



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

CIM Programs/Academic Structure Request Form – Companion Guide

CU-SIS Dev & Curriculum Services

Registrar Internal Use Only



Office of the Registrar
UNIVERSITY OF COLORADO **DENVER**



Contents

CIM Forms	2
About CU-SIS Academic Structure	2
Majors	3
Minors	3
Licensures and Endorsements	4
Certificates	4
Requesting a new CIM program/CU-SIS code (includes a new catalog page with Degree Requirements tab)	5
Major/Degree (Plan Code)	5
Requesting a new Minor (Plan Code)	7
Requesting a new Licensure (Plan Code)	10
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
Deactivating an existing CIM program	19
Managing existing CIM programs/codes	20
Adding/Inactivating CU-SIS codes for existing CIM programs (programs already included in the catalog)	20
Editing a Program's Degree Requirements	21
Managing programs/CU-SIS codes that aren't published in the catalog	22
Course Subject/Prefix Codes	23
Changing a CU-SIS code or code description	24
Troubleshooting & Points of Contact	24



CIM Forms

Forms:

- CIM Programs – add program to/remove program from the catalog, and/or edit degree requirements
- CIM Courses – propose new courses, edit courses, inactivate courses
- CIM Miscellaneous – manage CU-SIS course subject/prefix codes and CU-SIS codes, and other miscellaneous requests

About CU-SIS Academic Structure

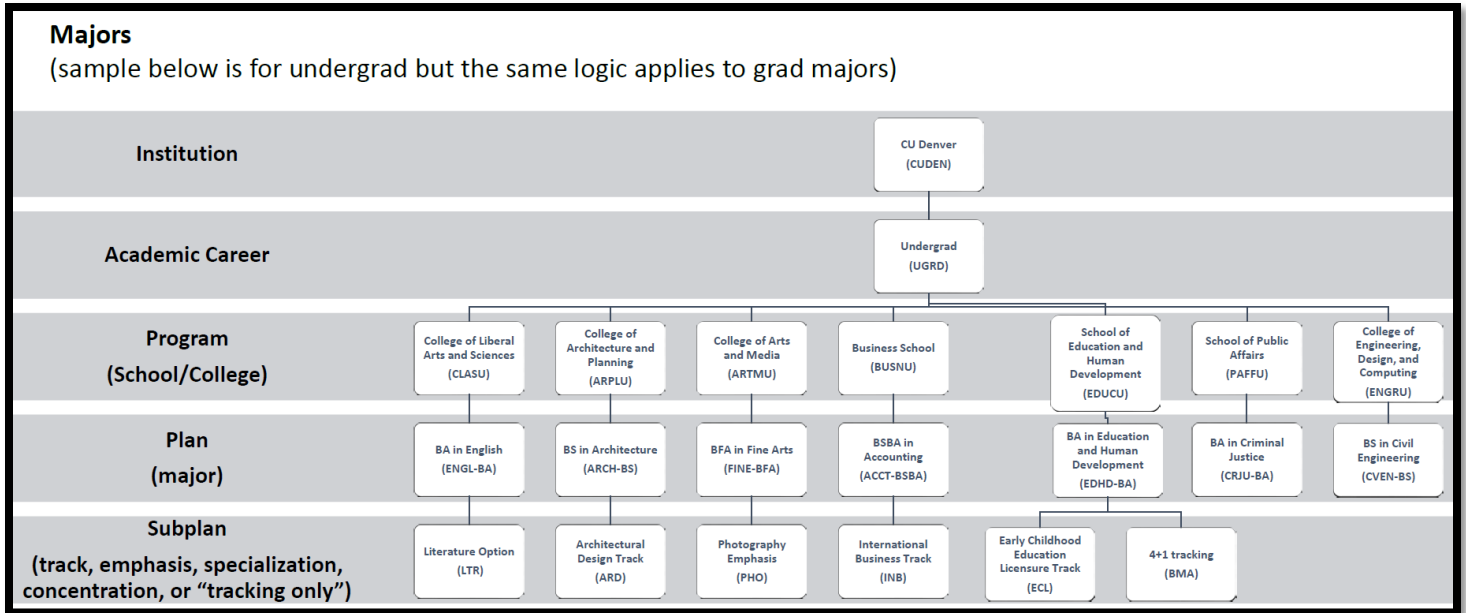
The CU-SIS academic structure codes drive multiple processes in Financial Aid, Bursar, Admissions, Degree Audit, Transfer Articulation, Advising, Institutional Research, Graduation Processing, and more. The Registrar's Office manages code structure to ensure consistency with naming standards, student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

