



# NEW YORK INSTITUTE OF TECHNOLOGY

CourseLeaf Curriculum Inventory Management  
(CourseLeaf CIM)  
User Guide

Questions?  
Please email: [CIMsupport@nyit.edu](mailto:CIMsupport@nyit.edu)

## Table of Contents

About CourseLeaf – What to Know Before You Start .....	3
What Can You Do in CourseLeaf? .....	3
Quick Links .....	3
Course Inventory Management .....	3
Program Management .....	4
How to Log into CourseLeaf .....	4
How to Save Your Changes .....	4
Tracking Proposals .....	5
Understanding Workflows .....	5
Start Workflow .....	5
Using the Search Feature .....	6
Basic Search .....	6
Quick Search .....	6
NYSED Approval Requirements .....	6
Changes Requiring NYSED Approval: .....	6
Changes that DO NOT Require NYSED Approval: .....	6
How to Propose a New Course .....	6
To complete a new course proposal from scratch: .....	7
To propose a new course from an existing course: .....	8
How to Edit an Existing Course (Course Modification) .....	9
Propose a New Subject Code .....	10
Propose a New Program (including dual-degree/accelerated programs) .....	11
To propose a new program from scratch: .....	12
<b>Populating Curriculum Field</b> .....	14
To propose a new program from an existing program .....	15
How to Edit an Existing Program .....	16
How to Retire a Program .....	16
<b>Frequently Asked Questions (FAQs)</b> .....	16
Want a Visual Walk-Through? Video Resources .....	18

## About CourseLeaf – What to Know Before You Start

CourseLeaf Curriculum Inventory Management (CIM) is New York Tech's system for proposing and managing curriculum changes. It streamlines our internal review and approval processes by:

- Reducing duplicate data entry
- Identifying impacted courses and programs
- Highlighting changes with visual markup (green for additions, red for deletions)
- Centralizing comments and feedback
- Automating workflow and approvals

### What Can You Do in CourseLeaf?

Faculty and staff can use CourseLeaf to:

- Propose a new course
- Edit an existing course
- Propose a new academic program (degree, certificate, or minor)
- Edit an existing academic program
- Review proposals as part of a workflow (e.g., chair, dean, committee member)
- Request a subject code

This guide is for faculty, department chairs, program directors, curriculum committee members, and administrators involved in curriculum planning and academic program review.

For access to CIM, contact: [cimsupport@nyit.edu](mailto:cimsupport@nyit.edu)

For curriculum policy and forms, visit: [New York Tech Procedures and Forms](#)

### Quick Links

CourseLeaf Console	<a href="https://courseleaf.nyit.edu/courseleaf/">https://courseleaf.nyit.edu/courseleaf/</a>	Main landing page for CourseLeaf. Navigate to CIM tools, see proposals, or access administrative tools.
Course Inventory Management	<a href="https://courseleaf.nyit.edu/courseadmin/">https://courseleaf.nyit.edu/courseadmin/</a>	Use this to create or edit courses (new proposals, revisions, retirements).
Program Management	<a href="https://courseleaf.nyit.edu/programadmin/">https://courseleaf.nyit.edu/programadmin/</a>	Use this to create or edit academic programs (new degrees, certificates, revisions, retirements).
Approve Pages	<a href="https://courseleaf.nyit.edu/courseleaf/approve/?role=admin">https://courseleaf.nyit.edu/courseleaf/approve/?role=admin</a>	View and take action on proposals routed to you in workflow. Used by chairs, deans, committee members, and others with approval roles.

### Course Inventory Management

- Use [Course Inventory Management](#) to propose new or revise existing courses.
- Always review the [New York Tech Procedures and Forms](#) page before making and submitting changes.
- Additional training materials are available in CourseLeaf under the left-hand menu: Documentation.

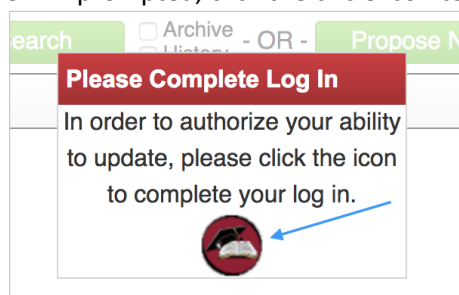
- Look for help bubbles within the form for tips as you go.
- Additional course-specific help is available [here](#).

