CIM Programs/Academic Structure Request Form – Companion Guide

CU-SIS Dev & Curriculum Services
Contents

About the CIM Programs/Academic Structure Request Form ......................................................... 2
About CU-SIS Academic Structure .................................................................................................. 2
  Majors........................................................................................................................................ 3
  Minors....................................................................................................................................... 3
  Licensures and Endorsements ....................................................................................................... 4
  Certificates................................................................................................................................. 4
Requesting a new program/code ........................................................................................................ 5
  Major/Degree (Plan Code)........................................................................................................... 5
  Requesting a new Minor (Plan Code).......................................................................................... 7
  Requesting a new Licensure (Plan Code).................................................................................... 9
  Requesting a new Endorsement (Plan Code).............................................................................. 12
  Requesting a new Certificate (Plan Code).................................................................................. 14
  Requesting a new Concentration, Emphasis, Option, Specialization, or Track (Subplan)......... 16
Requesting a new Course Subject/Prefix Code ............................................................................... 19
Editing a Program’s Degree Requirements ..................................................................................... 20
Updating a code or code description ............................................................................................... 21
Deactivating a program .................................................................................................................. 21
Troubleshooting & Points of Contact .............................................................................................. 21
About the CIM Programs/Academic Structure Request Form

The CIM Programs/Academic Structure Request Form is a *multipurpose form* that allows users to:

- Add/remove programs from the unpublished/next University Catalog and CU-SIS
- Edit a program’s degree requirements in the unpublished/next University Catalog
- Request CU-SIS Academic Structure for:
  - Plan Codes (Majors, Minors, Certificates, Licensures, Endorsements)
  - Subplan Codes (concentration/emphasis/option/specialization/track/4+1, etc.)

*Programs that appear on transcripts (majors, minors, subplans, tracks, emphases, certificates, etc.) must have program requirements published in the University Catalog.*

*Programs/edits will move into CAT after final approval in CIM.*

About CU-SIS Academic Structure

The CU-SIS academic structure codes drive multiple processes in Financial Aid, Bursar, Admissions, Degree Audit, Transfer Articulation, Advising, Institutional Research, Graduation Processing, and more. The Registrar’s Office manages code structure to ensure consistency with naming standards, student records, reporting, and downstream processing.

**Summary of CU-SIS Code Structure:**

- School/College/Entity/Category are identified by **Program Codes**.
- Majors, minors, licensures, certificates, endorsements, dual-degrees are identified by **Plan Codes and Subplan Codes**
- Emphases, tracks, specializations, concentrations, and additional tracking identifiers (online program, 4+1, special cohort/location) are identified by **Subplan Codes**, which are linked to the parent **Plan Code**.
- Course prefixes are identified as **Subject Codes**, which are linked to a **School/College/Department**.
Licenses and Endorsements

- To be eligible for Title IV funds, must be pursued along with a major and coursework must also apply to the major. (Sample below is for undergrad but the same logic applies to grad majors)

Certificates

- To be eligible for Title IV funds, must be pursued along with a major and coursework must also apply to the major. (Sample below is for undergrad but the same logic applies to grad majors)
Requesting a new program/code

Major/Degree (Plan Code)
Majors – limited to students within the major’s school/college.

Resource: https://www.ucdenver.edu/offices/provost/academic-planning/new-academic-program-development

1) Open the form: https://ucdenver.courseleaf.com/programadmin/
2) Select the green “Propose New Program” button

- **Offered At**: Select CU Denver
- **Catalog Unit**: Select your School/College/Unit
- **School/College**: Select your School/College/Unit
- **Department/Program**: Select your Department/Program
- **What type of program is this/what type of code is this??**: Select “(CU-SIS Plan Code) – Major” from the dropdown menu
- **Academic Level**: Select the level/career the program falls under
- **Should this program appear on transcripts??**: Select Yes
- **Should this print in the catalog??**: Select Yes
- **Effective Catalog Edition**: Select the edition in which the program will first be available for students
- **Effective Term**: Select the term in which the program will first be available for students
- **Formal Program Title**: List the official name of the program. This is how it will appear in the catalog. *Must use the following naming convention:*
  - For majors: [Program Title], [Degree Type]
    - Example: Accounting, BS in Business Administration
    - Example: Architecture, BS
    - Example: Film & Television Emphasis, BFA
    - Example: Computer Science, BA
- **Degree Type**: Select from the dropdown menu. If not listed in the menu, it is a new degree type and you will need to email cusisdev@ucdenver.edu before submitting the form.
- **Is this program online only??**: Select Yes, No, or Hybrid
  - Selecting Yes will notify the Registrar’s Office that an online subplan is needed. The Registrar’s Office will follow up with you if they have questions.
- **Include on Admissions Application??**: Select Yes
- **First admit term**: Select the term in which the program will first be available for students
- **Requirements**: The text entered in this box will appear in the next addition of the Catalog. The Registrar’s Office requires specific formatting in this box for consistency across all programs. **Refer to the Catalog Editing Style Guide.**
- **Program Location**: Is this program offered completely or partially off campus??: Select Yes or No
If Yes, complete the required fields:

