

CourseLeaf CIM – Program Change Quick Guide

General CIM Overview

CourseLeaf Curriculum Inventory Management (CIM) is the web-based course and program approval process at UNK. Using CIM, users can create a new course or program, change an existing course or program, or discontinue a course or program.

Course changes may include changes to any of the following: title, subject and/or course number, credit hours, description, grading type, repeatability, prerequisites and/or corequisites, departmental consent, Experiential Learning designation, General Education designation, and/or dormancy or active status. Program changes may include changes to any of the following: title, requirements, admissions requirements (if applicable), Modality type (On Campus, Hybrid/Blended, or Online), and/or inactivation.

Based on the types of changes being requested, the CIM system will automatically route course and program proposals through the correct series of approvers, alert individuals to pending requests, and track the progress of courses and programs throughout the process.

To propose a program change, the department chair, Graduate Program Chair, or other designated user will begin in the Program Bank: <https://nextcatalog.unk.edu/programadmin/>

Program Change Links

Program Bank (to initiate program changes or view UNK program information):

<https://nextcatalog.unk.edu/programadmin/>

Approver Pages (to review, rollback, or approve active proposals):

<https://nextcatalog.unk.edu/courseleaf/approve/>

Users may log in with their NUID and TrueYou password. If you do not already have CIM access, or would like more detailed instructions on how to make a program change, please contact Gabriela Valencia at valenciag@unk.edu or 308-865-8935.

How To Search for a Program

There are several ways to find a program in the Program Bank:

<https://nextcatalog.unk.edu/programadmin/>

If you know the program code, such as SPED-MN for the Special Education Minor, simply type it into the search box and click Search. The search function is not case sensitive.



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Program Management

Help

Search, edit, add, and deactivate 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
SPED-MN	Special Education Minor		

Inactivate Program

Export to PDF

Export to Word

Edit Program

[Preview Workflow](#)

Viewing: **SPED-MN : Special Education Minor**

Last approved: 03/26/25 1:30 pm

Last edit: 03/26/25 1:30 pm

Catalog Pages Using this Program
[Special Education Minor](#)

History

1. Mar 9, 2018 by cardenasjc

2. Nov 7, 2018 by knoellcm

3. Feb 25, 2021 by kempa

4. Jun 13, 2023 by

However, it is not common to know the program code. An alternate way to find the desired program is by searching a keyword from the program title with an asterisk on each side of the word. For example, searching *SPECIAL* will pull up every program with the word Special in its title. Scroll through the results to find the correct program.

Program Management

Search, edit, add, and deactivate 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 -

Program Code	Program Name	Workflow	Status
SCHPSY-EDS	School Psychology, Education Specialist	Registrar	Edited
SCHSUP-EDS	School Superintendent, Education Specialist		
SPE712-BAE	Special Education 7-12 Teaching Subject Endorsement, Bachelor of Arts in Education		
SPED-MAE	Special Education, Master of Arts in Education	TE Chair	Edited
SPED-MN	Special Education Minor		
SPEK12-BAE	Special Education K-12 Teaching Field Endorsement, Bachelor of Arts in Education		
SPEK6-BAE	Special Education K-6 Teaching Subject Endorsement, Bachelor of Arts in Education		

[Preview Workflow](#)

Viewing: **SPED-MN : Special Education Minor**

Last approved: 03/26/25 1:30 pm

Last edit: 03/26/25 1:30 pm

Catalog Pages Using

this Program

[Special Education Minor](#)

History

1. Mar 9, 2018 by cardenasjc
2. Nov 7, 2018 by knoellcm
3. Feb 25, 2021 by kempa
4. Jun 13, 2023 by

FYI: An asterisk () in the search box is read as a wild card, indicating some other value exists where the asterisk is placed. For example, SPECIAL* will find everything that starts with the word Special, *SPECIAL everything that ends with the word Special, and *SPECIAL* everything that contains the word Special, whether that be beginning, middle, or end. When in doubt, placing an asterisk on each side of a keyword will help you find what you are looking for.*

Editing an Existing Program

Once you've used the search box to find the desired program (if needed, see instructions above), click the green "Edit Program" button located to the right of the program title.



