

CourseLeaf Program How-To & Style Guide

CourseLeaf Program Admin, or Program, is the system used to update programs at Ithaca College. Access to CourseLeaf Program is determined by the dean's offices of each individual school.

The following guide explains how to:

- Use CourseLeaf Program to create, update, and deactivate to update programs
- Follow the standard style and accessibility expectations of the Ithaca College catalog

NOTE: *If you want to start a brand new program, you will need to create a New Program Authorization proposal in Courseleaf before you can develop a curriculum proposal for review by APC/Graduate Council. Be sure to consult with your Dean's office and follow their guidance before you develop or submit a New Program Authorization proposal.*

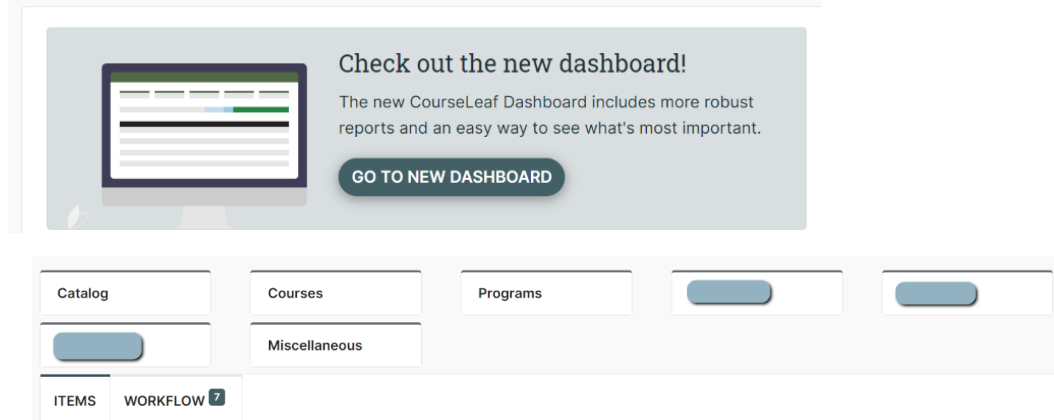
Table of Contents

<i>Logging in and Searching for Programs</i>	2
<i>Revising Major/Minor Programs</i>	3
<i>Program Revision, Curricular Description, Yes & No</i>	4
<i>Curriculum Basics</i>	5
<i>List of Requirements - Style Guide and Instructions</i>	6
<i>Guidance on how to add entries to the course list/requirements table</i>	7
<i>Footnotes</i>	11
<i>Credits Required</i>	13
<i>Plan of Study</i>	13
<i>Departmental Impacts and Program Assessment</i>	13
<i>Financial Resources/Library Resources</i>	14
<i>Appendix A</i>	15
<i>Appendix B</i>	16

Please consult the [APC Guide to Program Proposals](#) before completing the proposal.

Logging in and Searching for Programs

1. You can get to CIM Programs in two different ways
 - You can get there by going directly to the CIM site using <https://nextcatalog.ithaca.edu/programadmin/>
 - Another way is by going to the Courseleaf console and clicking on “Programs”



2. To search for programs you can search in multiple ways:
 - You can search in the normal search bar
 - You can search the history of programs. This will show you all the past revisions the program has gone through
 - Quick searches will show you edited programs, added programs or inactivated programs

Program Proposal

Seek authorization to propose a program, propose, revise, delete and search, 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 Title, Department, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

The image shows a search interface for program proposals. It features a search bar (labeled 1), a green "Search" button (labeled 2), a checkbox for "History", a green "New Program Authorization" button, and a dropdown menu for "Quick Searches..." (labeled 3). The interface is clean and modern, with a white background and green accents.

Revising Major/Minor Programs

If you want to edit the name of a program, you must contact the Assistant Registrar for Curriculum Management prior to making further revisions. Other revisions, proceed to the next step.

