



HOW TO PROPOSE A NEW TRACK, CONCENTRATION, OR SPECIALIZATION IN CIM PROGRAMS

Step 1. Find the 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 (in this example, Biology BS) and click on the green Edit Program button that will appear below the search box once a row is highlighted.


Help 

Program Management

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.

History
- OR -

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		

"/>
"/>

[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 track (or concentration or specialization) and provide your reasoning, then explain in the field below what impact the new track 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 track in Genetics.

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.

The department already has faculty members qualified to teach specialty courses in Genetics so new new faculty lines are required. With increasing interest in the field being generated from widely available genetic testing sites like 23 and Me, this track should attract students and provide them with an understanding of recent advances in the field. No additional financial resources are needed to support the track at this time.

Step 3. Indicate the name of the new track/concentration/specialization.

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 third box to indicate that you are proposing a new track, concentration, or specialization, select “New track, concentration, or specialization” from the type drop down menu, then enter the name of the new proposed track, concentration, or specialization on the right.

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.)

New minor, track, concentration, or specialization

Type	Name
New track, concentrat	Track in Genetics

Step 4. Add the new track, concentration, or specialization's required courses to the appropriate field where the new option will display in the catalog.

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 new track. Click enter to go to a new line, then insert a table to add the track requirements using the course list editor feature in CIM. To insert the table once your cursor is where you would like the new course table to appear, 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 in 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.

The screenshot shows a web editor interface. At the top, there is a rich text editor toolbar with various icons for text formatting and alignment. Below the toolbar, a table is displayed with the following content:

SOC 329	Sociology of Human Sexuality
SOC 342	Medical S
WGST 302	LGBTQ a
Minimum Total Hours	

Below the table, the text "Track in Genetics" is visible. An "Insert Formatted Table" dialog box is open in the foreground, showing a "Select Type:" dropdown menu with "Course List" selected. The dialog box has "OK" and "Cancel" buttons at the bottom.

Step 5. Add the new flight plan for the new proposed track option (undergraduate tracks only; proceed to the next step if you are proposing a new concentration or specialization for a graduate program).

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 plans within the program. Then begin editing by adding the label with the name of the new track. After that, you will insert a table to add the flight plan for the new track 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

Track in Genetics

Footnotes

- 1 Fulfills the requirement for one of two Ed course from each program will be
- 2 Students with high school language experience or multilingual backgrounds should

Step 6. Finish your edits and start workflow.

When you are done adding the requirements for the new track, concentration, or specialization, and you have completed all other required fields (including adding the new flight plan for undergraduate programs), 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.