Summary of CU-SIS Code Structure:

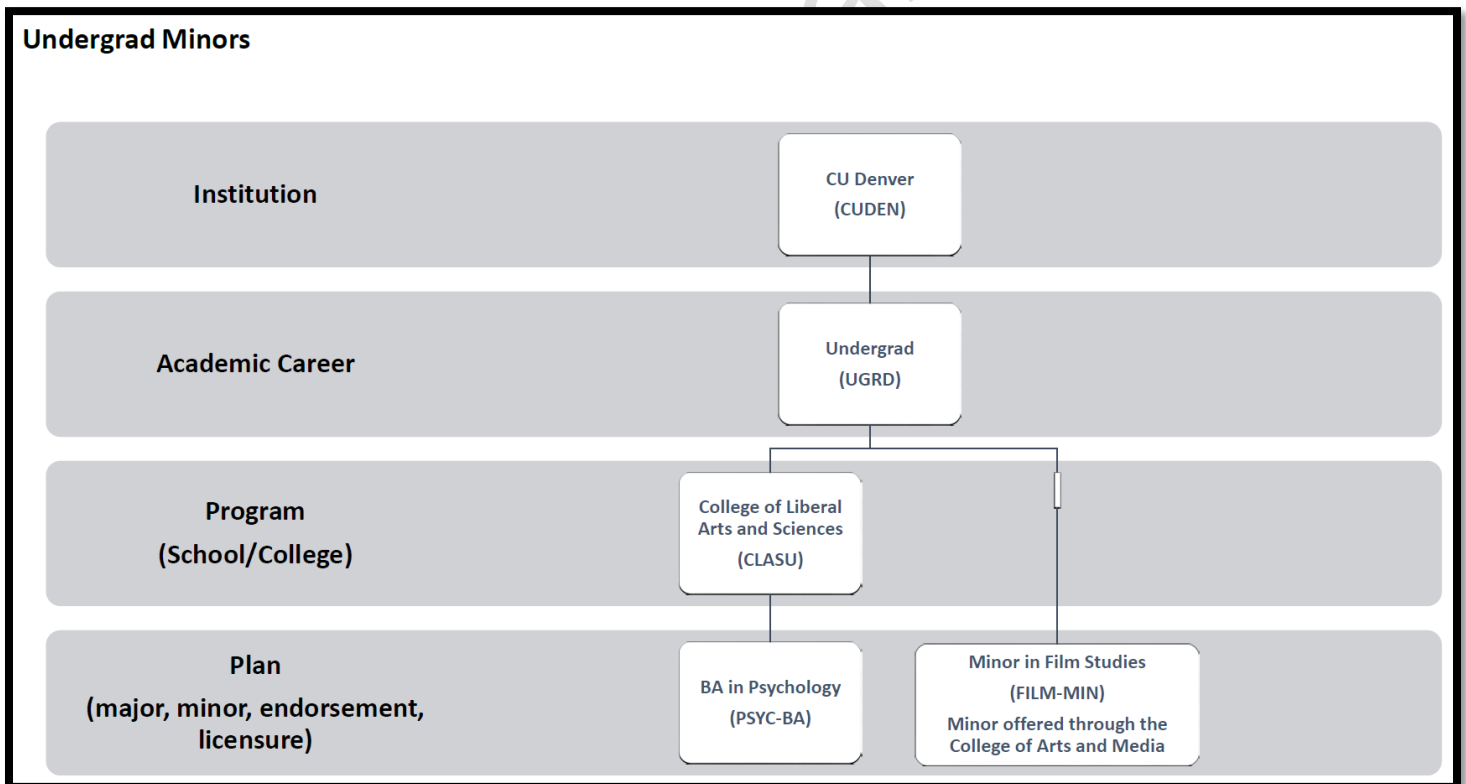
- School/College/Entity/Category are identified by **Program Codes**.
- Majors, minors, licensures, certificates, endorsements, dual-degrees are identified by **Plan Codes and Subplan Codes**
- Emphases, tracks, specializations, concentrations, and additional tracking identifiers (online program, 4+1, 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**.