## Program Management

- Use [Program Management](#) to propose or revise academic programs.
- All new program proposals (including dual-degree/accelerated options) must be approved by the Dean and Office of Academic Affairs before submission to the Curriculum Committee.
- Email [programdev@nyit.edu](mailto:programdev@nyit.edu) to schedule a preliminary meeting before moving forward.
- Initial proposals and full proposals have different requirements; a process has been prepared and approved by the Curriculum Committee.
- [New York Tech Procedures and Forms](#) has all information about NYSED e-forms for new program proposals, new certificates, or advanced certificates, and adding distance education to an existing program.

## How to Log into CourseLeaf

1. Go to: <https://courseleaf.nyit.edu/courseleaf/>
2. Log in using your NYIT username and password.
3. If prompted, click the circle icon to complete login.



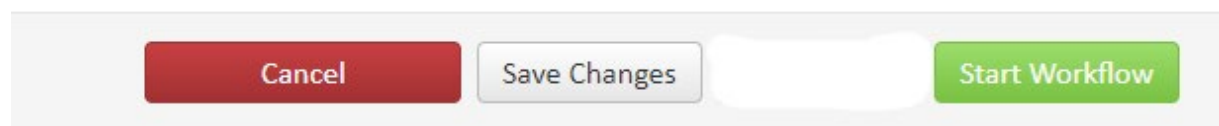
Trouble logging in? Email [cimsupport@nyit.edu](mailto:cimsupport@nyit.edu) for assistance.

**Tip: If the system opens in a new tab, make sure pop-up blockers are disabled.**

## How to Save Your Changes

CourseLeaf does not autosave, so be sure to save your work before logging out.

There are three save options available with every proposal:



- **Cancel (red):** Discards any unsaved changes and exits the form. This will not submit a proposal to the approval workflow process.
- **Save Changes (white):** Saves the proposal as a draft. You can return to finish later. This will not submit a proposal to the approval workflow process.
- **Start Workflow (green):** Submits the proposal for approval. All required fields must be completed.

## Tracking Proposals

Once you've submitted a proposal, you can track where it is in the approval process by logging into CourseLeaf and searching for the course or program.

### Workflow Status:

- Green = steps already completed
- Orange = the current step

You can click on any workflow step to send an email to the assigned reviewer.

### Email Notifications:

- You'll receive email updates from CourseLeaf with subjects like [CIM Courses] or [CIM Programs] when action is needed. These emails include a direct link to your proposal.

### If You're Asked to Review:

- Open the link in the email.
- Make any necessary edits or comments.
- Then click the green "Approve" button to move the proposal to the next step.

If you don't click Approve, the proposal won't move forward in workflow.

### Using Approve Pages

If you're a reviewer (e.g., Chair, Dean, Committee Member), you can also view all proposals routed to you by visiting the [Approve Pages](#) tool. This gives you a quick snapshot of everything awaiting your action.

**Note: You'll only see proposals if you're listed as a reviewer in that workflow step.**

## Understanding Workflows

CourseLeaf automates New York Tech's existing approval process. Each proposal (new or edited course or program) goes through a defined workflow with multiple reviewers.

- **When a Proposal is Submitted:**
  - A workflow is triggered based on the proposal type.
  - If your role (Chair, Dean, Committee Member, etc.) is included in the workflow, you'll receive an email alert.
- **Workflow Emails Include:**
  - The subject and body of the email explain what's being reviewed.
  - You'll get a unique link that takes you directly to the item you need to review.
- **If You Receive an FYI Email:**
  - These are just to keep you informed — no action is required unless requested.
- **When Viewing a Proposal in Workflow:**
  - The Edit button is disabled (only the current step can edit).
  - You'll see a clear outline of the workflow.
  - The Approval Path shows completed steps and timestamps.
  - The History tab contains all previous approvals and comments.

## Start Workflow

Once you submit a proposal:

- The "In Workflow" box (right side) shows the current and upcoming approval steps.

- The “Approval Path” displays completed steps with dates and times.

## Using the Search Feature

You can search for a course or program in two ways: using the search bar or by selecting a Quick Search category.

