

HOW TO PROPOSE A NEW MINOR IN CIM USING THE MISC FORM

Step 1. Visit the CIM Miscellaneous landing page and start a new proposal.

To do this, login to [CIM Miscellaneous](#) using your UofL Single Sign On credentials (uLink userID and password). Once you have logged in, click the green Propose New Miscellaneous button to open up a new CIM Misc Form. From there, you will be prompted to select the type of request. From the drop down menu, select “New Minor”, then the remaining fields for the proposal will appear.

Step 2. Complete the required fields by adding the information to support your proposed new minor.

Proceed through the top part of the form, completing the following fields:

- **Department:** Select the name of the sponsoring department from the drop-down menu; (college/school should auto-populate based on the department selected).
- **Proposed minor title:** Add the name as you would like it to appear on the transcript.
- **Proposed start term:** Select the term from the drop-down menu. Please note that unless given a special exemption due to extenuating circumstances, *new minors will be approved for a summer/fall start term only* to coincide with the academic catalog year.
- **Will the minor be co-sponsored by another department and/or unit?** If you answer “yes”, attach documentation of approval/support from the other co-sponsoring department(s), since they will not be added to the workflow automatically at this time. Attachments can be uploaded near the bottom of the form using the green Attach File button in the Supporting Documents area.

Step 3. Complete the required fields by adding the information to support your proposed new minor.

Proceed through the rest of the form, completing the following fields:

- **Justification:** Provide a brief explanation to support development of the new minor.
- **Admission requirements:** Be sure to include any GPA requirements and address whether the minor will be open to any undergraduates or only those within a particular college.
- **Curriculum Requirements:** List the courses required for completion of the minor; the course list and any other supporting documents can also be uploaded as separate files near the bottom of the form using the green Attach File button in the Supporting Documents area.
- **Minimum Credits Required:** Total up the credit hours required to complete the minor. Please be aware that per [catalog policy](#), a minor must consist of at least 18 semester hours.
- **Are all courses for the minor already submitted in CIM?** You can answer “no,” but note that academic units are encouraged to submit remaining required course proposals as soon as possible after approval of the minor through the academic unit’s governance process.

Justification for New Minor

Admission Requirements

Curriculum Requirements

Minimum Credits Required

Are all courses for the minor already submitted in CIM? Yes No

Supporting Document(s)

Uploaded Files:

Files To Be Uploaded:

Step 4. Finish completing the form and start workflow.

When you are done filling out the proposal and adding any attachments, scroll to the very bottom of the form. If you need to come back later to finish working on these or other changes, click the grey Save Changes button. Otherwise, click on the green Start Workflow button to submit your proposed changes for review. Once you have started the workflow, you can return to the main CIM Miscellaneous site to search for the proposal’s status at any time.

Cancel

Save Changes

Start Workflow