[Help](#)

Program Management

Search, edit, add, and deactivate 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 -

Program Code	Program Name	Workflow	Status
SOCWK-MN	Social Work Minor		
SOCWKC-BS	Social Work Comprehensive, Bachelor of Science		

[Preview Workflow](#)

Viewing: **SOCWKC-BS : Social Work Comprehensive, Bachelor of Science**

Last approved: 06/12/24 3:22 pm

History

1. Feb 27, 2018 by cardenasjc

A pop-up window will appear containing an editable field for each aspect of the program. The information in each field will be automatically filled with the program's existing information, with all required fields bordered in red.

Program Management

Editing: **SOCWKC-BS: Social Work Comprehensive, Bachelor of Science**

Is this edit ONLY to change the Modality of the program? ☐ Yes ☒ No

College Arts and Sciences

Department Social Work

Academic Level Undergraduate

Degree Bachelor of Science

Other program type

☐ Minor☐ Supplemental Endorsement☐ Certificate☐ Other

Program Title	Social Work Comprehensive, Bachelor of Science
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Effective Catalog 2024-2025 Catalog

Is the Modality of this existing program changing? (Or, if submitting a NEW program, will this program have an Online or Hybrid option?) ☐ Yes ☐ No

State why this Program is to be created, altered, or discontinued:

The program was changed to reflect the new General Studies program.

Does this proposal require additional resources (faculty/budget)? ☐ Yes ☒ No

Please include information on student demand, budget impact, and employment opportunities.

Attach File

Uploaded Files:

Files To Be Uploaded:

Program Requirements

Offered by [Department of Social Work](#)

Course List

General Education	
<i>Foundational Requirements (LOPERs 1-4)</i>	12

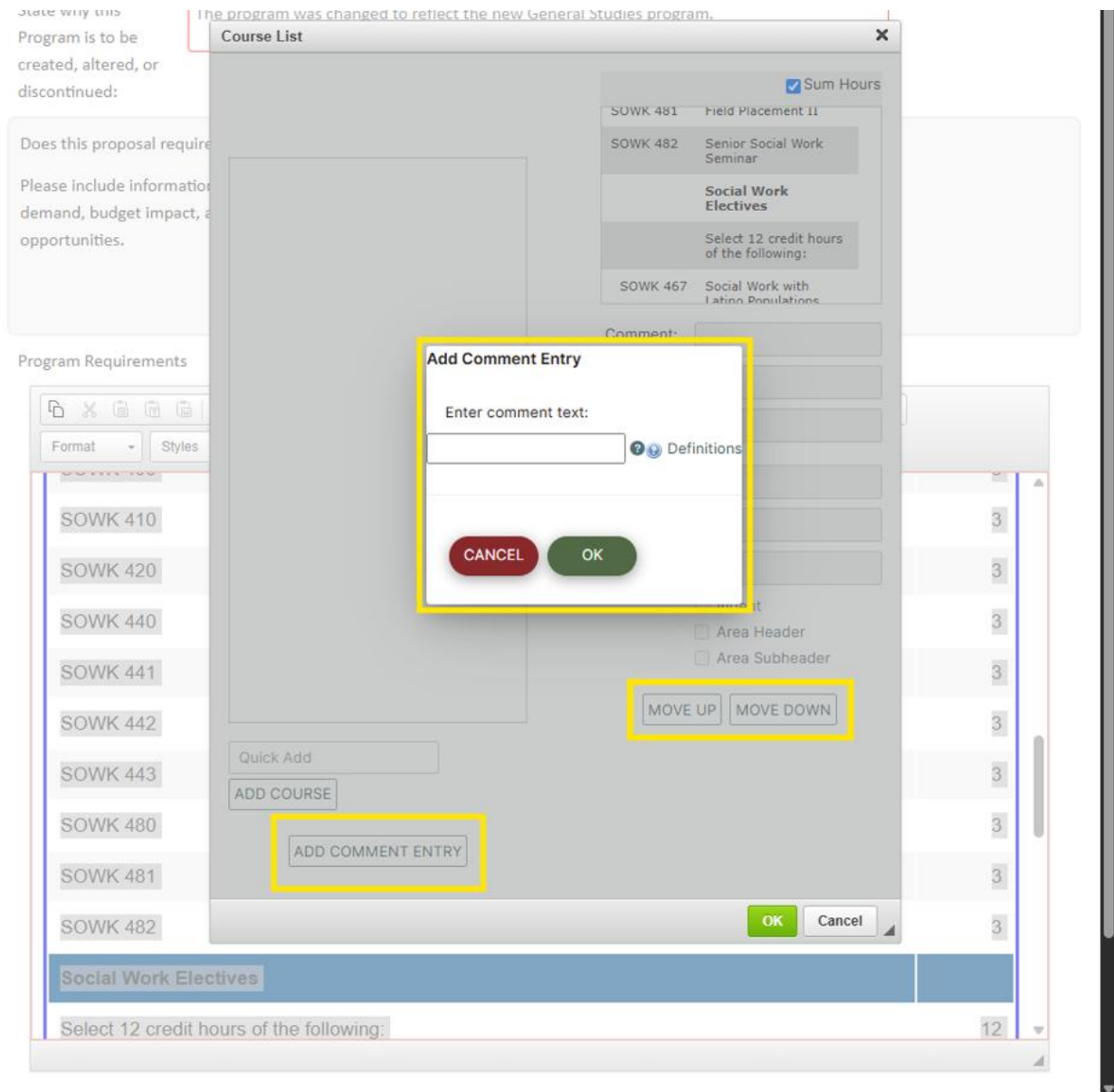
Make changes to any desired field and ensure the other unchanged fields contain the correct information.