Updating Basics

1. Select the Review Process
2. Effective Catalog year
 - For majors, some curricular changes require submission to and approval by NYSED before they can be added to the catalog. This can add considerable time to the review process. Consult with the Associate Provost for Academic Programs to determine if the curricular changes your program is proposing require submission to NYSED, and what “effective year” will be feasible.
 - Minors do not require submission to NYSED.
3. Total Liberal Arts Credits in Degree
 - Bachelor of Science: 50% Liberal and Science Arts Credits
 - EX: 120 credit degree; 60/120 must be LA credits
 - Bachelor of Arts: 75% Liberal and Science Arts Credits
 - EX: 120 credit degree; 90/120 must be LA credits
 - Bachelor of Fine Arts: 25% Liberal and Science Arts Credits
 - EX: 120 credit degree; 30/120 must be LA credits
 - Bachelor of Music: 25% Liberal and Science Arts Credits
 - EX: 120 credit degree; 30/120 must be LA credits
4. All Other Fields
 - Other than Contact: If anything needs to change, work with Dean’s Office first
 - EX: Departmental Shift
 - Contact: Consider who the long-term contact will be
 - Add additional contacts if needed

Review Process

Standard program revision is used for significant changes in curriculum requirements. Expedited program is used for minimal revisions in curriculum for a program. Exempt is for minor administrative changes in curriculum.

Is this a **1**

Contact(s)

Name	Phone	E-mail	Department/Academic unit	
Steve TenEyck	3573	stenevck@ithaca.edu	Theatre Arts	

Academic level

Department/Academic Unit School **4**

Program Type

Program Title **2**

Effective Catalog Year

Degree Award

Total Liberal Arts (LA)

Credits in Degree **3**

Program Revision, Curricular Description, Yes & No

1. Program Revision

- This box is for the RATIONALE where you describe the proposed changes you are making and explain the reason(s) for them.
 - If it is a newly-authorized program, you are of course not making revisions. Instead, use this section to describe the structure of the curricular requirements and the rationale behind the design of the program requirements.
- Expectations for information to be included in the rationale appropriate for APC/Grad Council (and NYSED) review are provided in the APC [Guide for Program Proposals](#) on the APC-C webpage.

2. Curricular Description

- This information will be reviewed by APC and/or Graduate Council.
- This information appears on the catalog page and should only reference *curricular* requirements.
 - Curricular Information: required for graduation
 - Ex: Courses, required minor, language, GPA expectations, etc. (many of these should be included in the Curriculum requirements table)
 - Non-Curricular Information: anything not required for graduation
 - Ex: Admission requirements, description of program

3. Yes & No

- If you select “yes,” a box will appear for you to provide an additional explanation.

Will the program be offered jointly with another institution

Yes No

Will the program lead to teacher certification?

Yes No

Will specialized accreditation be sought?

Yes No

Have you saved recently? Click
“Save” then go back in and
revise the program!

Curriculum Basics

Please do not delete curriculum tables that are built on these pages. If you are unsure how to edit the tables, or if you need to insert a table for a new program, please reach out to your Dean’s Office or the Assistant Registrar for Curriculum Management for assistance/guidance.

Please consult with your Dean’s Office
to determine next steps related to the
entering of Curriculum

Every degree program curriculum page must have a Summary title and requirements box at the top.

1. Title

- “Summary” should be Heading 2

2. Requirements Box

- Click “Insert/Edit Formatted Table” and select “Course List”
 - Select appropriate School
- Click “Add Comment Entry”
 - Type “<Name of Program, Degree Type> Requirements”
 - Enter number of total credit Hours
- Click “Add Comment Entry”
 - Type “Integrative Core Curriculum Requirements”
 - Enter number of ICC hours and Footnote “1”