- Location Name
- Location address, city, state, zip/postal code
- Location County
- Is this for a financial aid eligible program? Select Yes or No
- What percentage of the program can be completed at the additional location?
- How many students are projected for this location?
- How frequently will location be used?

- State Licensure: Does this program lead to the possibility of licensure in any U.S. state?: Select Yes or No
- Program Learning Outcomes: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. Multiple outcomes can be entered by selecting the green “+” symbol.
- Enrollment Projections: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
- Administration (reporting structure): This field is optional and is only stored in CIM. It does appear in the catalog or in CU-SIS.
- Upload Files: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
- Responsible Faculty Name: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. This information will only be used if needing clarification about the information on the form.
  - Phone
  - Email
- Catalog Author Name: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. This information will only be used if needing clarification about the information on the form.
  - Phone
  - Email
- Departmental/College Coordinator Name: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. This information will only be used if needing clarification about the information on the form.
  - Phone
  - Email
- CIP Code: The CIP Code is a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES). All CIP Codes will be confirmed by the Office of Institutional Research and Effectiveness (OIRE). If you are unsure of the CIP, leave blank and the Registrar's Office will obtain the CIP from OIRE.
• **CU-SIS Plan Code (assigned by Registrar):** If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.
  o See reference below for code structure requirements, if you would like to submit a specific code request.
    ▪ “Academic Plan” = Short description code (4 letters) followed by a dash (“-“) and code structure according to the type of code being requested (ex. PMBA-MBA is for Master in Public Administration).
    ▪ When a major is offered as multiple degree types, a unique 4-letter code is required for each in order for the degree audit system to work properly (the audit only reads the first 4 letters, and this was by design and applies to all campuses).
    ▪ CSCI-BS and CSCS-BA (Computer Science) is an example of two degree types where the plan has the same name, but one is a Bachelor of Science and the other is a Bachelor of Arts

  Major
  (examples only)
  XXXX-BA
  XXXX-BS
  XXXX-BSBA
  XXXX-MBA
  XXXX-ADL
  XXXX-BFA

• **CU-SIS Subplan Code (assigned by Registrar):** If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.

• **CU-SIS Academic Org (if known):** This is a CU-SIS Code that begins with “D-“ and is tied to a School/College/Department. You are welcome to leave this blank if you are unsure of the code and the registrar will fill it in if it is applicable to the request.

• **Is there any additional information you would like to provide to assist in processing this request?** Optional field. Enter any additional information you haven’t yet provided that will aid in processing the request.

**Requesting a new Minor (Plan Code)**
Minors – open to all undergraduate degree-seeking students (not limited to students within the major’s school/college).

1) Open the form: [https://ucdenver.courseleaf.com/programadmin/](https://ucdenver.courseleaf.com/programadmin/)
2) Select the green “Propose New Program” button
Offered At: Select CU Denver
Catalog Unit: Select your School/College/Unit
School/College: Select your School/College/Unit
Department/Program: Select your Department/Program
What type of program is this/what type of code is this?: Select “(CU-SIS Plan Code) – Minor” from the dropdown menu
Academic Level: Select Undergraduate
Should this program appear on transcripts?: Select Yes
Should this print in the catalog?: Select Yes
Effective Catalog Edition: Select the edition in which the program will first be available for students
Effective Term: Select the term in which the program will first be available for students
Formal Program Title: List the official name of the program as “[Program Title] Minor”. This is how it will appear in the catalog.
  Example: Computer Engineering Minor
  Example: Literature Minor
Is this program online only?: Select Yes, No, or Hybrid
  Selecting Yes will notify the Registrar’s Office that an online subplan is needed. The Registrar’s Office will follow up with you if they have questions.
Requirements: The text entered in this box will appear in the Catalog. Refer to the Catalog Editing Style Guide. The Registrar’s Office requires specific formatting in this box for consistency across all programs.
Program Location: Is this program offered completely or partially off campus?: Select Yes or No
  If Yes, complete the required fields:
    Location Name
    Location address, city, state, zip/postal code
    Location County
    Is this for a financial aid eligible program? Select Yes or No
    What percentage of the program can be completed at the additional location?
    How many students are projected for this location?
    How frequently will location be used?
State Licensure: Does this program lead to the possibility of licensure in any U.S. state?: Select Yes or No
Program Learning Outcomes: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. Multiple outcomes can be entered by selecting the green “+” symbol.
Enrollment Projections: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
Administration (reporting structure): This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
• **Upload Files:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.