### Basic Search

1. Enter a **subject code** (e.g., MATH) in the search box.
2. Use an asterisk \* to broaden your search:
  - MATH\* finds everything that starts with MATH
  - \*MATH finds everything that ends with MATH
  - \*MATH\* finds anything containing MATH
3. The system searches by course code, title, workflow step, and CIM status.

**Tip: If your search doesn’t return results, try adding or moving an asterisk.**

### Quick Search

- Quick Searches are built-in filters that let you easily find courses or programs that were Edited, Added, or Retired.
- Click a category to view results.
- Once you find the course or program you're looking for, click on it and the full details will display below the search bar.
- If a proposal is currently moving through workflow, you'll see its current step clearly indicated.

## NYSED Approval Requirements

Before submitting a proposal, please review the following guidance about when NYSED approval is required.

### Changes Requiring NYSED Approval:

- New Degrees or Certificates (includes any credit-bearing certificate)
- Concentrations (if listed on diploma and includes 4 or more credits)
- Substantial Program Changes (affecting 30% or more of the program)

### Changes that DO NOT Require NYSED Approval:

- Minors
- Micro-credentials

**Note:** If you’re unsure whether a change qualifies as substantial, contact [programdev@nyit.edu](mailto:programdev@nyit.edu) for guidance.

## How to Propose a New Course

Log into [CourseLeaf CIM Course Inventory Management](#) and select **Propose New Course**. A new pop-up window will appear.

## Course Inventory Management

Search, edit, add, and retired courses.

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 Course Code, Title, Workflow step and CIM Status.

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

<input type="text"/>	<input type="button" value="Search"/>	<input type="checkbox"/> Archive <input type="checkbox"/> History	- OR -	<input type="button" value="Propose New Course"/>	<input type="text" value="Quick Searches..."/>
Course Code	Title	Workflow	Status		
AAID 200	AAID-200 MULTI FOR CREDIT	PeopleSoft	Added		
AAID 250	AAID-250 NO GRADE	PeopleSoft	Added		
AAID 300	AAID-300 MULTI IN TERM	PeopleSoft	Added		
AAID 444	RANGE	PeopleSoft	Added		
AAID 445	Credit Range	Registrar	Added		
ACCT 200	Accounting Test	PeopleSoft	Added		
ACCT 400	Accounting Test	PeopleSoft	Added		

After selecting Propose New Course, you will then have the option of completing a new course proposal from scratch or basing the proposal on an existing course.

To complete a new course proposal from scratch:

1. Log into [Course Inventory Management](#) and the screen below will open.

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Course Inventory

New Course Proposal

Subject:

Number:

Reason for  
Introducing New  
Course:

This course has been approved to be offered

☐ Blended ☐ Online

Course Entry Information

Title:

Abbreviated title:

30 characters remaining

Department:

College/School:

Semester and year the new course will be effective:

Course Credits:

Can this course be  
taken multiple  
times for credit?

☐ Yes ☒ No

Will this course

☐ Yes ☐ No

2. Click **Propose New Course** and then you can choose:
  - New Course Proposal (to start from scratch)
  - Propose New from Existing Course
3. Complete all required fields (outlined in red)
4. Use the help bubbles for guidance
5. Attach the course syllabus (**You need to include syllabi for all new courses**)
6. Click **Start Workflow** to submit
7. After submitting a course proposal to the workflow, you'll find the sequence of workflow steps displayed on the right side of the proposal under the "In Workflow" box.

8. Directly beneath this, the "Approval Path" box will provide the date and time details for completed workflow steps.

If your course is part of a **lockstep sequence**, list all **prerequisites**, even if students take them during the same semester

**For guidance on how to complete a field, click on the light blue “help bubble” next to each field name.**

To propose a new course from an existing course:

If your new course is similar to one that already exists, you can save time by copying an existing course proposal and editing the details.

