

Guide to CourseLeaf

CourseLeaf is the online system used at Clayton State University for proposing, modifying, and reviewing academic courses and programs. The system has two main components:

- **Program Management**– used to create, edit, or deactivate programs such as degrees, minors, and certificates.
- **Course Inventory Management (CIM)** – used to create, edit, or deactivate individual courses.

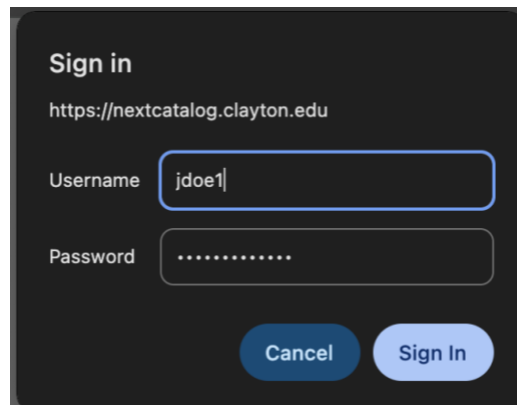
Access Links

You can access each system through the following links:

- **Program Management:** <https://nextcatalog.clayton.edu/programadmin/>
- **Course Inventory Management (CIM):** <https://nextcatalog.clayton.edu/courseadmin/>
- **Approval Page:** <https://nextcatalog.clayton.edu/courseleaf/approve/>

Login Instructions

1. Go to the program management link or the course inventory management link above.
2. Enter your **CSU username and password** (the same credentials you use for outlook).
3. Click **“Sign In.”**



(The login portal)

Once logged in, you will be taken to the CourseLeaf dashboard where you can search for existing programs or courses, or begin a new proposal.

If you are unable to log in or do not have access:

Contact **CELT@clayton.edu** to request access.

Understanding User Roles and Workflow

CourseLeaf uses a structured workflow system to ensure that all course and program changes are reviewed and approved by the appropriate individuals or committees before they are published in the catalog.

Each proposal moves through a series of steps, called the **workflow**, based on the type of change (course or program) and the department involved.

User Roles

Below are the common user roles in the CourseLeaf system:

- **Proposers:**
Faculty or staff who create or edit a course or program proposal. Proposers are responsible for entering the information accurately and submitting the form into the workflow for review.
- **Reviewers:**
Anyone who is notified of a proposal or change in the workflow. They can view the proposal, make comments, or send it back to the proposer for revision. Reviewers typically include department chairs, curriculum committee members, or others involved in the review process.
- **Approvers:**
Approvers are responsible for giving official approval at designated steps in the workflow. Once an approver signs off, the proposal moves to the next step or to publication in the catalog.

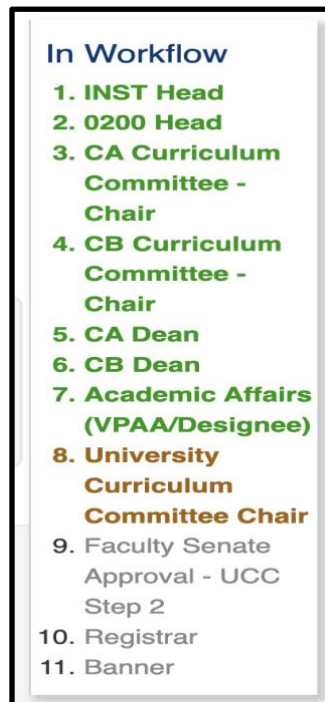
ID	Name
Dept Head	Role: Dept Head (0 member)
Academic Affairs (VPAA/Designee)	Role: Academic Affairs (VPAA/Designee) (1 member)
Registrar	Role: Registrar (2 members)
Initiator*	Role: Initiator (0 member)
Dept Head*	Role: Dept Head (0 member)
DegreeWorks*	Role: DegreeWorks (0 member)
Banner	Role: Banner (0 member)

(Above is an example of a generic workflow)

Workflow Overview

Each proposal follows a predefined path through the workflow. While the specific steps may vary by college or department, a typical workflow includes:

1. **Proposer** submits the new or edited course/program.
2. **Department Chair/Reviewer** reviews the proposal for accuracy and alignment with departmental goals.
3. **Curriculum Committee** evaluates academic quality and compliance with university standards.
4. **Dean's Office** confirms alignment with college-level priorities.
5. **Registrar's Office / Academic Affairs** provides final approval and sends the item to be published in the catalog.



The **green** text represents an approved step in the workflow.

