

The Course Inventory Management (CIM) system is University of Louisville's online course proposal and editing platform. The Office of Academic Planning and Accountability (OAPA) serves as the project lead for CIM. More information about CIM is available on the OAPA CIM landing page [here](#); the direct login for the CIM site is available [here](#). If you are already a catalog editor in CourseLeaf, your university single sign on (ulink username/password) will give you access; anyone who does not have credentials can request them directly from Krista Young (see contact info at the bottom of this page).

General CIM Questions

- **What is the deadline for submitting CIM proposals?** *Deadlines vary based on the type of proposal (new or edit, and type of change if edit) and effective term. Specific deadlines are established each year and communicated to units via the Associate Deans, but typically any new courses/course changes to be effective in summer or fall should be submitted and at the Provost Office step in workflow between December and February and changes to be effective in the spring should be at the Provost Office step in workflow between September to October. Please note that Cardinal Core course proposals may have a different deadline and approval cycle; see Cardinal Core Proposals section on the next page.*
- **If I only need to make one minor change on the CIM form, does it still need to go through the entire approval process?** *If you need a minor clerical edit (e.g., fixing a typo), no – contact [Krista Young](#) with information about your request and she will let you know whether we can make the update to the record.*
- **I received an email from CourseLeaf (louisville@notify.courseleaf.com) with the subject line [CIM Courses] Changes Returned. What do I do next?** *Click on the link within the email to view the course record. Scroll all the way to the bottom of the record to view the rollback comments. If you are in an approver role, click the blue “Edit” button to make the requested changes or add additional comments. If you were the person who initiated the course proposal, click the green “Edit Course” button to make the changes or add comments, then click the green Start Workflow button at the bottom of the edit form to return the proposal to the approval workflow.*
- **How do I check the status of a proposal in workflow?** *From the main CIM page, find the proposal by searching the course code (subject prefix and catalog number). Once you select the row with the appropriate proposal, the workflow box will appear below the search table. Any workflow role displaying in green font has already approved the proposal; the proposal is currently waiting for approval at the workflow role displaying in orange font. If there is no “In Workflow” box, the record is not currently in workflow. If the proposal has already been fully approved to PeopleSoft, you will see a History box that allows you to click on the date to view the proposal’s approval history. If there is a message below the search box in red font that reads “Changes saved but not submitted,” the proposal was either rolled back to the initiator with a request for changes or the initiator never clicked the green “Start Workflow” button to move the proposal into the approval process.*
- **I have an urgent course record issue (e.g., need to add a new component type, etc.) that is preventing students from registering and needs to be corrected as soon as possible. What should I do?** *Contact [Krista Young](#) with information about your request; she will provide additional instructions.*
- **What is the rule of thumb for determining the contact hours for a course?** *Multiply the number of weekly contact hours (generally, this is the number of credit units earned for the course) by the number of weeks in the standard semester (14). A typical 3-credit-hour lecture course would meet three times a week, so the number of contact hours over the semester would be 42. This estimate and does not need to consider potential conflicts with holidays or the fact that a class hour is 50 minutes in duration. See the help bubble next to the contact hours field on the CIM form for additional information.*
- **I’m trying to attach a syllabus or other supporting file to the course proposal, but my file won’t upload; what should I do?** *Check the file name; file names with more than one period (.) will generate an error. Although unlikely, it is also possible that you are trying to upload a file type that is not accepted. Supported file types include plain text files (ending in .txt), Microsoft Office files (ending in .doc, .docx, .xls, .ppt, .rtf), Adobe Portable Document Files (.pdf), and image files (ending in .gif, .jpg, .jpeg, or .png).*
- **How do I delete a CIM proposal that I started and saved but no longer need?** *Contact [Krista Young](#) to request that the proposal be shred. Provide the course code (subject prefix and catalog number) in your request.*

