

Minor Editorial Changes of Programs

The Curriculum Office and the University Curriculum Committee have developed a fast-track option for minor editorial changes with curriculum in CourseLeaf CIM. Minor editorial changes encompass changes that do not alter existing program, emphasis, or minor requirements. Examples of minor editorial changes include grammar, spelling, formatting, or a removal that does not change the content.

1. For consideration of a fast-track option for editorial edits, faculty submitters need to email one of the following staff members in the Curriculum Office once their program proposal has been submitted in CIM: Debbie Ferguson, AJ Reed, or Krista Olsen.
2. Staff members in the Curriculum Office will conduct an initial review of the submitted proposal to ensure it meets the established criteria for minor editorial changes.
3. During the initial review, staff members in the Curriculum Office will also check for other issues, such as credits not matching up between the course listing and degree map or courses showing as “not found” in CIM. If there are any issues in the submitted proposal beyond minor editorial changes, the fast-track option will not be an available option and the proposal will need to follow the regular workflow for curriculum changes.
4. If the proposal meets the established criteria for minor editorial changes, a staff member in the Curriculum Office will send an email to the UCC Chair and Associate Provost of Academic Programs and Assessment for approval. Once approved, the staff member in the Curriculum Office will enter a reviewer note on the proposal in CIM to document the fast-track option.
5. For submitted proposals that are approved for the fast-track option, a staff member in the Curriculum Office will change the workflow for the submitted proposal to go from the department peer review vote to final processing.

The fast-track option is not available for these changes:

- ✓ Adding or removing courses from the program
- ✓ Changing matriculation requirements
- ✓ Changing graduation requirements