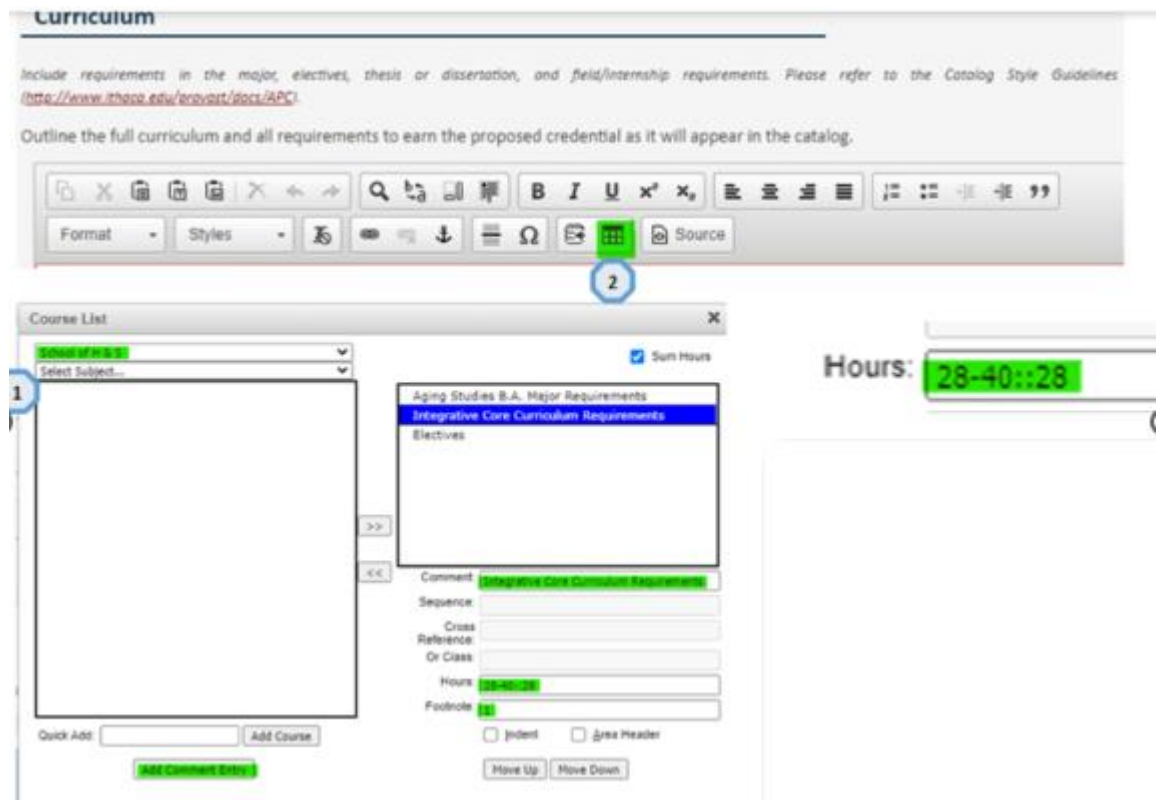
Footnotes

¹ *This major is approved to fulfill the Integrative Core Curriculum requirement for the Natural Sciences perspective.*

- Click “Add Comment Entry”
 - Type “Electives”
 - Enter number of Elective hours
- The total must sum to 120 for undergraduate majors. The ICC and the Electives may consist of a range, depending on how students satisfy the ICC. To make sure the total adds to 120, use the double