Cross Listings

- **How do I cross list one or more new course(s) with an existing course?** Search for the CIM record of the existing course using the search box of the main CIM Courses page, then click the green “Edit Course” button to edit the record. In the cross-listing field, click the red “Add” link and select the subject for the cross-listing in the pop-up box. Enter a course catalog number for the course that has not previously been used in that subject prefix, then complete the department and college information. Repeat this step to add other new cross-listings. Finally, finish making other changes to the proposal before starting the workflow.
- **How do I cross list two existing courses that are both already in the course catalog as separate offerings?** Please contact [Krista Young](#) with a request to cross list two existing courses that are currently listed as separate offerings in the catalog; this type of change requires submission of a support ticket with CourseLeaf to set up the appropriate “allcodes” relationship in CIM.
- **How do I propose a new course that is cross listed with another new course?** From the main CIM Courses page, click the green “Propose New Course” button and enter the information for the new course. In the cross-listing field, click the red “Add” link and select the subject for the cross-listing. Enter a course catalog number for the course that has not previously been used in that subject prefix, then complete the department and college information and finish making other changes to the proposal before starting the workflow. You can change which course is the primary within the CIM form at any time by clicking “Make Primary...”.

Course Inactivations and Reactivations, Including Reassigning Catalog Numbers

- **How do I delete/inactivate a course to remove it from the course catalog listing?** Search for the CIM record of the course using the search box of the main CIM Courses page, then click the red “Inactivate” button to bring up a form where you can request the End Term, provide a brief justification, and click the green “Start Workflow” button.
- **How do I reactivate a course that was previously inactivated/deleted?** Using the search box, find and select the course you want to reactivate, then click on the green “Reactivate” button to bring up a form where you can request the effective term to reactivate the course and edit other course fields as appropriate. Click the green “Start Workflow” button when all changes have been made to put the proposal in the approval workflow.”
- **I want to re-use (reassign) a course number that has been previously used to a different course, but I’m getting a “course code is not unique” error message. What should I do?** Generally speaking, we strongly discourage units from reassigning previously-offered catalog numbers to different courses (a minor title change to an existing course falls outside of this policy). Requests to reassign a previously-offered catalog number to a new or existing course will only be considered if ALL of the following criteria are met:
 1. No other catalog numbers are available (never used) in same the same level band (e.g., 100-149, 150-199, 200-249, etc.); exceptions may be granted if the course is part of a series (e.g., American History I, American History II).
 2. The current course using the proposed catalog number has not been offered in at least 5 years (exceptions will be considered with a strong rationale).
 3. A pedagogical rationale is presented with the request (i.e., proposals to reassign a number simply to “match” a preferred numbering scheme will not be considered unless an additional and compelling rationale is presented related to student success, accreditation requirements, etc.).
 4. A proposal is submitted in CIM to the Provost Office step in workflow by September 1 with a proposed implementation term to take effect in the following academic year. The proposal should include the rationale for the request and should confirm or address all of the criteria outlined above.

Cardinal Core Proposals

- **How do I submit a proposal to qualify a new course for a Cardinal Core requirement, or to request that an existing course be approved to meet a Cardinal Core requirement?** The process for Cardinal Core approval is distinct from the regular course proposal process and requires review by the Cardinal Core Curriculum Committee (CCCC). Cardinal Core proposals are reviewed annually with deadlines for submission that may vary from the general CIM deadlines. Syllabi should be attached to the CIM request form as an MS Word document and follow the Cardinal Core Syllabus Guidelines. Please be aware that any CIM request forms that check the “Yes” button for the Cardinal Core requirement for the first time will be held in the CIM queue until after the CCCC meets to review the proposal. Additional Cardinal Core information is available [here](#), as well as in the help bubble for the Cardinal Core requirement field on the CIM form.

CIM Best Practices

- **When in doubt, check the help bubble!** Help bubbles are available to assist you with filling out most fields on the form. You will see a little question mark in a blue circle next to most form fields; if you hover over or click on that icon, additional information and tips will pop up.
- **We strongly recommend that one curriculum coordinator be assigned to track the status of proposals for each program or department for each cycle of curricular changes** (summer/fall and spring); this will allow your program/department to verify that course proposals are progressing through workflow as expected and identify any rollbacks early in the approval cycle. See “How do I check the status of a proposal in workflow?” on the first page of this document for instructions on tracking workflow status of proposals.

If you have additional suggestions for this FAQ document or for help bubbles on the CIM form, please contact [Krista Young](#).