The **brown** text represents the current step in the workflow.

The **grey** text represents the next steps in the workflow.

Workflow Notifications

At each stage of the workflow, CourseLeaf automatically sends email notifications to the individuals or groups responsible for review or approval.

Notifications include a direct link to the proposal and indicate the current step in the process. If a proposal is **rolled back** (sent back for revisions), the proposer receives an email explaining what changes are needed before resubmission.

The catalog has pending changes for your review, including <https://nextcatalog.clayton.edu/academic-catalog/business/index.html>.
Please visit:
<https://nextcatalog.clayton.edu/courseleaf/approve/?role=CAT%20Editor>
to review pages and provide your feedback in a timely manner.

For questions or information regarding this email, please reply to this email (celt@clayton.edu) or contact CELT at (678)466-4190.

(If you're an approver or a reviewer you will receive an email like the one above.)

WARNING: Changes to program names or course prefixes can affect multiple systems (Catalog, CIM, Banner/SIS, and Degree Works). You must submit a new proposal rather than editing these fields directly. When submitting a new proposal, do not deactivate the course or program you are replacing until the new course, or program has been fully approved and created.

This ensures smooth transitions in:

- Registration/Scheduling
- Catalog publishing
- SIS records
- Curriculum mapping or accreditation systems

Changes That Require a New Proposal

These edits can break existing workflow history, SIS integrations, degree audits, or catalog continuity so they should be treated as *new creations*, not edits.

- Changing the course prefix (e.g., MATH → STAT)
- Changing the course number (e.g., 2011 → 3011)
- Renaming a course in a way that significantly changes its identity
- Converting a course to a different level (undergraduate → graduate)
- Changing to the delivery mode that alters its purpose (e.g., lab → lecture)
- Major content changes that essentially create a *new* course
- Merging multiple courses into one
- Splitting one course into multiple
- Changing the program name
- Changing degree type (e.g., BA → BS, MS → MEd)
- Moving the program to a new academic department or college
- Creating a new concentration/emphasis track
- Deleting and replacing a program with redesigned curriculum
- Splitting a program into multiple.
- Renaming a major, minor, or certificate in a way that affects transcripts or degrees

(Example of a request that would require a new proposal):

Viewing: EDEX ~~EDU~~-1234: Intro to Education
Education ~~Edu~~.
Also listed as: ~~EDU~~-1234

Edits You Can Make on an Existing Course/Program

These changes are generally safe and appropriate to make through an update or revision workflow:

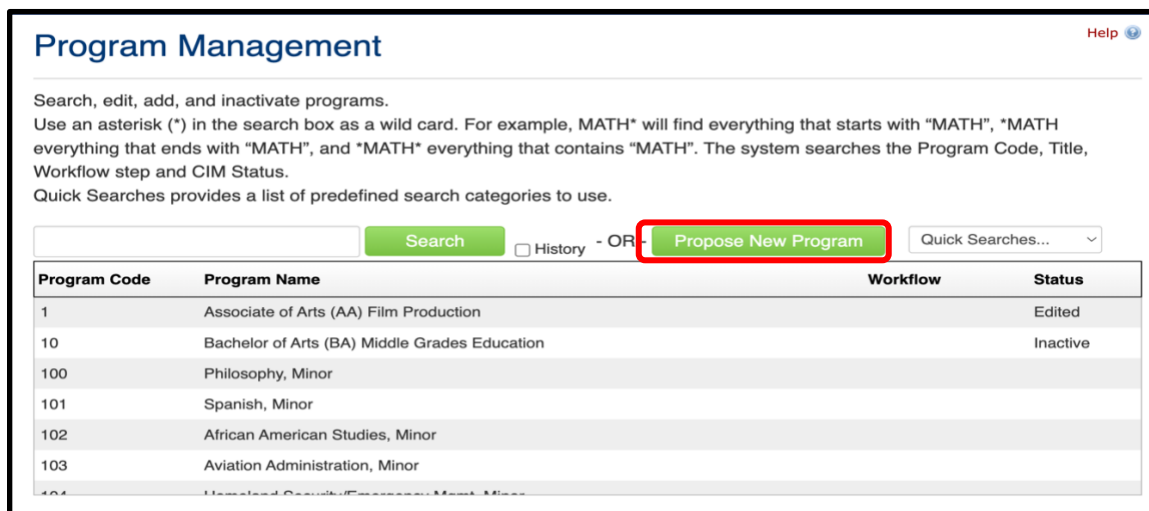
- Updating narrative descriptions or overview text
- Editing learning outcomes
- Prerequisites / corequisites
- Credit/contact hours
- Updating program requirements
- Editing course lists within the curriculum
- Adjusting required credits
- Minor name formatting (capitalization, punctuation)

Proposing a New Program

CourseLeaf **Program Management** is used to create new academic programs such as degrees, minors, or certificates. The form guides you through entering key details about the proposed program, including title, description, curriculum, and learning outcomes.