Majors



Minors

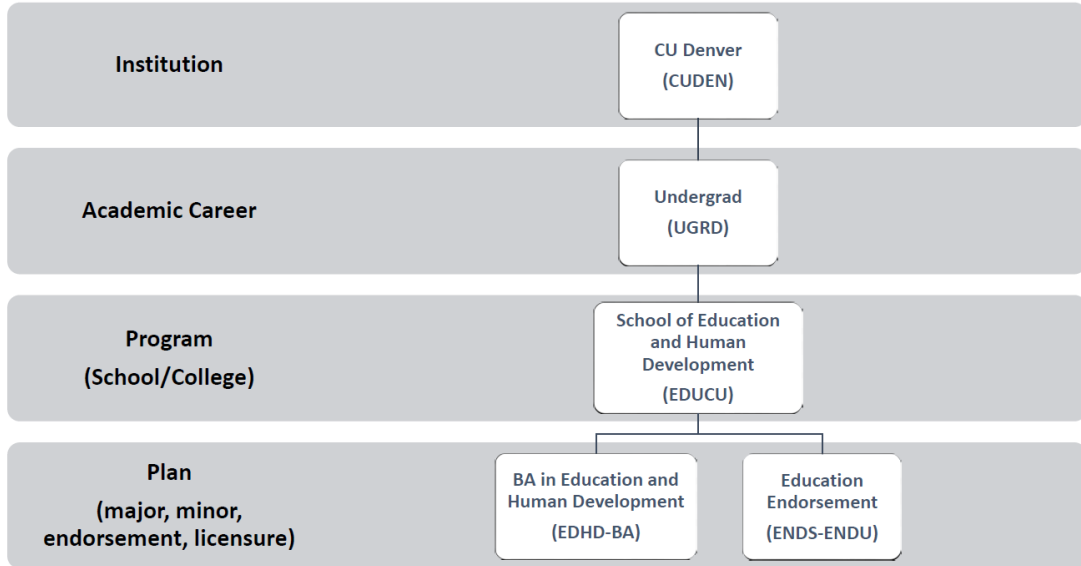




Licensures and Endorsements

Licensures and Endorsements

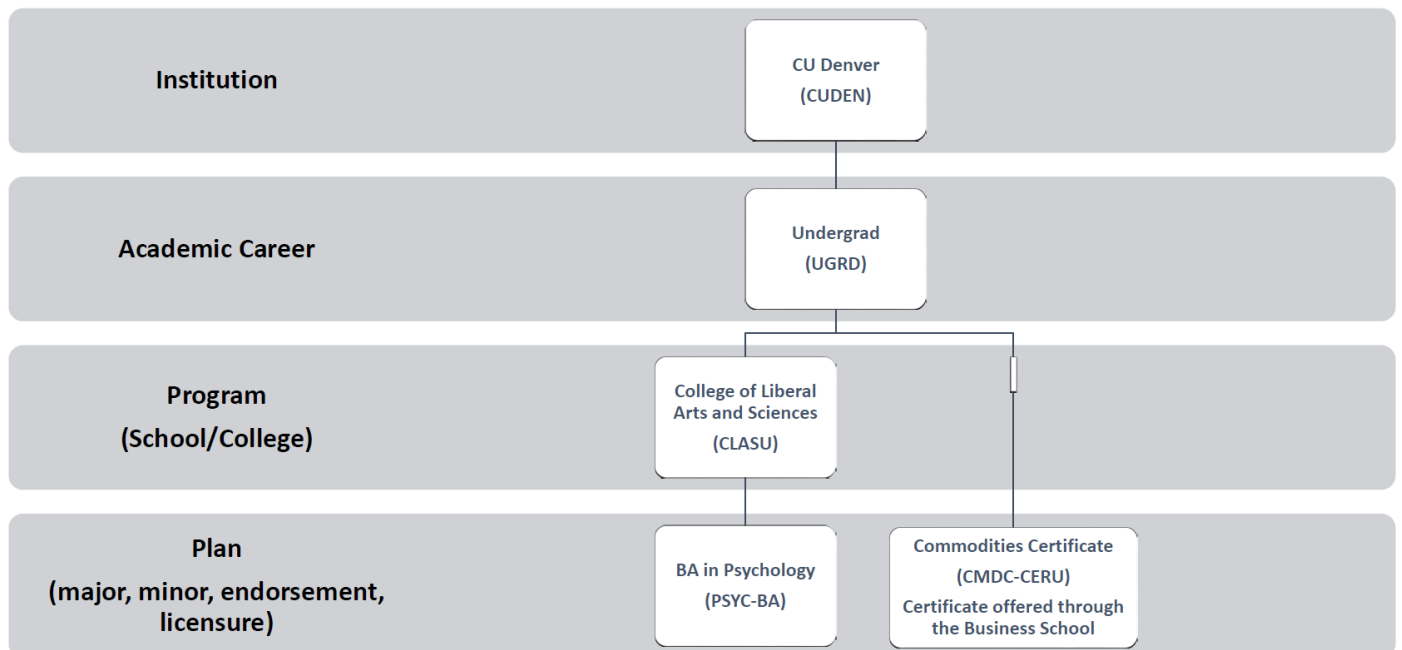
– to be eligible for title IV funds, must be pursued along with a major and coursework must also apply to the major.
(sample below is for undergrad but the same logic applies to grad majors)