To edit the list of required courses, scroll down to the part of the form labeled Program Requirements and double-click inside the blue box you wish to update. Double-clicking inside the blue box will bring up yet another editing window, where users can add/remove coursework as well as any text.

To add a course, simply type the course prefix and code (such as SOWK 101, if that is the course you wish to add) into the Quick Add box in the lower left and click “Add Course” (or the double right arrow >>, if preferred). To remove a course, simply select the course from the box on the right side (such as SOWK 170, 172, or 400) and click the double left arrow <<. You will see that course move from the right box to the blank box on the left, meaning it has been removed. To move a course up or down in the course list, first be sure you have clicked the desired course on the right-hand side, then use the “Move Up” and “Move Down” buttons.

The screenshot displays a software interface for managing program requirements. A modal window titled "Course List" is open, allowing for the selection and management of courses. The window includes a dropdown for "Arts and Sciences", a "Select Subject..." dropdown, and a list of courses: SOWK 170 (Introduction to Social Welfare), SOWK 172 (Human Service Ethics and Experience), and SOWK 400 (Human Behavior in the Social Environment). Below the list are fields for "Comment:", "Sequence:", "Cross Reference:", "Or Class:", "Hours:", and "Footnote:". There are also checkboxes for "Indent", "Area Header", and "Area Subheader". At the bottom of the dialog are "MOVE UP" and "MOVE DOWN" buttons. To the left of the dialog, a "Quick Add" box contains the text "SOWK 410" and an "ADD COURSE" button. Below this is an "ADD COMMENT ENTRY" button. The background shows a form with a "Program Requirements" section and a list of courses (SOWK 410, SOWK 420, SOWK 440, SOWK 441, SOWK 442, SOWK 443, SOWK 480, SOWK 481, SOWK 482) under the heading "Social Work Electives". A status bar at the bottom indicates "Select 12 credit hours of the following: 12".

Text entries, such as to add a header, subheader, or a line that says, “Select 12 credits of the following:” are also possible. To add a text entry, click “Add Comment Entry,” then type the desired comment into the comment text box. Click OK.



After clicking OK, your comment will appear on the right-hand side, among the required courses and any existing text entries. To move the new text up or down in the list, make sure you’ve clicked it, then use the “Move Up” and “Move Down” buttons.

A few more features to note: The Area Header checkbox sets a blue bar around desired text.

State why this Program is to be created, altered, or discontinued:

Does this proposal require additional resources? Please include information on demand, budget impact, and opportunities.

Program Requirements

The program was changed to reflect the new General Studies program.

Course List

Arts and Sciences

Select Subject...