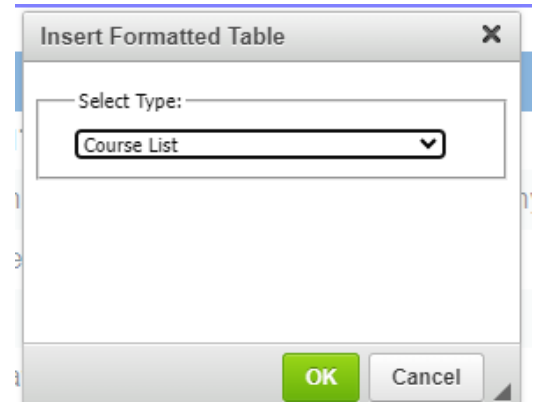
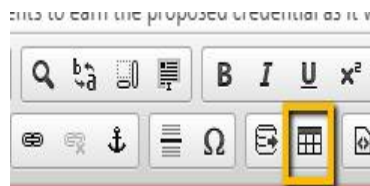
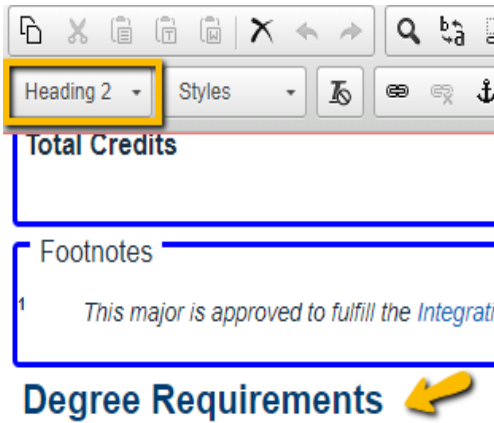
colon feature to identify the credit number to be added to the total

- Important – the total of credits required for the major must be added in manually
- If you make revisions that result in a change of total credits, don't forget to update this box