Certificates

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 CIM program/CU-SIS code (includes a new catalog page with Degree Requirements tab)

The directions below apply to new programs that print on transcripts and thus appear in the catalog.

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



Office of the Registrar

UNIVERSITY OF COLORADO DENVER

- **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.
 - 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/>



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.



Office of the Registrar

UNIVERSITY OF COLORADO DENVER

- **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.
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- **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 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 "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?**



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.
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 - 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.
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- **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/>
 - 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
 - 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.
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Office of the Registrar

UNIVERSITY OF COLORADO DENVER

- **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.



Office of the Registrar

UNIVERSITY OF COLORADO DENVER

- 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.
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 - Phone
 - Email



Office of the Registrar

UNIVERSITY OF COLORADO DENVER

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 - 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/>
- 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
 - 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
 - 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_[XXXXXX] (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.

Deactivating an existing CIM program

This will remove the program from the next/unpublished catalog.

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.

- **Offered At** – select CU Denver
- **Final Catalog** – Enter the final catalog the program will appear in
- **Last Term of Admission** – Enter the last term of admission (the last term should fall within the catalog year of the final catalog)
- **Rationale for Inactivation** – Enter rationale for inactivation
- **Save and start workflow**

Managing existing CIM programs/codes

Adding/Inactivating CU-SIS codes for existing CIM programs (programs already included in the catalog)

- Example: Adding a new emphasis (subplan) to an existing degree program that already has a catalog page
- Example: Adding a new tracking subplan to an existing program
- Example: Inactivating a degree concentration (subplan) and the degree program catalog page should remain active

Go to CIM Miscellaneous Request Management and select “Propose New Miscellaneous” <https://nextcatalog.ucdenver.edu/miscadmin/>

- **Offered at:** CU Denver
- **School/College:** select your school/college
- **Department/Program:** select your department/program
- **Request Type:**
 - **Existing CIM Program – New Plan Code**
 - Example: Grad certificate plan code already exists and certificate is already listed in the catalog, but need a grad non-degree code as well
 - **Existing CIM Program – Inactivate Plan Code**
 - Example: Deactivating a non-degree certificate, but should remain active for degree-seeking students
 - **Existing CIM Program – New Subplan Code**



- Example: Adding a new emphasis (subplan) to an existing degree program that already has a catalog page
- Example: Adding a new tracking subplan to an existing program
- Example: Requesting a 4+1 subplan for tracking purposes
- Example: Requesting an ONLINE subplan
- **Existing CIM Program – Inactivate Subplan Code**
 - Example: Inactivating a degree concentration (subplan) and the degree program catalog page should remain active
- **Other**
- **Title**: enter the name for the code being added or inactivated
 - Example for 4+1: Bachelor to Masters
 - Example for online subplan: Online Degree
 - Example for new emphasis/concentration: Architectural Studies
 - Example for new subject code: Biology
- **Do 50% of courses come from an approved degree program?:**
 - This question only appears for certificates
- **Is there any additional information you would like to provide to assist in processing this request?:** optional
- **Answer remaining questions**

