Revising Programs with CourseLeaf (CIM)

All program revisions require a full review. CPE requires a new program be submitted if a program is changed to the point of requiring a new CIP code, if program is separated into two programs, or if two programs are merged into a new program. SACSCOC approval may be required when a program's hours are drastically reduced or increased. Contact the Office of the Provost for additional information.

When revising a program, it is important to note the following:

- If a program title changes, the Registrar will most likely assign a new reference number. Titles are not date specific. Therefore, changing the title of a current reference number will affect all students, even those who have graduated with the program. The same is true for concentrations.
- Departments should verify revisions continue to enforce the rules for undergraduate and graduate programs.
- CIP codes may not be revised through the WKU curricular process. Consult the Office of the Provost. CPE must approve all CIP code updates.
- Program revisions are implemented with a fall term and coincide with the publication of the undergraduate and graduate catalogs.
- Ensure the credit hours for all courses are correct, if courses had revised credit hours.
- Revised baccalaureate programs must submit an updated four-year plan showing the program revisions.

To revise a program, visit https://nextcatalog.wku.edu/programadmin/. If prompted, login with your Net ID and password. Use the search field to find the existing program.


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.

Number of Program	Program Name	Workflow	CIM Status	Program Status
0010	Educational Leadership	99ED Approval	Revised	Active
0011	Nursing			Active
0012	Organizational Communication			Active

Click on the program to be revised. Then, choose the best option for the program.
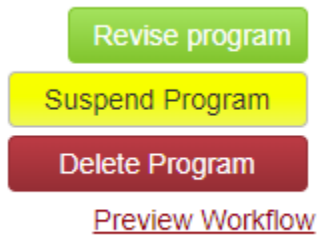
To revise a program, simply make the updates within the program proposal. Those revisions will show as track changes for anyone reviewing the proposal. For assistance in updating a course list or four-year plans, refer to the "Inserting Courses" or "Entering Four-Year Plans" portion of this document.

The program revision will enter the appropriate workflow based on the program revision type (Revise, Suspend, or Delete).