• **Responsible Faculty Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

• **Catalog Author Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

• **Departmental/College Coordinator Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

• **CIP Code:** The CIP Code is a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education’s National Center for Education Statistics (NCES). **All CIP Codes will be confirmed by the Office of Institutional Research and Effectiveness (OIRE).** If you are unsure of the CIP, leave blank and the Registrar's Office will obtain the CIP from OIRE.

• **CU-SIS Plan Code (assigned by Registrar):** If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.
  - See reference below for code structure requirements, if you would like to submit a specific code request.
    - “Academic Plan” = Short description code (4 letters) followed by “-MIN”
      - Minor
      - XXXX-MIN

• **CU-SIS Subplan Code (assigned by Registrar):** If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.

• **CU-SIS Academic Org (if known):** This is a CU-SIS Code that begins with “D-” and is tied to a School/College/Department. You are welcome to leave this blank if you are unsure of the code and the registrar will fill it in if it is applicable to the request.

• **Is there any additional information you would like to provide to assist in processing this request?** Optional field. Enter any additional information you haven’t yet provided that will aid in processing the request.

**Requesting a new Licensure (Plan Code)**
1) Open the form: https://ucdenver.courseleaf.com/programadmin/
2) Select the green “Propose New Program” button

- **Offered At**: Select CU Denver
- **Catalog Unit**: Select your School/College/Unit
- **School/College**: Select your School/College/Unit
- **Department/Program**: Select your Department/Program
- **What type of program is this/what type of code is this?**: Select “(CU-SIS Plan Code) – Licensure” from the dropdown menu
- **Academic Level**: Select the career the program falls under
- **Should this program appear on transcripts?**: Select Yes
- **Should this program appear on the Catalog**: Select Yes
- **Effective Catalog Edition**: Select the edition in which the program will first be available for students
- **Effective Term**: Select the term in which the program will first be available for students
- **Formal Program Title**: List the official name of the program. This is how it will appear in the catalog.
- **Degree Type**: Select “Licensure” from the dropdown menu
- **Is this program online only?**: Select Yes, No, or Hybrid
  - Selecting Yes will notify the Registrar’s Office that an online subplan is needed. The Registrar’s Office will follow up with you if they have questions.
- **Include on Admissions Application?**: Select Yes or No
  - If Yes
    - **First admit term**: Select the term in which the program will first be available for students
- **Requirements**: The text entered in this box will appear in the Catalog. Refer to the Catalog Editing Style Guide. The Registrar’s Office requires specific formatting in this box for consistency across all programs.
- **Program Location**: Is this program offered completely or partially off campus? Select Yes or No
  - If Yes, complete the required fields:
    - Location Name
    - Location address, city, state, zip/postal code
    - Location County
    - Is this for a financial aid eligible program? Select Yes or No
    - What percentage of the program can be completed at the additional location?
    - How many students are projected for this location?
    - How frequently will location be used?
- **State Licensure**: Does this program lead to the possibility of licensure in any U.S. state? Select Yes or No
• **Program Learning Outcomes**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. Multiple outcomes can be entered by selecting the green “+” symbol.

• **Enrollment Projections**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.

• **Administration (reporting structure)**: This field is optional and is only stored in CIM. It does appear in the catalog or in CU-SIS.

• **Additional information**: Enter any additional information that will be useful for the Registrar’s Office to complete this request.

• **Upload Files**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.