Steps:

1. Log into [Course Inventory Management](#)
2. Click the green **Propose New from Existing Course** button on the right

3. After clicking the green **Propose New from Existing Course**, another pop-up window will appear.

Accounting (ACCT)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- ACCT 105 Accounting II
- ACCT 110 Managerial Accounting
- ACCT 130 Financial Accounting I
- ACCT 135 Financial Accounting II
- ACCT 201 Financial Accounting I
- ACCT 205 Accounting II
- ACCT 210 Financial Accounting
- ACCT 216 Intermediate Accounting I
- ACCT 217 Intermediate Accounting II
- ACCT 301 Federal Taxation
- ACCT 302 Federal Taxation I
- ACCT 305 Cost Accounting
- ACCT 306 Cost Accounting
- ACCT 310 Not for Profit Accounting

Quick Add:

4. The proposal form will auto-fill with data from the original
5. Edit the fields as needed
6. Required fields are outlined in red
7. Use the light blue help bubbles for tips
8. Upload a new syllabus (**You need to include syllabi for all new courses**)
9. Save your draft or click **Start Workflow** to submit

## How to Edit an Existing Course (Course Modification)

1. Log into [Course Inventory Management](#)
2. Use the search box to find the course you want to edit

### Course Inventory Management

Search, edit, add, and retired courses.

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 Course Code, Title, Workflow step and CIM Status.

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

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
No Results Found.			

3. Clicking on **Course Code** will alphabetize results.

\*Math  ☐ Archive ☐ History - OR -  Quick Searches... ▼

Course Code	Title	Workflow	Status
EDUC 313	Occ Related Math		Retired
EDUC 350	Teaching Math		Retired
EDUC 371	Str Inst El Math		Retired
MATH 096	Developmental Mathematics I		
MATH 097	Devel Math II		Retired
MATH 098	Devel Math I/II		Retired
MATH 100	Developmental Mathematics II		Retired

4. Click the course, then click **Edit Course**

### Course Inventory Management

Search, edit, add, and retired courses.  
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 Course Code, Title, Workflow step and CIM Status.  
Quick Searches provides a list of predefined search categories to use.

\*Math  ☐ Archive ☐ History - OR -  Quick Searches... ▼

Course Code	Title	Workflow	Status
EDUC 313	Occ Related Math		Retired
EDUC 350	Teaching Math		Retired
EDUC 371	Str Inst El Math		Retired
MATH 096	Developmental Mathematics I		
MATH 097	Devel Math II		Retired
MATH 098	Devel Math I/II		Retired
MATH 100	Developmental Mathematics II		Retired

Viewing: **MATH 096 : Developmental Mathematics I**

[Mechanical Engineering, Aerospace, BS](#)

Programs referencing this course

[Preview Workflow](#)

5. Update required fields (red) and use help bubbles as needed
6. Save your changes or click **Start Workflow**

## Propose a New Subject Code

This is not done within the regular course proposal form.

1. In [Course Admin](#), click Propose a New Course.
2. Click the help bubble to the right of the Subject prompt
3. Follow the URL that appears to access the miscadmin form

If you are proposing a new subject that does not yet exist, please use the Miscadmin form here: <https://courseleaf.nyit.edu/miscadmin/>

Subject

Select...

Number:

Reason for  
Introducing New  
Course:

4. Click “Propose New Miscellaneous”
5. Complete the request and click **Start Workflow**
6. You’ll receive confirmation once processed by the Registrar

### Miscellaneous Request Management

#### Miscellaneous Request

Request Type

Select...

Title

New Code:

New Code

Description

Department

Select...

College

Select College...

Request Details

Supporting  
Documents

Attach File

Uploaded Files:

Files To Be Uploaded:

Cancel

Save Changes

Admin Save

Start Workflow

## Propose a New Program (including dual-degree/accelerated programs)

Use this form to propose a brand-new academic program at New York Tech.

Before beginning:

1. Become familiar with **what constitutes a substantive change**. Substantive changes include significant updates to a program, such as:
  - Changing the program title
  - Altering the mode of delivery (e.g., adding hybrid or online options)

- Modifying the total credit requirements by one-third or more
- Adding or removing concentrations or tracks
- Establishing a dual-degree program
- Discontinuing the program
- Moving the program to a different campus location
- Changing the degree awarded (e.g., BA to BS)

It's important to complete this field accurately as some program edits may require formal NYSED approval. For more information, see NYSED's official guidance on [Changes to Currently Registered Programs](#).

If you're unsure, contact the Office of Academic Affairs for support before submitting.

2. Get preliminary approval from your Dean and Academic Affairs
3. Email [programdev@nyit.edu](mailto:programdev@nyit.edu) Office of Academic Affairs to schedule a preliminary meeting before proceeding with the following steps in CourseLeaf.