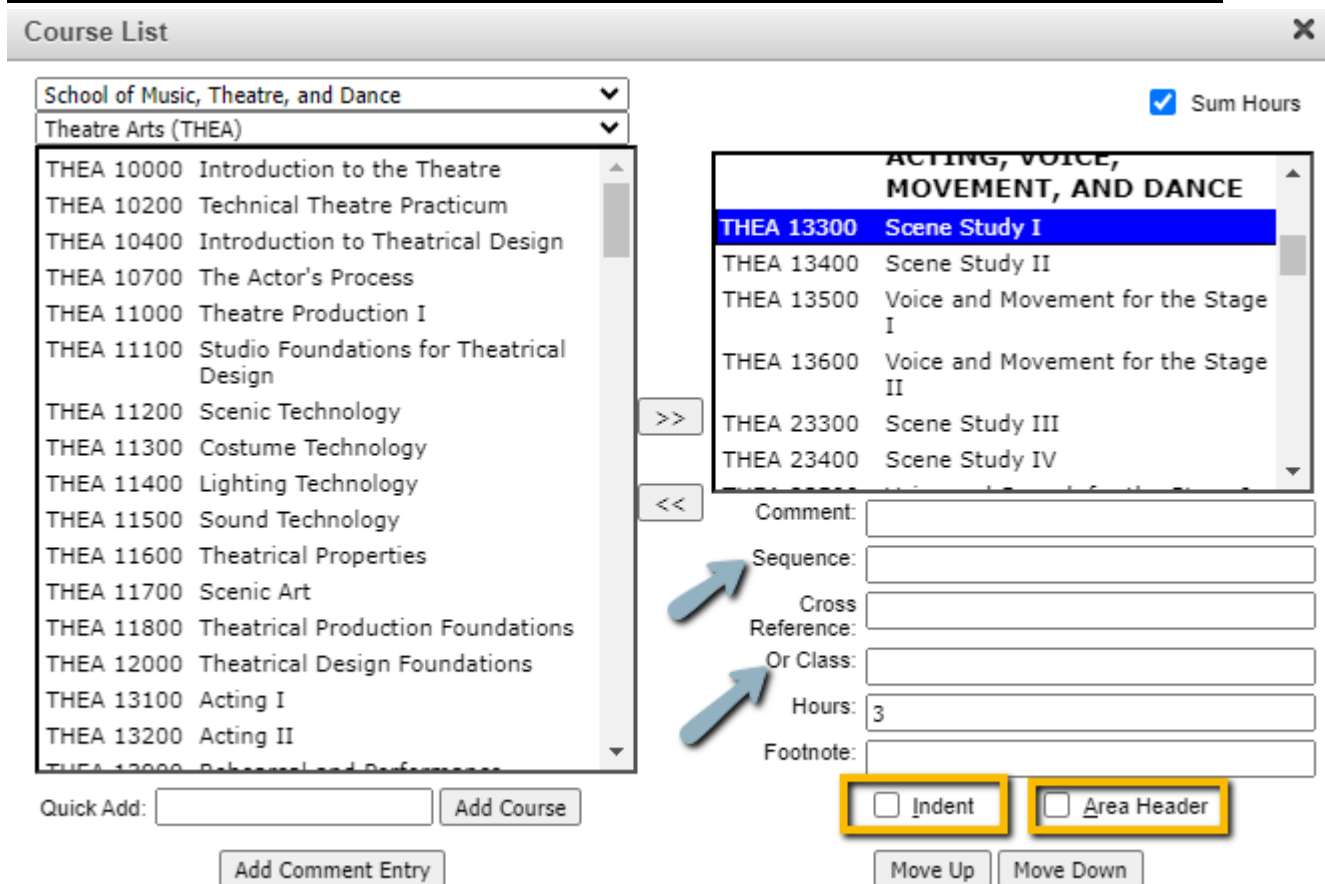


List of Requirements – Style Guide and Instructions:

1. Degree Requirements title
 - The title “Degree/Minor Requirements” should be inserted after the Summary box in the primary curriculum editing box before the table of the list of requirements
 - use heading 2 for this title
2. List of requirements in a table format
 - To add a table for curriculum requirements: Insert/Edit Formatted Table, then “Course List”
 - If the Course List is already built, double click on the table to make changes
 - A specific course list editing window opens up.