• **Responsible Faculty Name**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

• **Catalog Author Name**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

• **Departmental/College Coordinator Name**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

• **CIP Code**: The CIP Code is a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES). All CIP Codes will be confirmed by the Office of Institutional Research and Effectiveness (OIRE). If you are unsure of the CIP, leave blank and the Registrar's Office will obtain the CIP from OIRE.

• **CU-SIS Plan Code (assigned by Registrar)**: If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.
  - See reference below for code structure requirements, if you would like to submit a specific code request.
    - “Academic Plan” = Short description code (4 letters) followed by “-LICN”, “-LICG”, or “-LICU”

  Licensure
  XXXX-LICN (non-degree grad)
  XXXX-LICG (grad)
  XXXX-LICU (undergrad)
• **CU-SIS Subplan Code (assigned by Registrar):** If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.

• **CU-SIS Academic Org (if known):** This is a CU-SIS Code that begins with “D-“ and is tied to a School/College/Department. You are welcome to leave this blank if you are unsure of the code and the registrar will fill it in if it is applicable to the request.

• **Is there any additional information you would like to provide to assist in processing this request?** Optional field. Enter any additional information you haven’t yet provided that will aid in processing the request.

**Requesting a new Endorsement (Plan Code)**

1) Open the form: [https://ucdenver.courseleaf.com/programadmin/](https://ucdenver.courseleaf.com/programadmin/)
2) Select the green “Propose New Program” button

• **Offered At:** Select CU Denver
• **Catalog Unit:** Select your School/College/Unit
• **School/College:** Select your School/College/Unit
• **Department/Program:** Select your Department/Program
• **What type of program is this/what type of code is this?:** Select “(CU-SIS Plan Code) – Endorsement” from the dropdown menu
• **Academic Level:** Select the career the program falls under
• **Should this program appear on transcripts?:** Select Yes
• **Should this print in the catalog?:** Select Yes
• **Effective Catalog Edition:** Select the edition in which the program will first be available for students
• **Effective Term:** Select the term in which the program will first be available for students
• **Formal Program Title:** List the official name of the program. This is how it will appear in the catalog.
• **Degree Type:** Select “Endorsement” from the dropdown menu
• **Is this program online only?:** Select Yes, No, or Hybrid
  o Selecting Yes will notify the Registrar’s Office that an online subplan is needed. The Registrar’s Office will follow up with you if they have questions.
• **Include on Admissions Application?:** Select Yes or No
  o If yes:
    ▪ **First admit term:** Select the term in which the program will first be available for students
• **Requirements:** The text entered in this box will appear in the Catalog. Refer to the Catalog Editing Style Guide. The Registrar's Office requires specific formatting in this box for consistency across all programs.
- **Program Location:** Is this program offered completely or partially off campus? Select Yes or No
  - If Yes, complete the required fields:
    - Location Name
    - Location address, city, state, zip/postal code
    - Location County
    - Is this for a financial aid eligible program? Select Yes or No
    - What percentage of the program can be completed at the additional location?
    - How many students are projected for this location?
    - How frequently will location be used?

- **State Licensure:** Does this program lead to the possibility of licensure in any U.S. state? Select Yes or No

- **Program Learning Outcomes:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. Multiple outcomes can be entered by selecting the green “+” symbol.

- **Enrollment Projections:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.

- **Administration (reporting structure):** This field is optional and is only stored in CIM. It does appear in the catalog or in CU-SIS.

- **Additional information:** Enter any additional information that will be useful for the Registrar’s Office to complete this request.

- **Upload Files:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.

- **Responsible Faculty Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

- **Catalog Author Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

- **Departmental/College Coordinator Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

- **CIP Code:** The CIP Code is a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education’s National Center for Education Statistics (NCES). **All CIP Codes will be confirmed by the Office of Institutional Research and Effectiveness (OIRE).** If you are unsure of the CIP, leave blank and the Registrar's Office will obtain the CIP from OIRE.
CU-SIS Plan Code (assigned by Registrar): If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.
  - See reference below for code structure requirements, if you would like to submit a specific code request.
    - “Academic Plan” = Short description code (4 letters) followed by “-ENDN”, “-ENDG”, or “-ENDU”
      - Endorsement
        - XXXX-ENDN (non-degree grad)
        - XXXX-ENDG (grad)
        - XXXX-ENDU (undergrad)

CU-SIS Subplan Code (assigned by Registrar): If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.