**\*NOTE: Before proposing a new program, you must first enter the new courses into CourseLeaf to ensure the curriculum map is correctly built.**

To propose a new program from scratch:

1. Log into [Program Management](#) and click **Propose New Program**

Program Management

Search, edit, add, and deactivate programs.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.

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

Search  ☐ History -OR- **Propose New Program** Quick Searches...

Number of Program	Program Name	Workflow	Status
1	Adolescent Education, Grades 7–12 (Initial/Professional), MAT		
2	Advertising, Public Relations, & Technology, BFA		
3	Architecture, AAS		
4	Architecture, BARCH		
5	Architecture, BSAT		
6	Architecture, Construction Management, BSAT		

2. Complete all required fields and use the help bubbles for support

*Note on Mode of Delivery and Campus Selection*

You'll now be asked:

**"Is this a Hybrid Program?"** → Yes / No

If **Yes**:

- Enter the percentage online
- Online campus is selected automatically
- You can also select: Jonesboro, Long Island, NYC, Vancouver

If **No**:

- Choose one:
  - 100% Distance → Online selected by default
  - 100% In-Person → Select any physical campus(es)

You may check both options if both apply.

**Additional Info Box:** Appears below campus selection. Use this to explain delivery method, cohort structure, or anything unique.

3. Attach the required documents (To attach documents, simply click attach, select the document you wish to upload from your device and select open):
  - Needs analysis
  - Financial analysis
  - Curriculum map
  - Additional attachments if needed

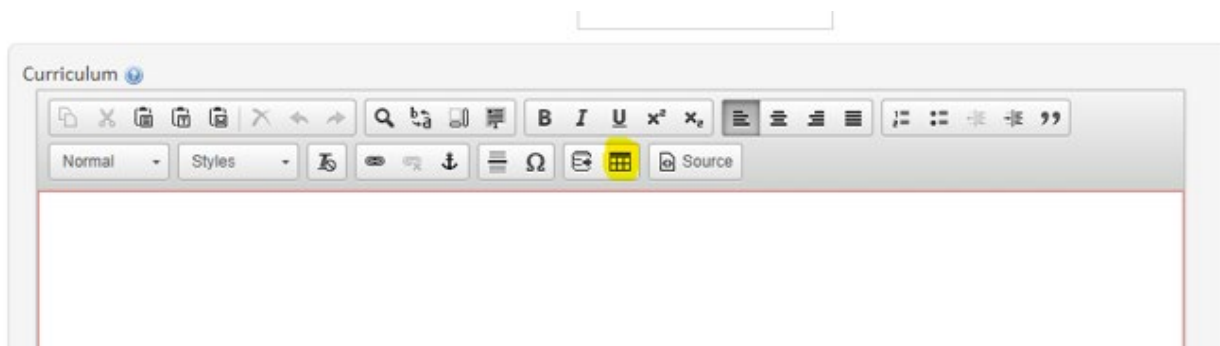
Attach Needs and Competitive Analysis ⓘ	<input type="button" value="Attach Needs&lt;br/&gt;Analysis"/>	Uploaded Files: <input type="text"/>
		Files To Be Uploaded: <input type="text"/>
Attach Five Year Financial Analysis ⓘ	<input type="button" value="Attach Financial&lt;br/&gt;Analysis"/>	Uploaded Files: <input type="text"/>
		Files To Be Uploaded: <input type="text"/>

*Note on Financial Viability Table*

In the Financial Viability section of the **Propose New Program** form, Question 3 has been replaced by a required enrollment table:

Please provide projected enrollment by year needed to offset the operating expenses:

Year	Number of Students Each Year
Year 1 Enrollment	_____ students
Year 2 Enrollment	_____ students
Year 3 Enrollment	_____ students
Year 4 Enrollment	_____ students
Year 5 Enrollment	_____ students



4. When you reach the curriculum section, select the “Insert/Edit Formatted Table” option (highlighted above)

The diagram below will help you populate the curriculum table.

5. When you are finished, click **Start Workflow** to submit.

## Populating Curriculum Field

### Course List Fields

**<< Button**  
Select course and click the << button to remove course or comment from list.

**Sum Hours**  
When checked, the Total Hours are auto-calculated and displayed.

**Rubrics**  
Select College and Department to display rubrics of courses. To add courses, select course and click the >> button.

