

## HOW TO PROPOSE A NEW ACCELERATED OPTION OR 3+3 TO LAW OPTION IN CIM PROGRAMS

### Step 1. Find the undergraduate program record in CIM and select “Edit Program”.

To do this, login to [CIM Programs](#) using your UofL Single Sign On credentials (uLink userID and password). Once you have logged in, select a word that you know is in the program title (for example, “biology”) and search for that term using the asterisk (wildcard) on either side of the word (\*biology\*). This will bring up every program record with that word in the title, then select the specific program you would like to edit from the list below. To propose an accelerated master to bachelor or 3+3 to Law program, you must propose the accelerated option on the undergraduate program record. Select the row with the appropriate undergraduate program (in this example, Biology BS) and click on the green Edit Program button that will appear below the search box once the row is highlighted.

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Program Management

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.

\*biology\*

Search

☐ History

- OR -

Propose New Program

Quick Searches...

Program Code	Program Name	College	Workflow	Status
10	Biology (BS)	College of Arts and Sciences		
102	Biology (Minor)	College of Arts and Sciences		
186	Anatomical Science and Neurobiology (PhD)	School of Medicine		
198	Biology (MS)	College of Arts and Sciences		
199	Biology (PhD)	College of Arts and Sciences		
283	Microbiology and Immunology (MS)	School of Medicine		

Inactivate

Export to PDF

Export to Word

Edit Program

Preview Workflow

Viewing: **10 : Biology (BS)**

Last approved: 05/13/24 12:33 pm

Last edit: 05/13/24 12:33 pm

History

1. Oct 5, 2022 by  
clmig-jwillging

## Step 2. Proceed through the form to begin filling out required fields on the form.

Proceed through the form and answer all required questions (noted with a red outline around the response field). It is especially important to select the appropriate proposed start term and effective catalog edition. In the description of and reason for change field, be sure to indicate that you are proposing a new accelerated option and provide your reasoning, then explain in the field below what impact the new accelerated option will have (if any) on faculty, student enrollment, and finances. These fields are important for workflow reviewers and program advisors to be able to see a quick at-a-glance summary of the changes. Sample answers are provided below.

Description of Change Requested

?

Proposing a new accelerated BS in Biology to MS in Biology.

Please upload any supporting documentation (e.g., curriculum committee approval motions, department memos, program sheets, etc.).

Attach File

Uploaded Files:  
Files To Be Uploaded:

Provide a brief rationale for the change that addresses the impact on faculty, student enrollment, financial resources, and any other university programs or units.

An accelerated program option will allow the department to attract high quality undergraduate candidates who want to be able to complete a BS-MS program in less time by taking some graduate coursework while still enrolled as an undergraduate. Because both programs are already in place, there is no significant expected impact on faculty or financial resources.

## Step 3. Indicate and provide more information about the proposed accelerated or 3+3 option.

After answering other required fields on the form, proceed down to the “Are you” field that provides checkboxes to indicate the types of changes you are making to the program record. After checking the fifth box to indicate that you are proposing a accelerated option, complete the field that appears below to provide more information about the number of credits shared between the undergraduate and graduate degree. You will also need to complete and submit the Combination Degree Proposal form (included at the end of this guide) as a separate attachment using the Attach File option visible in Step 2. If you are proposing an accelerated or 3+3 option that spans two departments or colleges (for example, a BS in Political Science (A&S) 3+3 track to Law (Brandeis), you will need to upload documentation of approval from the appropriate governance processes from each department/unit. You can upload supporting documentation using the green “Attach File” button pictured in the screenshot in Step 2.

Are you:



- ☐ Reviewing catalog content only for catalog editing cycle, making no changes to admission or curriculum?
- ☐ Editing an existing program, including changes to an existing minor, major, track, concentration, specialization and/or certificate?
- ☐ Proposing a new track, concentration, or specialization within the program?
- ☐ Suspending/closing an existing track, concentration, specialization, or accelerated or dual option?
- ☒ Proposing a new accelerated bachelor-master or 3+3 law option with another existing UofL program? (Please note that these proposals must be submitted by editing the undergraduate program record and you MUST attach documentation of approval from representatives of both degree programs in the agreement unless housed in the same academic unit and department.)
- ☐ Proposing a new dual degree option with another existing UofL degree or certificate program? (Please note that proposals for dual programs should be submitted on both program records and will NOT be approved until without documentation of approval within the workflow on both program records.)

Provide information about the proposed accelerated or 3+3 (accelerated law) option in the field below. Please note that accelerated bachelor-master programs should require a combined minimum of 150 credit hours and may allow students to take up to 9 credit hours of the graduate coursework during their undergraduate studies. Any proposals for additional undergraduate credit hours to count toward the graduate degree require a waiver from the Graduate School.