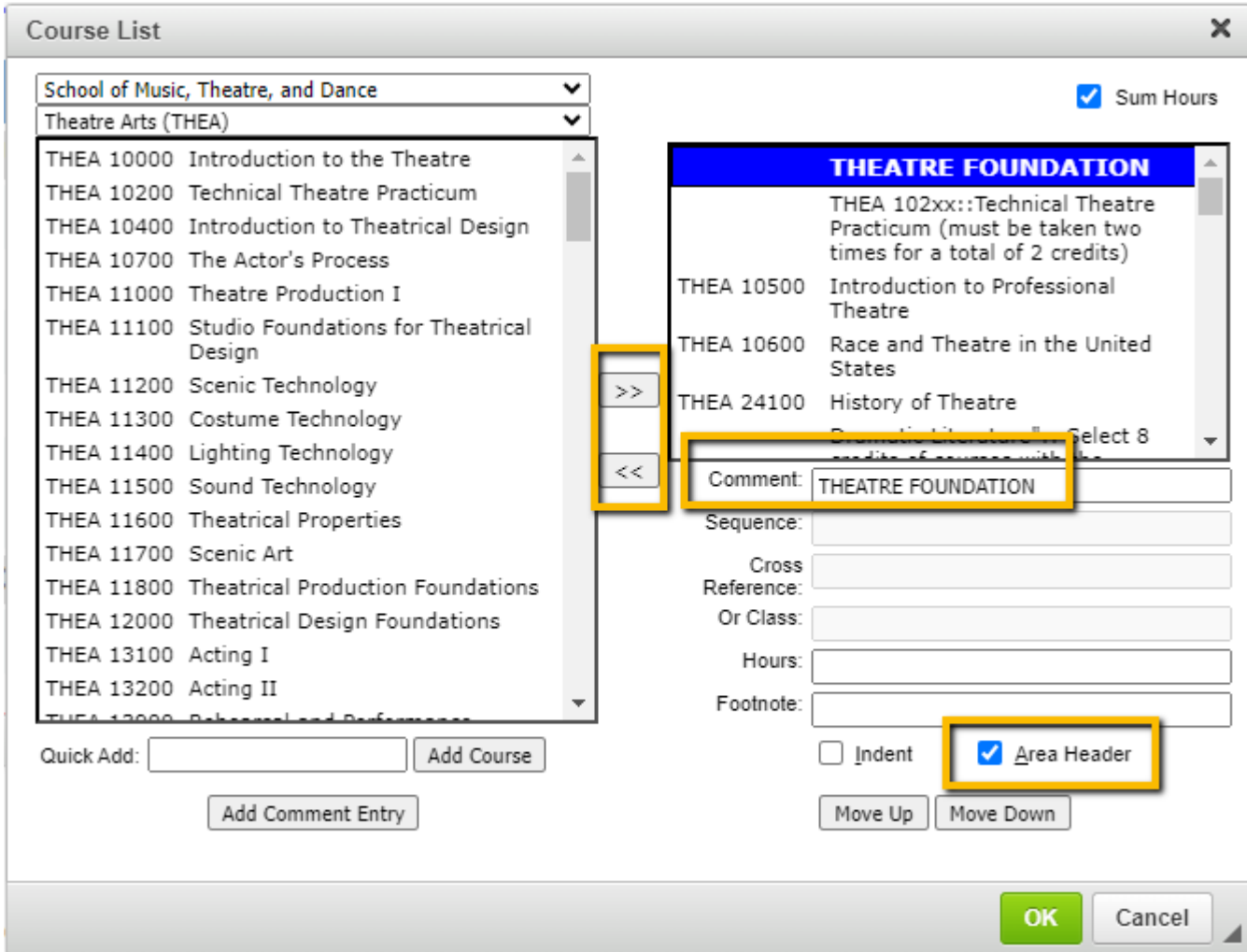


Guidance on how to add entries to the course list/requirements table, using catalog style:



- Headings and subheadings: these are inserted using “Add Comment Entry”
 - Primary headings are ALL CAPS and **bold** - check “Area header” to make the heading bold
 - Subheadings use title case (first letters capital) and are also **bold**
 - Sub-subheadings – use ALL CAPS
- To add courses to the table, select the School, then Subject, then select the course and the “>>” button

- You can add additional information to individual course entries using the “Comment” box
- Such additional information will automatically appear in parentheses following the course SUBJ #
- This is particularly useful if a course must be taken multiple times; in this case, you can also adjust the credit Hours in the box below to reflect the total number of credits
- To remove courses, select the course then the “<<” button
- To change the order of courses, highlight a course and click the MOVE UP or MOVE DOWN



- To add ranged courses to the list of requirements, such as Selected Topics courses, use the Add Comment feature
 - Be sure to add credit Hours if the credits should be added to the program total
 - Use the following format for the Comment: *THEA 195xx::3*
 - the double colon ensures that the course entry added as “comments” line up properly in the table

- If two or more courses must be taken in a sequence or simultaneously, you can use the Sequence option, which allows the additional course(s) to appear in the same row in the requirements table:
 - Select the first course in the usual manner
 - Then in the boxes below, in the “Sequence” box, type the SUBJ # of the second course; this will automatically add the two courses together using an ampersand
 - If there are more than two options, use a comma to separate the additional courses added in the box

- Adding non-course types of requirements to the table
 - Use the “Add Comment Entry” feature when you are adding text to the requirements table for requirements that require description or explanation rather than a course subject and number.
 - If credits are associated with the text requirement, add the number in the hours box
 - If the text is long, we recommend that you create the text in word, and then paste it into the comment box, as the box is not expandable.

Example of a descriptive requirement with associated credits (note that this entry uses two Comments to create the appearance of paragraphs):

FOREIGN LANGUAGE PROFICIENCY

All history majors must demonstrate proficiency at college-level language study, in a language other than English, through the beginner level. This can be done in one of three ways: 1) taking 10100 and 10200; 2) placing into and taking 10200; or 3) taking the proficiency exam and testing into 20000 or above, in which case the requirement is met and no additional foreign language credits are required. 0-8

Language courses taken in the Department of World Languages, Literatures and Cultures at Ithaca College for this requirement must be in a language other than English; must be taken for a letter grade; and students must earn a C- or better in language courses. As a department requirement, grades in language courses count toward department policies (only 4 credits at a C- or below may apply to courses in the major). In addition, American Sign Language cannot be used to fulfill this requirement.