**Comment**  
Text entered in the comment field is displayed in parentheses after selected course.

**Sequence**  
Used for required course sequences (e.g., CHEM 122 & CHEM 123). The next course in the sequence should be entered here. Multiple courses can be sequenced together with a comma or ampersand (&) between course codes.

**Cross Reference**  
Used to display both course names for a cross-listed course. (e.g. ANTH 275/LALS 255).

**Or Class**  
This field allows an editor to specify that a student must take one course or another. To add multiple courses, enter in the courses separated with a comma. If there are more than three classes to be listed as an Or Class, it is recommended to use a series of Indented courses with a comment entry at the beginning of the indented series, such as "Select one of the following".

**Hours**  
This field is automatically populated when a course is inserted into the course list, however editors have the ability to change these hours.

**Footnote**  
Enter the letter of the footnote associated with the course. The text will be added to the Footnote table displayed after the Course List.

**Quick Add**  
Enter the course number in the box and click the Add Course button to add a course to the list.

**Add Comment Entry**  
The Add Comment Entry button allows editors to add a new line of text to the Course List. For example, if this button would be used to add a line such as "Four additional courses, at least two at the 300-level".

**Indent**  
Checking the Indent box will create a left margin moving the course visually to the right. Hours are not displayed on indented courses. Courses listed under a comment such as "Select one of the following" should always be indented.

**Area Header**  
Checking this box will make the selected course or comment larger and bolder.

**Move Up/Move Down**  
Used to change the order of courses and comments on Course List.

**Course List**  
The main dialog box showing a list of courses (e.g., ANTH 100, ANTH 200, etc.) and a list of required courses (e.g., ANTH 101, ANTH 102, etc.). It includes fields for Comment, Sequence, Cross Reference, Or Class, Hours, and Footnote, as well as buttons for Indent, Area Header, Move Up, Move Down, OK, and Cancel.

To propose a new program from an existing program

1. Click on the green **Propose New from Existing Program** button on the right. A new pop-up window will appear.

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## Program Management

### New Program Proposal

**Propose New from Existing Program**

#### Proposal Cover Sheet

*Before completing this program proposal request, please email [programdev@nyit.com](mailto:programdev@nyit.com) in the Office of Academic Affairs to schedule a preliminary meeting. Proposals must be approved by the Office of Academic Affairs before they can be submitted to the Curriculum Committee of the New York Tech Academic Senate. Please refer to the Curriculum Committee webpage for meeting dates and submission deadlines.*

Is this an Accelerated or Dual Degree Program?:  
☐ Yes ☒ No

Effective Catalog Edition:

Name of Program:

Department:

College/School:

Program Type:

Program Length:

Total Credits:

CIP:   
[Find...](#)

HEGIS Code:

Campus: ☐ Long Island ☐ New York City

Mode of Delivery: ☐ 100% Distance

2. Once you select **Propose New from Existing Program**, another pop-up window will appear with a list of existing programs. You can select the subject of the program you would like to use from that list.

courseleaf.nyit.edu/courseleaf/courseleaf.cgi?page=/program...

Select Program...

Copy Program Close

3. Edit the pre-filled fields (refer to help bubbles as needed)
4. Attach updated documents
5. Save or click Start Workflow

## How to Edit an Existing Program

1. If you are proposing any of the changes listed in the [Guidance on Changes to Currently Registered Programs](#), the Office of Academic Affairs will need to submit a program change request to NYSED. Email [programdev@nyit.edu](mailto:programdev@nyit.edu) before making changes.
2. Log into [Program Management](#) and search for the program you'd like to edit from the search box on the left.
3. Click **Edit Program** to open the editable form for the selected program.
4. Make your changes and use help bubbles for guidance as you go.

### Note about the Substantive Change Question

This field is especially important and has been updated:

- It is now required (no default value)
  - It is visible to all users, not just the initiator
  - It remains editable even after submission
  - Be sure to answer this accurately. If your change triggers a formal review, this field alerts Academic Affairs to initiate the NYSED process.
5. **Save or Submit**
    - **Save** if you want to come back to it later.
    - **Start Workflow** to submit the proposal for approval.

## How to Retire a Program

To retire a degree or certificate program:

1. Log in to **Program Management** and locate the program.
2. Click **Edit Program**.
3. Scroll to the **Retire this Program** field and check the box.
4. Add a justification for the retirement (required).
5. Submit the form to workflow.