☒ Sum Hours

SOWK 481 Field Placement II

SOWK 482 Senior Social Work Seminar

Social Work Electives

Select 12 credit hours of the following:

SOWK 467 Social Work with Latino Populations

Comment: Social Work Electives

Sequence:

Cross:

Reference:

Or Class:

Hours:

Footnote:

☐ Indent

☒ Area Header

☐ Area Subheader

MOVE UP MOVE DOWN

Quick Add

ADD COURSE

ADD COMMENT ENTRY

OK Cancel

SOWK 410

SOWK 420

SOWK 440

SOWK 441

SOWK 442

SOWK 443

SOWK 480

SOWK 481

SOWK 482

Social Work Electives

Select 12 credit hours of the following:

12

The Area Subheader checkbox ensures the subheader is italicized. It does not need to be utilized for every subheader, but it is an option for clarity. You may also manually input credit hours into subheaders or comments, as seen below. This number will be added to the total of required coursework if the “Sum Hours” function is selected.

State why this Program is to be created, altered, or discontinued:

Does this proposal require additional resources? Please include information on demand, budget impact, and opportunities.

Program Requirements

The program was changed to reflect the new General Studies program.

Arts and Sciences

Select Subject...

SOWK 410

SOWK 420

SOWK 440

SOWK 441

SOWK 442

SOWK 443

SOWK 480

SOWK 481

SOWK 482

Quick Add

ADD COURSE

ADD COMMENT ENTRY

Sum Hours

Seminar

Social Work Electives

Select 12 credit hours of the following:

SOWK 467

SOWK 468

Social Work with Latino Populations

Introduction to Disabilities

Comment: Select 12 credit hours of

Sequence:

Cross

Reference:

Or Class:

Hours: 12

Footnote:

Indent

Area Header

Area Subheader

MOVE UP

MOVE DOWN

OK

Cancel

Social Work Electives

Select 12 credit hours of the following:

12

The indent feature should be used on every course in a list of electives. This literally indents the selected course but also ensures that the “Sum Hours” function is not counting the credit hours on every optional course in the list.

State why this Program is to be created, altered, or discontinued:

Does this proposal require additional resources? Please include information on demand, budget impact, and opportunities.

Program Requirements

The program was changed to reflect the new General Studies program.

Course List

Arts and Sciences

Select Subject...

☒ Sum Hours

Seminar

Social Work Electives

Select 12 credit hours of the following:

SOWK 467	Social Work with Latino Populations	3
SOWK 468	Introduction to Disabilities	3

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

☒ Indent
☐ Area Header
☐ Area Subheader

MOVE UP MOVE DOWN

Quick Add

ADD COURSE

ADD COMMENT ENTRY

OK Cancel

SOWK 410

SOWK 420

SOWK 440

SOWK 441

SOWK 442

SOWK 443

SOWK 480

SOWK 481

SOWK 482

Social Work Electives

Select 12 credit hours of the following:

12

Notice how 12 credits were given to the subheader and also how indenting each course removes its credit hours from showing:

Social Work Electives		
Select 12 credit hours of the following:		12
SOWK 467	Social Work with Latino Populations	
SOWK 468	Introduction to Disabilities	
SOWK 469	Introduction to Mental Health Issues	
SOWK 470	International Social Work Experience	
SOWK 471	Aging Services	
SOWK 473	Child Welfare Services	
SOWK 474	Social Work in Rural Settings	

Lastly, be sure to select an Effective Term (the first term the proposed changes will take effect) and to type a brief justification (to contextualize the need or motivation for the proposed change, which will help with committee review/approval). If the new program you are creating is a major or endorsement, you will also need to attach an updated 4-Year Plan (the sequence of coursework that should be taken over the course of 8 semesters) in any format (many prefer Word or Excel files).

Syllabi are *not* required for changes to existing programs, even if you are adding a course to the program.

At the bottom of the pop-up window, you may choose to notify any other department at UNK. This is necessary when adding or removing a course from another department, or if this program is closely associated or tied with multiple departments. For example, if a MATH course is being added or removed from a program, it is good CIM hygiene to notify the Math Department. If selected, the Chair of each selected department will be notified of the change by the system when the program change proposal reaches the Academic Affairs level of workflow.

Select the grey “Save Changes” button if you would like to save and return to your edits later. You may select the green “Start Workflow” button to begin the approval process.