- **Restricted electives requirements:** These are course requirements that give students some choice. There are multiple ways to incorporate such requirements into the requirements table.
 - Electives restricted to a subject code or course attribute
 - Insert text using the “Add Comment Entry” feature
 - Type the text: “Select x credits from <SUBJ or DESIG>”
 - Add credit hours in the format described above for ranged courses, with a double colon (this allows entry to follow the same format as other courses that list an actual course number).

Select 8 Credits from MATH	8
Select 8 Credits with the DLIT attribute	8
Total Credits	76-78

- When there are two course choices to satisfy the same type of requirement (e.g., a student must take calculus, and there are two appropriate options)
 - Search for one of the course options and select it to add it to the table
 - In the box below marked “Or Class”, type in the SUBJ and # of the second option

MATH 10400	Finite Mathematics with Calculus	4
or MATH 10800	Applied Calculus	
or MATH 11100	Calculus I	

- Another way to provide an option is to Add a Comment Entry for the Requirement “Select one Statistics Course” and then provide the options below. You will need to select the “indent” box for the courses

- MATH 15500 Basic Statistical Reasoning
- PSYC 20700 Statistics in Psychology

- Elective requirement that provides the student with three or more options: use the following style:
 - Add a comment entry with the text: “Select X credits of <CONTENT> courses from the following:” or “Select one <CONTENT> course from the following:”
 - Add Hours to the box in the Comment; if it the requirement is one course, but the courses in the list have varied credit totals, you can create a range by typing “3-4” in the hours box
 - Add the courses and be sure to select the “indent” box for each one
 - This ensures that the credit hours attached to each course are removed from the table, so that all the credits aren’t added to the total.

Select one of the following practice courses:

THEA 45400	Playwriting II
THEA 45600	Directing II
THEA 45700	Dramaturgy II

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent

Area Header

Select one of the following practice courses:

4

- | | |
|------------|----------------|
| THEA 45400 | Playwriting II |
| THEA 45600 | Directing II |
| THEA 45700 | Dramaturgy II |

Footnotes

- Footnotes appear below the Course List; this is the feature used in the Summary described above

- Do not use footnotes for any requirements that must be programmed into DegreeWorks; instead, use the “add comment entry” feature to insert text into the table, as needed
- Footnotes are best reserved for advising types of information, such as “courses in this list of electives may have additional prerequisites that the student is responsible for meeting.”
- To add Footnotes to the Curriculum requirements page, select Insert/Edit Formatted Table, then “Footnotes”
 - Footnote text *must be italicized*.

Footnotes

¹ *This major is approved to fulfill the Integrative Core Curriculum requirement for the Natural Sciences perspective.*

INTERDISCIPLINARY ELECTIVES

Additional 25 credits of courses with WGS attribute that meet the following criteria: ¹ 25

- at least 8 credits must be at the 300-level or above
- no more than three courses may have the same subject code prefix (excluding WGST)
- no more than 8 credits of the major's required credits may be in **WGST 42000** Independent Study; no more than 4 credits of the major's required credits in **WGST 43000** Internship

Total Credits 37

¹ *Some courses with the WGS attribute may have additional prerequisites that the student is responsible for meeting.*

Credits Required

1. *For the Program*: How many credits are needed for the program (e.g., Art BA needs 50 credits)
2. *Elective Distribution*: Credits outside of the program, including the ICC, needed to get to 120 for UG programs (e.g., Art BA needs 70 credits)
3. *For the Degree*: How many credits are needed for the degree (not relevant for Minor programs)
4. *LA Credits for the Degree*: Liberal Arts credits required for the degree, not in the program (not relevant for Minor programs or graduate programs)

Credits Required:

For the Program:

72-76

Elective/Distribution:

44-47

For the Degree:

120

LA Credits for the Degree:

30

Plan of Study

1. Although Courseleaf provides a built-in tool to show the semester by semester plan of study, APC prefers that proposers use the format required by NYSED and attach it to the proposal. Please consult the [APC Guide to Program Proposals](#) for additional guidance on the semester plan of study.