CU-SIS Academic Org (if known): This is a CU-SIS Code that begins with “D-“ and is tied to a School/College/Department. You are welcome to leave this blank if you are unsure of the code and the registrar will fill it in if it is applicable to the request.

Is there any additional information you would like to provide to assist in processing this request? Optional field. Enter any additional information you haven’t yet provided that will aid in processing the request.

Requesting a new Certificate (Plan Code)

1) Open the form: https://ucdenver.courseleaf.com/programadmin/
2) Select the green “Propose New Program” button

- Offered At: Select CU Denver
- Catalog Unit: Select your School/College/Unit
- School/College: Select your School/College/Unit
- Department/Program: Select your Department/Program
- What type of program is this/what type of code is this?: Select “(CU-SIS Plan Code) – Certificate” from the dropdown menu
- Academic Level: Select the career the program falls under
- Should this program appear on transcripts?: Select Yes
- Should this print in the catalog?: Select Yes
- Effective Catalog Edition: Select the edition in which the program will first be available for students
- Effective Term: Select the term in which the program will first be available for students
- Formal Program Title: List the official name of the program: “[Program Title] [Undergraduate/Graduate] Certificate”. This is how it will appear in the catalog.
- Example: Applied Statistics Undergraduate Certificate
- Example: Cybersecurity and Defense Graduate Certificate

- **Degree Type:** Select “Certificate” from the dropdown menu

- **Do 50% of courses come from an approved degree program?:** Select Yes if the courses required for the certificate can also apply toward a student’s degree.

- **Is this program online only?:** Select Yes, No, or Hybrid
  - Selecting Yes will notify the Registrar’s Office that an online subplan is needed. The Registrar’s Office will follow up with you if they have questions.

- **Include on Admissions Application?:** Select Yes or No
  - If yes:
    - **First admit term:** Select the term in which the program will first be available for students

- **Requirements:** The text entered in this box will appear in the Catalog. Refer to the Catalog Editing Style Guide. The Registrar’s Office requires specific formatting in this box for consistency across all programs.

- **Program Location:** **Is this program offered completely or partially off campus?:** Select Yes or No
  - If Yes, complete the required fields:
    - **Location Name**
    - **Location address, city, state, zip/postal code**
    - **Location County**
    - **Is this for a financial aid eligible program?** Select Yes or No
    - **What percentage of the program can be completed at the additional location?**
    - **How many students are projected for this location?**
    - **How frequently will location be used?**

- **State Licensure:** Does this program lead to the possibility of licensure in any U.S. state?: Select Yes or No

- **Program Learning Outcomes:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. Multiple outcomes can be entered by selecting the green “+” symbol.

- **Enrollment Projections:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.

- **Administration (reporting structure):** This field is optional and is only stored in CIM. It does appear in the catalog or in CU-SIS.

- **Additional information:** Enter any additional information that will be useful for the Registrar’s Office to complete this request.

- **Upload Files:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.

- **Responsible Faculty Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email
• **Catalog Author Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

• **Departmental/College Coordinator Name:** This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email

• **CIP Code:** The CIP Code is a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES). **All CIP Codes will be confirmed by the Office of Institutional Research and Effectiveness (OIRE).** If you are unsure of the CIP, leave blank and the Registrar's Office will obtain the CIP from OIRE.

• **CU-SIS Plan Code (assigned by Registrar):** If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.
  - See reference below for code structure requirements, if you would like to submit a specific code request.
    - “Academic Plan” = Short description code (4 letters) followed by “-CERN”, “-CERG”, or “-CERU”
    - Endorsement
      - XXXX-CERN (non-degree grad)
      - XXXX-CERG (grad)
      - XXXX-CERU (undergrad)

• **CU-SIS Subplan Code (assigned by Registrar):** If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.

• **CU-SIS Academic Org (if known):** This is a CU-SIS Code that begins with “D-“ and is tied to a School/College/Department. You are welcome to leave this blank if you are unsure of the code and the registrar will fill it in if it is applicable to the request.

• **Is there any additional information you would like to provide to assist in processing this request?** Optional field. Enter any additional information you haven’t yet provided that will aid in processing the request.

**Requesting a new Concentration, Emphasis, Option, Specialization, or Track (Subplan)**
Must be associated with a major, minor, licensure, endorsement, or certificate.