Note: Program retirements require Office of Academic Affairs and NYSED approval if the program is registered.

## Frequently Asked Questions (FAQs)

### Access and Login

Q: Who is this guide for?

A: This guide is for faculty, staff, and academic reviewers involved in proposing, editing, or reviewing academic courses and programs at New York Tech.

Q: How do I get access to CourseLeaf CIM?

A: All New York Tech full-time faculty and staff have access to the CourseLeaf CIM system. To request access, email [cimsupport@nyit.edu](mailto:cimsupport@nyit.edu).

Q: Which browser should I use to access CourseLeaf?

A: CourseLeaf CIM works with most browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge, and Apple Safari.

## Workflow and Tracking

Q: Where is my proposal in the workflow?

A: Workflow steps appear on the right side of your proposal:

- Green = completed steps
- Orange = current step
- Gray = upcoming steps

Directly below is the Approval Path, which displays a timestamp and username for each completed step.

Q: I submitted a proposal and now don't know where it is. What should I do?

A: If you saved but didn't submit, you'll see "Changes saved but not submitted" at the top of the page with a timestamp. If no changes appear, it's possible you didn't save or submit. You may need to re-enter the proposal.

Q: I never received an email notification for a proposal. What should I do?

A: First, check your Spam/Junk folder. If you're still not receiving notifications, contact [cimsupport@nyit.edu](mailto:cimsupport@nyit.edu).

Q: I received a proposal as an FYI but want to provide feedback. Can I comment?

A: Yes! Anyone can add a comment. Here is how to do it:

- Search for the course or program in CIM.
- Click Add Comment and enter your message.
- Click OK.

Comments are timestamped and visible to all CourseLeaf users. They cannot be edited once posted.

Q: I received a proposal for review/approval and I'm not sure why. What should I do?

A: You may have received it as part of a curriculum committee or because the proposal initiator requested your input. If applicable, review and click Approve or add comments.

If you think it was received in error, contact [cimsupport@nyit.edu](mailto:cimsupport@nyit.edu) for clarification.

## Proposal Process

Q: What is the difference between the save options?

A: When working on a proposal, you'll see:

- Cancel (red): Discards any changes since your last save.
- Save (white): Saves your work-in-progress. You can resume later.
- Start Workflow (green): Submits the proposal for approval. All required fields must be completed at this point.

Q: Can I keep a record of my proposal?

A: Yes. Once submitted to workflow, open the proposal and click the gray Export to PDF button to save a copy to your device.

Q: What's the "Additional Information about this Program" box for?

A: It's an optional field located under the delivery and campus fields. Use it to describe the structure, format, or unique elements of the program.

Q: What do I enter in the projected enrollment table?

A: Enter the estimated number of students expected in each of the first five years. These numbers help assess the program's financial sustainability.

### **Course and Program Codes**

Q: I can't find my subject code in the dropdown. What should I do?

A: The subject code may be inactive or no longer in use. To request a new subject code, contact the Registrar.

### **Course and Program Changes**

Q: How do I retire or reactivate a course?

A: Course retirements and reactivations are handled outside of CIM. Please contact the Registrar's Office to request these changes.

Q: How do I retire a program?

A: Follow these steps to retire a program:

1. Log in to Program Management.
2. Locate and edit the program.
3. Scroll to the "Retire this Program" field and check the box.
4. Add a justification.
5. Submit the form to workflow.

Note: Program retirements require Academic Affairs and NYSED approval if the program is registered.

### **Email Volume**

Q: I'm getting too many emails from CourseLeaf. Can I create a rule in Outlook?

A: Yes! You can create an Outlook rule to automatically move CourseLeaf emails to a designated folder. Check the [New York Tech CourseLeaf website](#) for a How To Guide.

## **Want a Visual Walk-Through? Video Resources**

Leapfrog Website: <https://luc.courseleaf.com/videos/>

Introduction to Courseleaf CIM: <https://luc.courseleaf.com/videos/luc2023/cim105/>

CIM Overview (Tutorial): <https://luc.courseleaf.com/videos/cimoverview/>

Overview of CIM (CIPT) <https://luc.courseleaf.com/videos/cipt-cim-105/>

CIM Advanced Workflow: [https://luc.courseleaf.com/videos/cim\\_220\\_03082023/](https://luc.courseleaf.com/videos/cim_220_03082023/)