Biology majors who are considering pursuing a non-thesis master's degree (MS) in Biology can speed up the process by applying some of their undergraduate credit hours toward a master's degree. Students accepted into the Accelerated BA-BS/MS program take three graduate courses (9 credit hours) as an undergraduate that apply toward both the bachelor's degree and the eventual master's degree. Students in this option will work with their program advisor to identify three appropriate graduate Biology courses to count toward their undergraduate degree requirements as either open electives or as replacement coursework within a specific undergraduate track/specialty.

#### Step 4. Add accelerated program admission requirements and Soaring Scholars language to the overview and admission requirements fields (if proposing a 3+3 to Law option, skip to step 7).

Go to the admission requirements field (directly below the checkboxes listed in step 3) and add a new header using Heading 3 formatting for the accelerated option. Under that header, outline the requirements for admission to the accelerated (Soaring Scholar) option.

For programs proposing an accelerated bachelor's to master's option, standard Soaring Scholar language should be added to the Program Abstract/Overview field near the top of the form so information will appear on the Overview tab in the catalog. Add a header for the accelerated option (again, using Heading 3 formatting) and provide an overview of the accelerated option, including how many specific undergraduate credits will count toward the graduate degree for successful students (9 credits is standard). After any introductory language provided by the department, start a new paragraph and copy and paste in the following standard Soaring Scholar language developed by the Graduate School:

Undergraduate students interested in participating in an accelerated dual bachelor's/master's degree offered through the [Soaring Scholar](#) program must first meet with their Academic Advisor and be accepted into the program. Once accepted, students will

receive an official admission letter outlining program policies and details. They will then work with their department and academic advisor to register for classes each semester, ensuring they meet the milestones and academic progress requirements of the Soaring Scholar program. A Soaring Scholar student is considered an undergraduate student until their bachelor's degree is conferred. In their final undergraduate semester, they are expected to apply for admission to their respective master's program.

**Step 5. Add information about the accelerated option's required courses to the appropriate field where the new option will display in the catalog.**

Next, find the field with the label that starts with "Make any proposed changes to the track..."; this is the field directly below where the program requirements display in the catalog format. In that field, scroll down below the information for any existing tracks, concentrations, or specializations within the program. Then begin editing by adding the label with the name of the accelerated option (for example, Accelerated BS-MS in Biology). After that, you will insert a table to add the track requirements using the course list editor feature in CIM. Put your cursor where you would like the new course table to appear, then click on the icon in the editing bar that looks like a table, select "Course List" from the drop down menu, then click the green OK button. Detailed instructions for adding and editing a new course list table are provided on a separate How-To Guide.

Make any proposed changes to the track, concentration, or specialization requirements in the tables below. If the proposal is approved, changes entered here will appear on the catalog page for review once the catalog editing cycle is open. NOTE: Leave this field blank if no tracks, concentrations, or specializations exist for the program.

Minimum Total Hours	38-40
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Accelerated BS-MS in Biology

Biology majors who are considering p  
degree (MS) in Biology can speed up t  
their undergraduate credit hours towa  
accepted into the Accelerated BS/MS  
courses (9 credit hours) as an undergr  
bachelor's degree and the eventual ma

Insert Formatted Table

Select Type:

Course List

OK Cancel

### Step 6. Add the flight plan for the new proposed accelerated option.

Find the field with the label that starts with “Make any proposed changes to the program’s Flight Plan...”; this is the field directly below where the track requirements display in the catalog format. In that field, scroll down below the information for the existing flight plan(s) within the program. Then begin editing by adding the label with the name of the new accelerated option. After that, you will insert a table to add the flight plan for the new accelerated option using the course list editor feature in CIM. Put your cursor where you would like the new course table to appear, then click on the icon in the editing bar that looks like a table, select “Plan of Study Grid” from the drop down menu, then click the green OK button. Detailed instructions for adding and editing a new course list or plan of study table are provided on a separate How-To Guide.

Make any proposed changes to the program's Flight Plan in the tables below. If the proposal is approved, changes entered here will appear on the catalog page for review once the catalog editing cycle is open. NOTE: Leave this field blank if no Flight Plan exists for the program.

	Hours	12
	Minimum Total Hours	121

Accelerated BS-MS in Biology

Footnotes

<sup>1</sup> Fulfills the requirement for one of two required courses. One of the required courses from each program will be counted towards the requirement.

<sup>2</sup> Students with high school language experience may be exempted from the requirement.

Insert Formatted Table

Select Type:

Plan of Study Grid

OK Cancel

### Step 7. Prepare and upload required attachment(s) for the proposed 3+3 to Law option.

If you are proposing a 3+3 to Law option, submit your proposed admission requirements, 3+3 curriculum, and undergraduate flight plan as a separate attachment using the Attach File option visible in Step 2. A stand-alone 3+3 catalog page will be developed and published using this information after approval of the 3+3 option.

### Step 8. Finish your edits and start workflow.

When you are done adding the requirements for the new accelerated or 3+3 option and you have completed all other required fields, 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 Programs site to search for the proposal’s status by referring to the instructions in Step 1 of this guide. Once the proposal is in workflow, the workflow status will appear in the place of the green Edit Program button referenced in Step 1.

Cancel Save Changes Start Workflow