflow	Status
AE	Art: Art Educ, Grd P-12/BFA		
AH	Art: BA-Art History		
AH-MNR	Art History Minor		
AN	Anthropology: BA		
AN-BS	Anthropology-Forensics: BS		
AN-MNR	Anthropology Minor		
ANM-MNR	Applied Media Minor		

Viewing: **AH : Art: BA-Art History**

[Preview Workflow](#)

7. The following fields outlined in red are required to have data in the field before saving or sending to workflow.

WASHBURN UNIVERSITY

Program Management

Editing: **AH: Art: BA-Art History**

Proposal Information

Effective Catalog Edition: All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.

Subject:

Change Type:

Description of Proposal:

Reason(s) for Proposal:

- Accreditation Requirement Changes
- Enrollment Change
- In Response to Other Curriculum Changes
- Labor Market Data
- Student Course Feedback Information
- Student Learning Assessment Data
- Other

Describe in detail the reasons for the proposal:

Will this proposal require additional faculty or impact faculty load? Yes No

Will this proposal require additional infrastructure support? Yes No

Is there supporting documentation attached to this proposal? Yes No Attach your supplemental files below

- a. **Effective Catalog Edition:** Select the appropriate date.
- b. **Subject:** 50 words or less summarizing this proposal
- c. **Description of Proposal:** Explain in detail what you are proposing and why. The approvers review this field and need as much detail as possible.
- d. **Reasons:** Click the appropriate boxes and describe in detail the reason(s) for this proposal.

- e. **Additional Faculty / Impact Load:** Answer the question and if yes, provide details below.
 - f. **Additional Infrastructure:** Answer the question and if yes, provide details below.
 - g. **Supporting Documentation:** If there is support documentation, answer yes and attach below.
 - h. **Program Title:** Complete course title
 - i. **Department:** Select the appropriate department.
 - j. **College:** Select the appropriate college.
 - k. **Division:** Select if appropriate.
 - l. **Degree Level:** Select the appropriate level
 - i. **NOTE:** *If you copied data from an existing program, be sure to change the Program Title name so that Courseleaf will create a new records when you save or send to Workflow.*
 - m. **Degree to be Offered:** Select the appropriate degree.
 - n. **CIP Code:** Select the appropriate code. If you do not know, click Find.
 - o. **Interdisciplinary:** Answer the question. If yes, provide details.
 - p. **Online:** Answer the question.
 - q. **Teaching Certification:** Answer the question. If yes, the program will be routed to the Education department to review.
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For any additional questions, contact Holly Broxterman at holly.broxterman@washburn.edu or x. 3870.