1) Open the form: [https://ucdenver.courseleaf.com/programadmin/](https://ucdenver.courseleaf.com/programadmin/)
2) Select the green “Propose New Program” button
• **Offered At:** Select CU Denver
• **Catalog Unit:** Select your School/College/Unit
• **School/College:** Select your School/College/Unit
• **Department/Program:** Select your Department/Program
• **What type of program is this/what type of code is this?:** Select from the dropdown menu
• **Academic Level:** Select the career the program falls under
• **Should this program appear on transcripts?:** Select Yes, unless requesting a subplan that will only be used for tracking purposes (Example: online programs, cohorts that follow the same academic requirements as everyone else)
• **Should this print in the catalog?:** Select Yes if selected Yes to the question above
• **Effective Catalog Edition:** Select the edition in which the program will first be available for students
• **Effective Term:** Select the term in which the program will first be available for students
• **Formal Program Title:** List the official name of the program. This is how it will appear in the catalog.
• **Major, minor, licensure, endorsement, or certificate this subplan is associated with:** List the program this subplan is associated with.
• **Degree Type:** Select from the dropdown menu
• **Do 50% of courses come from an approved degree program?:** Select Yes if the courses required for the certificate can also apply toward a student’s degree.
• **Is this program online only?:** Select Yes, No, or Hybrid
• **Include on Admissions Application?:** Select Yes or No
  o If yes:
    ▪ **First admit term:** Select the term in which the program will first be available for students
• **First admit term:** Select the term in which the program will first be available for students
• **Requirements:** The text entered in this box will appear in the Catalog. Refer to the Catalog Editing Style Guide. The Registrar’s Office requires specific formatting in this box for consistency across all programs.
• **Program Location:** Is this program offered completely or partially off campus?: Select Yes or No
  o If Yes, complete the required fields:
    ▪ **Location Name**
    ▪ **Location address, city, state, zip/postal code**
    ▪ **Location County**
    ▪ **Is this for a financial aid eligible program?** Select Yes or No
    ▪ **What percentage of the program can be completed at the additional location?**
    ▪ **How many students are projected for this location?**
    ▪ **How frequently will location be used?**
Office of the Registrar
UNIVERSITY OF COLORADO DENVER

- **State Licensure**: Does this program lead to the possibility of licensure in any U.S. state? Select Yes or No
- **Program Learning Outcomes**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS. Multiple outcomes can be entered by selecting the green “+” symbol.
- **Enrollment Projections**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
- **Administration (reporting structure)**: This field is optional and is only stored in CIM. It does appear in the catalog or in CU-SIS.
- **Additional information**: If the subplan is being used to affect cost and how tuition is assessed (example: Bioengineering between CU Denver and Anschutz), please add that information here. Enter any additional information that will be useful for the Registrar’s Office to complete this request.
- **Upload Files**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
- **Responsible Faculty Name**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email
- **Catalog Author Name**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email
- **Departmental/College Coordinator Name**: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  - Phone
  - Email
- **CIP Code**: The CIP Code is a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education’s National Center for Education Statistics (NCES). All CIP Codes will be confirmed by the Office of Institutional Research and Effectiveness (OIRE). If you are unsure of the CIP, leave blank and the Registrar’s Office will obtain the CIP from OIRE.
- **CU-SIS Plan Code (assigned by Registrar)**: Enter the plan code that the subplan will be attached to.
- **CU-SIS Subplan Code (assigned by Registrar)**: If you have a specific code in mind, please enter it here, or you are welcome to leave this blank if you would like the registrar to assign one for you. Code requested is not guaranteed.
  - See reference below for code structure requirements.
    - **Subplan** = Short description code (3 letters, or 3 letters followed by “_ONLINE”, “_XXXXXX for dual majors)

  **BA/BS Dual**
• Code is always BBD_[XXXXXXXX] (last 6 are used to identify majors)
• Description is always “BA-BS-Dual”
• Prints on transcripts
• Used for degree audit purposes

4+1 Subplans
• Code is always BMA or BMA_ONLINE
  - If you need a different code for your 4+1, provide additional information in the comments
• Subplan Name/Description only appears in CU-SIS. Is always “BA/BS to Masters”

Online Subplans
• If you are requesting a way to identify an existing subplan as an online option
  - Request a subplan code that uses the existing on-campus code followed by ‘_ONLINE’
    Example XXX_ONLINE
  - Subplan Name/Description and transcript text should match the on-campus code.
• If you are requesting a way to identify a major, minor, licensure, certificate, endorsement, or dual-degree as an online option
  - Request the subplan code ‘ONLINE’
  - Description is always “Online Degree”
    Will not print on transcript

• CU-SIS Academic Org (if known): This is a CU-SIS Code that begins with “D-“ and is tied to a School/College/Department. You are welcome to leave this blank if you are unsure of the code and the registrar will fill it in if it is applicable to the request.
• Is there any additional information you would like to provide to assist in processing this request? Optional field. Enter any additional information you haven’t yet provided that will aid in processing the request.