Departmental Impacts and Program Assessment

1. Cross-Department Collaboration
 - Only for named requirements in the degree table
 - List courses from outside the department that houses the program (SOCI courses for Psychology)
2. Department Impacts
 - If departments are impacted outside of the program department, please provide documentation of agreement with outside department. Can be a PDF of an email.

List any required courses or required restricted electives offered by departments outside the major department.

1	Course Number	Course Title	Required/Elective	
	<input type="text"/>	<input type="text"/>	Select...	<input type="button" value="X"/>

Information

If the proposed change(s) impact another department, attach written support or documentation

2

Attach File(s)

Uploaded Files:

Files To Be Uploaded:

3. Program Assessment
 - Please consult the [resources](#) provided by the [APC-Assessment Subcommittee](#) for guidance on developing effective SLOs and program assessment plans. Additional support is provided by school assessment committees.

3

Remember to use the "+" to add additional SLO's!

Program Assessment

Information

3

List the intended student learning outcomes that graduates will demonstrate upon completion of the proposed program, and list how and when each outcome will be measured.

Indicate how the department and school will use the data to improve student learning outcomes

	Students will be able to	How and when this outcome will be measured	
SLO #1			⊕ ⊖ ⬇

Remember to use the "+" to add additional SLO's!

Financial Resources/Library Resources

1. Consult with your Dean's office about required information for this section.

Appendix A

Footnotes

1

Move Up New Footnote
Move Down Delete Footnote

Symbol: 1 Ω

Footnote Content:

See *Integrative Core Curriculum requirements, with information about the H&S CLA requirement.*

Sum Hours

Applied Psychology B.S. Major Requirements

Integrative Core Curriculum Requirements
Electives

Comment: Applied Psychology B.S. Major Requirements

Sequence:

Cross Reference:

Or Class:

Hours: 63-64::63

Footnote:

Indent Area Header

Move Up Move Down

Course List ✕

School of H & S

Psychology (PSYC)

Sum Hours

<ul style="list-style-type: none"> PSYC 10000 The Psychology of Adjustment PSYC 11000 Media Literacy and the Psychology of Inquiry PSYC 15300 Selected Topics: Psychology PSYC 20800 Positive Psychology PSYC 21700 Mental Health in Historical and Social Contexts PSYC 24700 Culture and Psychology PSYC 25300 Selected Topics: Psychology PSYC 26000 Psych of Privilege & Oppresn PSYC 26100 Psychology of Women PSYC 26200 Psychology of Gender and Sexual Violence PSYC 27000 Social and Cultural Issues in the History of Psychology PSYC 30200 First Semester Research Team PSYC 30201 First Semester Research Team PSYC 30202 First Semester Research Team 	<p>>></p> <p><<</p>	<p>PSYCHOLOGY CORE</p> <ul style="list-style-type: none"> PSYC 10300 General Psychology PSYC 11400 Psychology Professional Development I PSYC 20200 Motivation PSYC 20700 Statistics in Psychology PSYC 30800 Research Methods in Psychology PSYC 30900 Methods of Testing and Assessment
--	---------------------------------	--

Comment: PSYCHOLOGY CORE

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Move Up Move Down

Quick Add:

Appendix B¹

Course List

Code	Title	Credits
	Applied Psychology B.S. Major Requirements	63-64
	Integrative Core Curriculum Requirements ¹	28-40
	Electives	19-29
Total Credits		120

Footnotes

¹ See *Integrative Core Curriculum requirements, with information about the H&S CLA requirement.*

Degree Requirements

Course List

Code	Title	Credits
PSYCHOLOGY CORE		
PSYC 10300	General Psychology	3
PSYC 11400	Psychology Professional Development I	3
PSYC 20200	Motivation	3
PSYC 20700	Statistics in Psychology	4
PSYC 45000	Internship in Psychology	
Total Credits		63-64

1. Please note, this is only part of the following record: [Applied Psychology, BS](#)