Save Changes if you aren't yet ready to submit, otherwise, Start Workflow

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.
 - 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

Managing programs/CU-SIS codes that aren't published in the catalog

- Rarely used, see examples below under Request Type

Go to CIM Miscellaneous Request Management and select "Propose New Miscellaneous" <https://nextcatalog.ucdenver.edu/miscadmin/>

- **Offered at:** CU Denver
- **School/College:** select your school/college
- **Department/Program:** select your department/program
- **Request Type:**
 - **Non-CIM Program – New Plan Code**
 - Rarely used
 - Example: “undeclared” plan codes
 - **Non-CIM Program – Inactivate Plan Code**
 - Rarely used
 - Example: program was never added to the catalog and is now being inactivated
 - **Non-CIM Program – New Subplan Code**
 - Rarely used
 - Example: “pre” subplan codes
 - **Non-CIM Program – Inactivate Subplan Code**



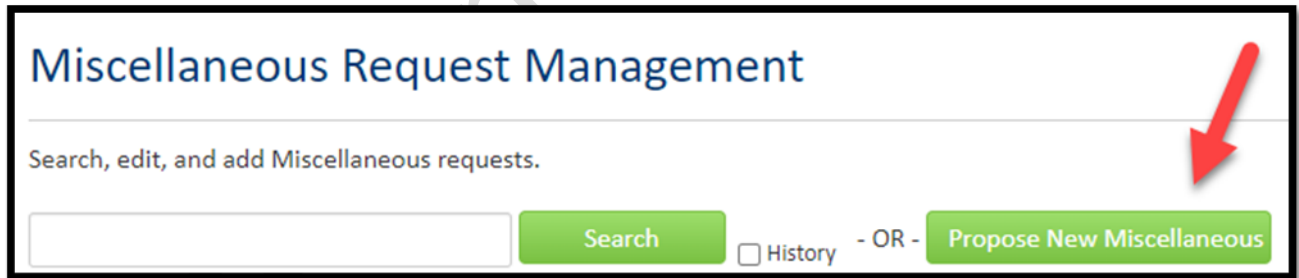
- Rarely used
- Example: “pre” subplan codes
- **Title**: enter the name for the code being added or inactivated
 - Example for 4+1: Bachelor to Masters
 - Example for online subplan: Online Degree
 - Example for new emphasis/concentration: Architectural Studies
 - Example for new subject code: Biology
- **Do 50% of courses come from an approved degree program?:**
 - This question only appears for certificates
- **Is there any additional information you would like to provide to assist in processing this request?:** optional
- **Answer remaining questions**

Save Changes if you aren't yet ready to submit, otherwise, Start Workflow

Course Subject/Prefix Codes

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.

Go to CIM Miscellaneous Request Management and select “Propose New Miscellaneous” <https://nextcatalog.ucdenver.edu/miscadmin/>



- **Offered at:** CU Denver
- **School/College:** select your school/college
- **Department/Program:** select your department/program
- **Request Type:**
 - **Subject Code/Course Prefix – New**
 - **Subject Code/Course Prefix – Inactivate**
- **Title**: enter the name for the code being added or inactivated
 - Example: Biology
- **Answer remaining questions**



Save Changes if you aren't yet ready to submit, otherwise, Start Workflow

Changing a CU-SIS code or code description

Check with cusisdev@ucdenver.edu.

- If the existing code appears on any student record, a new code is required (unless it is a very minor grammatical correction). Significant changes to the name of a program require discontinuation of the existing code and creation of a new code.

Troubleshooting & Points of Contact

Contact Name	Title	Email
Allison Diekhoff	Associate Registrar	Allison.Diekhoff@ucdenver.edu
CU-SIS Dev Team	Team Inbox	CUSISDev@ucdenver.edu

Version Control Table			
Version #	Author	Purpose/Change	Date
1.0	Allison Diekhoff	Initial draft	11/17/2021
2.0	Allison Diekhoff	Correction made to emphasis/specialization/etc, incorrectly listed as a plan code but is a subplan code	12/8/2021
3.0	Allison Diekhoff	Updated for CIM	5/20/2022
4.0	Allison Diekhoff	Updated for code management purposes – use Miscellaneous Form to manage codes. CIM Programs form should be used for adding new programs to the catalog and for removing programs from the catalog.	11/10/2022