The screenshot shows a form with a dropdown menu at the top. Below it, a section titled "Other departments to notify" contains a "Department" dropdown menu with "Psychology" selected. To the right of the dropdown are a green plus icon and a red minus icon. At the bottom of the form, there are three buttons: a red "Cancel" button, a grey "Save Changes" button, and a green "Save and Start Workflow" button. The "Save Changes" and "Save and Start Workflow" buttons are highlighted with a yellow box.

IMPORTANT: After clicking “Start Workflow,” the chair must “approve” the proposal even if they are the person who initiated the proposal. After selecting “Start Workflow,” the chair of the appropriate department will be notified with an automatic email from the CIM system, even if they are the person who initiated the proposal. That email contains a link directly to the program change proposal in CIM, where the chair can review, approve, or rollback the request. If that email is deleted, the chair can still access the course change proposal by logging into Approver Pages (<https://nextcatalog.unk.edu/courseleaf/approve/>) and manually selecting their role (for example, “SOWK Chair”) from the “Pages” drop-down menu in the upper left corner of the screen.

Proposing a New Program

From the Program Bank, click the green “Propose New Program” button at the top of the screen.



Program Management

Help

Search, edit, add, and deactivate 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 -

Program Code	Program Name	Workflow	Status
	Graduate Certificate in Human Resource Management		Added
	Master of Science in Cyber Security Operations		Added
	Bachelor of Music Education		Added
	Bachelor of Music Education		Added
	Early Childhood STEM Education Graduate Certificate		Added
			Added

A pop-up window will appear containing a blank and editable field for each aspect of the course. Fill in each field, paying particular attention to all required fields, which are bordered in red.

Optional: To save time, you may choose to click the green “Propose New from Existing Program” button in the upper left corner of the editing window.

Program Management

New Program Proposal

Propose New from Existing Program

Is this edit ONLY to change the Modality of the program? ☐ Yes ☐ No

College

Department

Academic Level

Degree

Other program type

- ☐ Minor
- ☐ Supplemental Endorsement
- ☐ Certificate
- ☐ Other

Program Title

Effective Catalog

Is the Modality of this existing program changing? (Or, if submitting a NEW program, will this program have an Online or Hybrid option?) ☐ Yes ☐ No

State why this Program is to be created, altered, or discontinued:

Does this proposal require additional resources (faculty/budget)? ☐ Yes ☐ No

Selecting that function will initiate a smaller pop-up window. Searching for and selecting a similarly built program and clicking “Copy Program” will copy that existing program information into the editing screen.

Program Management

New Program Proposal

Propose New from Existing Program

Is this edit ONLY to change the Modal

College

Select...

Department

Select Depart...

Academic Level

Select...

Degree

Select Degree

Other program type

☐ Minor

☐ Supplementa

☐ Certificate

☐ Other

Copy Program - Google Chrome

nextcatalog.unk.edu/courseleaf/courseleaf.cgi?page=/progra...

Select Program...

Select Program...

- : Professional Sequence for Education Degrees
- AGRI-MN: Agribusiness Minor
- :- Communication Comprehensive, Bachelor of Science
- /programadmin/414/
- 123: Behavioral and Mental Health Minor
- 123: Long-Term Care Management
- : Adolescent Health Minor
- : American Chemical Society Certification
- : Bachelor of Music Education
- : Bachelor of Music Education
- : Dual Language / Bilingual Education Supplemental Endorsement

Program Management

New Program Proposal

Propose New from Existing Program

Is this edit ONLY to change the Modality of the program? ☐ Yes ☐ No

College

Department

Academic Level

Degree

Other program type

- ☒ Minor
☐ Supplemental Endorsement
☐ Certificate
☐ Other

Program Title

Effective Catalog

Is the Modality of this existing program changing? (Or, if submitting a NEW program, will this program have an Online or Hybrid option?) ☐ Yes ☐ No

State why this Program is to be created, altered, or discontinued:

Note: Using this function does NOT alter the program you copied from. In this example, no changes are being proposed to the Behavioral and Mental Health Minor. Its course information is simply being copied into the form for your convenience.

Make any changes as appropriate (see Editing an Existing Program instructions above).

