

CourseLeaf CIM Tip Sheet

Submitting a New Degree or Certificate Proposal

Prefer video? Scroll to the bottom of this tip sheet for a link!

This tip sheet is for faculty users who are kicking off the process to create a new degree/certificate by submitting a New Degree or Certificate Proposal. For full information about the process to create a new degree/certificate, visit [the CCC's Degree or Certificate Process & Resources webpage](#).

Throughout the form, you will see question marks inside blue circles next to most of the field names: **Type of Award** —these are help bubbles. They contain useful guidance specific to the field; some even include links to expanded guidance. When you see one, give it a click!

Filling out the New Degree or Certificate Proposal form

1. Click the “Propose New Program” button. The form will open in a new window.

The screenshot shows a search bar with a 'Search' button, a 'History' checkbox, and a 'Propose New Program' button highlighted with a blue box. Below the search bar is a table with columns for ID, Title, Award Type, Workflow, and Status. The table contains two rows of data.

ID	Title, Award Type	Workflow	Status
1	Accounting, AA Degree		
2	Accounting, Certificate of Achievement		



The screenshot shows the 'Program Management' form titled 'New Program Proposal'. It features a 'Propose New from Existing Program' button. The 'Basic Information' section includes fields for Faculty Author(s), Department, Division, and Title of Degree/Certificate. The Faculty Author(s) field is highlighted with a red box, and a 'Users' dropdown menu is visible next to it.

2. Complete all required fields, as well as any optional fields applicable to the new degree/certificate. Required fields are indicated by a red box around the field, for example:

The screenshot shows a close-up of the 'Title of Degree/Certificate' field, which is highlighted with a red border. The field is currently empty.

Important tip about the Faculty Author(s) field

This field is used to list all faculty members working on the new degree/certificate. Everyone listed will have access to fill out the Narrative information, later on during workflow.

- Click the drop-down menu and begin typing the faculty member's name (first or last). Once the correct person's name is displayed, click it to select.

- To add additional faculty members, click the green plus sign at the top-right corner.

- To delete a faculty member, click the red X to the right of their name.

- Don't forget to include your own name!

Saving and submitting your Proposal

1. Use the action buttons at the bottom of the form.

- Save Changes: If you want to save your work and come back later to make further edits and/or submit. This button will allow you to save without filling out all of the required fields; the Proposal will not yet be submitted to workflow.
- Start Workflow: If you want to save your work and submit your Proposal for approval. All required fields must be completed before the Proposal can be submitted—if any required fields are incomplete, you will see a pop-up error message, listing the incomplete fields.
- Cancel: If you don't want to save anything you have entered on the form. This button will close the window, and you will return to the previous screen. You will lose all of your work, and the Proposal will not be submitted to workflow.

Prefer video training? We offer a video version of this tip sheet! For it and other tip sheets and videos related to CourseLeaf, please check out our full slate of training resources, available on [the CCC's CourseLeaf Resources webpage](#). And don't forget about those help bubbles!