Requesting a new Course Subject/Prefix Code
Subject areas are the specific areas of instruction in which courses are offered within academic organizations. For example, when a course is identified as MATH 1000, math is the subject area. Subject areas are tied to the academic organization (department or school/college). Subject areas are tied to courses.

1) Open the form: https://ucdenver.courseleaf.com/miscadmin/
• Offered at: CU Denver
• Request Type: Request a New Academic Subject Code/Course Prefix
• Title: Enter the full title/description for the Course Prefix/Subject Code (limit to 50 characters). Example: Ethnic Studies
• Request Details: List the department the subject code falls within and indicate if the code is replacing another existing code (this will also mean curriculum updates are required, which is a separate process). Provide any additional information you would like.

Please note, workflows are not yet built for these requests, and communication will be managed by email.

Editing a Program’s Degree Requirements

1) Program degree requirement editing can be accessed two ways.
   a. If accessing through CAT
      i. Navigate to the program’s degree requirements tab and click on “Edit CIM Program Requirements”
      ii. Click on the green “Edit Program” button
   b. Or access CIM Program Management directly
      i. https://ucdenver.courseleaf.com/programadmin/
      ii. Search for your program
      iii. Select your program
      iv. Click on the green “Edit Program” button

• Offered At: Select CU Denver
• Catalog Unit: Select your School/College/Unit
• School/College: Select your School/College/Unit
• Department/Program: Select your Department/Program
• Effective Catalog Edition: Select the edition in which updates will appear. Edits can only be made to unpublished catalogs.
• Effective Term: Select the term the changes will become effective. It is highly recommended to make changes effective for Fall terms.
• Requirements: The text entered in this box will appear in the Catalog. Refer to the Catalog Editing Style Guide. The Registrar’s Office requires specific formatting in this box for consistency across all programs.
• Catalog Author Name: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  o Phone
  o Email
• Departmental/College Coordinator Name: This field is optional and is only stored in CIM. It does not appear in the catalog or in CU-SIS.
  o Phone
Updating a code or code description
Check with cusisdev@ucdenver.edu. This option is rarely able to be used without requesting a new code and deactivation of the prior code. Minor grammatical corrections are usually fine, and can be requested via email.

Significant changes to the name of a program require discontinuation of the existing code and creation of a new code. If the existing code appears on any student record, a new code is required.

Deactivating a program
If there are active students with the code on the program/plan stack, the code will remain active until there are no longer any active students with the code. A “last admit term” will be added, but this will not prevent the code from being used. Codes are no longer usable when deactivated. Check with cusisdev@ucdenver.edu if you have questions.

- Enter the final catalog the program will appear in
- Enter the last term of admission (the last term should fall within the catalog year of the final catalog)
- Enter rationale for inactivation
- Save and start workflow

Troubleshooting & Points of Contact

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison Diekhoff</td>
<td>Associate Registrar</td>
<td><a href="mailto:Allison.Diekhoff@ucdenver.edu">Allison.Diekhoff@ucdenver.edu</a></td>
</tr>
<tr>
<td>CU-SIS Dev Team</td>
<td>Team Inbox</td>
<td><a href="mailto:CUSISDev@ucdenver.edu">CUSISDev@ucdenver.edu</a></td>
</tr>
</tbody>
</table>

Version Control Table

<table>
<thead>
<tr>
<th>Version #</th>
<th>Author</th>
<th>Purpose/Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Allison Diekhoff</td>
<td>Initial draft</td>
<td>11/17/2021</td>
</tr>
<tr>
<td>2.0</td>
<td>Allison Diekhoff</td>
<td>Correction made to emphasis/specialization/etc, incorrectly listed as a plan code but is a subplan code</td>
<td>12/8/2021</td>
</tr>
<tr>
<td>3.0</td>
<td>Allison Diekhoff</td>
<td>Updated for CIM</td>
<td>5/20/2022</td>
</tr>
</tbody>
</table>