Lastly, be sure to select an Effective Term (the first term the proposed changes will take effect) and to type a brief justification (to contextualize the need or motivation for the proposed change, which will help with committee review/approval). If the new program you are creating is a major or endorsement, you will also need to attach a 4-Year Plan (the sequence of coursework that should be taken over the course of 8 semesters) in any format (many prefer Word or Excel files).

New majors, new endorsements, and new certificates also require a New Program Form (or New Certificate Form) and budget table, as found here:

https://www.unk.edu/academic_affairs/academic_affairs_committee/index.php

Note that minors, preprofessional programs, and supplemental endorsements do not require an additional form.

At the bottom of the pop-up window, you may choose to notify any other department at UNK. This is necessary when adding or removing a course from another department, or if this program is closely associated or tied with multiple departments. For example, if a MATH course is being added or removed from a program, it is good CIM hygiene to notify the Math Department. If selected, the Chair of each selected department will be notified of the change when the program change proposal reaches the Academic Affairs level of workflow.

Select the grey “Save Changes” button if you would like to save and return to your edits later. You may select the green “Start Workflow” button to begin the approval process.

The screenshot shows a web form interface. At the top is a grey dropdown menu. Below it is a section titled "Other departments to notify" with a "Department" label and a plus icon. A dropdown menu shows "Psychology" with a minus icon. To the right of the dropdown is a red "X" icon. Below this section is a row of three buttons: a red "Cancel" button, a grey "Save Changes" button, and a green "Save and Start Workflow" button. The "Save Changes" and "Save and Start Workflow" buttons are highlighted with a yellow box.

IMPORTANT: After clicking “Start Workflow,” the chair must “approve” the proposal even if they are the person who initiated the proposal. After selecting “Start Workflow,” the chair of the appropriate department will be notified with an automatic email from the CIM system, even if they are the person who initiated the proposal. That email contains a link directly to the program change proposal in CIM, where the chair can review, approve, or rollback the request. If that email is deleted, the chair can still access the course change proposal by logging into Approver Pages (<https://nextcatalog.unk.edu/courseleaf/approve/>) and manually selecting their role (for example, “SOC Chair”) from the “Pages” drop-down menu in the upper left corner of the screen.

Making a Change ONLY to a Program's Modality

Most changes follow a standard 10-step workflow, although substantial changes (such as the creation of a new program or an existing program's discontinuation) will need *additional* approval beyond those 10 steps from off-campus bodies such as Board of Regents and CCPE. However, if a change is made to a program that only affects the Modality in which it is offered (On Campus, Hybrid/Blended, or Online), that proposed program change follows a much-abbreviated approval process.

Once you've used the search box to find the desired program (see instructions above), click the green "Edit Program" button located to the right of the program title, just like any other program change proposal.



Program Management

Search, edit, add, and deactivate 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 -

Program Code	Program Name	Workflow	Status
CERT: MATHCER	Graduate Certificate in Mathematics		
MA612-BSE	Mathematics 6-12 Teaching Field Endorsement, Bachelor of Science in Education		
MATH-BA	Mathematics, Bachelor of Arts		
MATH-BS	Mathematics, Bachelor of Science		
MATH-MN	Mathematics Minor		
MATHCMP-BS	Mathematics Comprehensive, Bachelor of Science		
MATHED-AM	Mathematics (Elementary Education) Minor		

[Preview Workflow](#)

Viewing: **MATH-MN : Mathematics Minor**

Last approved: 02/07/23 8:20 am

Last edit: 11/15/22 1:14 pm

Catalog Pages Using

History

1. Feb 7, 2023 by boecknerdc

A pop-up window will appear containing an editable field for each aspect of the course. The information in each field will be automatically filled with the course's existing information, with all required fields bordered in red.

You will need to select Yes for the question “Is this edit ONLY to change the Modality of the program?” You will also need to select Yes further down for “Is the Modality of this existing program changing?” and select the appropriate Modality Type (On-campus, Online (asynchronous), or Hybrid/Blended).

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Program Management

Editing: **MATH-MN: Mathematics Minor**

Is this edit ONLY to change the Modality of the program? ☒ Yes ☐ No

CollegeArts and Sciences

DepartmentMathematics and Statistics

Academic LevelUndergraduate

DegreeSelect Degree...

Other program type

☒ Minor

☐ Supplemental Endorsement

☐ Certificate

☐ Other

Program TitleMathematics Minor

Effective Catalog2027-2028 Catalog

Is the Modality of this existing program changing? (Or, if submitting a NEW program, will this program have an Online or Hybrid option?) ☒ Yes ☐ No

Modality TypeOnline (asynchronous)

State why this Program is to be created, altered, or discontinued:

Does this proposal require additional resources (faculty/budget)? ☐ Yes ☒ No

Please include information on student demand, budget impact, and employment opportunities.

Attach File

Uploaded Files:

Files To Be Uploaded:

Program Requirements

FormatStyles

Offered by Department of Mathematics and Statistics

Course List

Requirements

As with any other program change, you will need to select an Effective Term (the first term the proposed change will take effect) and type a brief justification (to contextualize the need or motivation for the proposed change, which will help with committee review/approval).

At the bottom of the pop-up window, you may choose to notify any other department at UNK. This is necessary when adding or removing a course from another department, or if this program is closely associated or tied with multiple departments. For example, if a MATH course is being added or removed from a program, it is good CIM hygiene to notify the Math Department. If selected, the Chair of each selected department will be notified of the change by the system when the program change proposal reaches the Academic Affairs level of workflow.

Other departments to notify

Department	
Cyber Systems	
Physics	

Select the grey “Save Changes” button if you would like to save and return to your edits later. You may select the green “Start Workflow” button to begin the approval process.

IMPORTANT: After clicking “Start Workflow,” the chair must “approve” the proposal even if they are the person who initiated the proposal. After selecting “Start Workflow,” the chair of the appropriate department will be notified with an automatic email from the CIM system, even if they are the person who initiated the proposal. That email contains a link directly to the program change proposal in CIM, where the chair can review, approve, or rollback the request. If that email is deleted, the chair can still access the course change proposal by logging into Approver Pages (<https://nextcatalog.unk.edu/courseleaf/approve/>) and manually selecting their role (for example, “MATH Chair”) from the “Pages” drop-down menu in the upper left corner of the screen.

Inactivating / Discontinuing a Program

The process for discontinuing a program is different than discontinuing a course.

There are two ways to remove a course from the UNK catalog—discontinuation and dormancy. Discontinuation (red “Discontinue” button above the course title) permanently removes the course from the UNK catalog and permanently removes that course number from ever being used in the future. The safer option, dormancy (editable field in the course change form), removes the course from the UNK catalog but retains the option to bring the course back in the future.

For programs, there is no option to make the program “dormant.” If a program is to be discontinued, you will need to select the red “Inactivate Program” button above the program title. However, unlike with courses, discontinuing a program need not be permanent. If in the future the program needs to be brought back, the submitter would need to propose it as a new program (see instructions above).

You are logged in as 70830696

Program Management [Help](#)

Search, edit, add, and deactivate 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 -

Program Code	Program Name	Workflow	Status
HSCI-BS	Applied Health Sciences, Bachelor of Science	Academic Affairs Com...	Edited
HSCI-MN	Health Science Minor	CASC Ed Policy Comm...	Edited
HSCI-MS	Health Sciences, Master of Science		
NEED CODE	Business Foundations for Health Professionals Certificate	CBT Ed Policy Commi...	Added
PUBHLTH	Pre-Public Health		
PUBHLTH-MN	Public Health Minor		

Viewing: **PUBHLTH-MN : Public Health Minor** [Preview Workflow](#)

In the pop-up that appears, there will only be two editable fields.

Inactivating: **PUBHLTH-MN: Public Health Minor**



Final Catalog	2024-2025 Catalog ▼
Rationale for Inactivation	

For Final Catalog, please select the last catalog year during which the course will be active. For example, if the Public Health Minor will be active during the 2026-2027 catalog but will no longer be available for students incoming on the 2027-2028 catalog, then select 2026-2027 catalog as the final year.

In the Rationale section, please include a few sentences on why this program will no longer be offered.

Then, select the grey “Save Changes” button if you would like to save and return to your edits later. You may select the green “Start Workflow” button to begin the approval process.

Cancel	Save Changes	Start Workflow
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