1. Log in to Program Management:

Go to <https://nextcatalog.clayton.edu/programadmin/> and sign in using your CSU username and password.



2. Open the “Propose New Program” Form:

On the Program Management homepage, click the “Propose New Program” button located at the top of the search results list. This will open a blank program proposal form.

3. Complete the Program Information Fields:

Fill out all required fields in the proposal form. Required fields are usually marked with a red asterisk (*). Common fields include: These typically include:

- **Program Name:** The official title of the degree, minor, or certificate.
- **Degree Type:** (ex. B.A., B.S., M.S., Certificate).
- **Department or College:** The academic unit responsible for the program.
- **Program Description:** A short overview that will appear in the catalog.
- **Learning Outcomes:** Measurable outcomes students are expected to achieve.

4+1 Program

The 4+1 Program is an option in the CourseLeaf Program proposal. It combines a bachelor's degree and a master's degree into a single, accelerated academic pathway. This option enables students to begin graduate-level coursework during their undergraduate program and complete both degrees in a reduced time frame.

If the proposal is for a single program (such as an undergraduate or graduate program only), simply continue through the standard proposal process without selecting the 4+1 option and continue to **Step 4**.

How the 4+1 Option Works

- Students complete the required coursework for the **bachelor's degree** while taking a limited number of **graduate-level courses** that also count toward the master's degree.
- The bachelor's and master's programs remain **separate degrees** but are formally connected through the 4+1 structure.
- Program requirements, eligibility criteria, and shared credits must be clearly defined and approved through the Program workflow.

When to Use the 4+1 Option

- A department wants to offer an **accelerated pathway** between an undergraduate and graduate program.
- Graduate courses are intended to count toward both degrees.
- The structure requires formal catalog approval and visibility to students.

Additional 4+1 Notes

- The 4+1 option must be **approved through the standard Program workflow**.
- Both the undergraduate and graduate programs must already exist or be approved simultaneously.
- Any changes to degree requirements or shared credit hours may require a **new proposal**.

Program Management

New Program Proposal Propose New from Existing Program

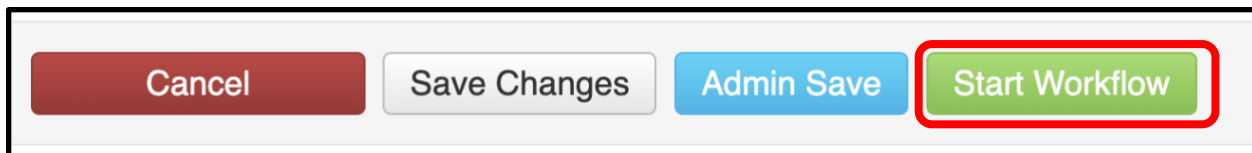
Department	Select...
College	Select College...
Program Code	
Academic Level	Undergraduate/Graduate
Program Type	4+1
Degree Type	4+1
Associated Undergraduate Program	Select...
Associated Graduate Program	Select...

(Above is the 4+1 option in the program proposal)

- You'll see the option for 4+1 once you select the **Undergraduate/Graduate** option under **Academic Level**
 - You will then select 4+1 as the **Program Type** and **Degree Type**
 - **Associated Undergraduate Program** is the Undergraduate Program for the 4+1 pathway.
 - **Associated Graduate Program** is the Graduate Program or the 4+1 pathway.
4. **Attach Supporting Documents (optional):**
Some departments may request supporting materials such as a curriculum map, justification memo etc. You can attach these files at the bottom of the form using the **"Attach File"** button.

Attach File	<div style="border: 2px solid red; padding: 5px; background-color: #76b82a; color: white; display: inline-block;">Attach File</div>	Uploaded Files: <input style="width: 100%; height: 20px;" type="text"/> Files To Be Uploaded: <input style="width: 100%; height: 20px;" type="text"/>
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5. **Review the Program:**
Before submitting, review all entered information for accuracy.
6. **Submit the Proposal:**
Once all fields are complete, click **"Start Workflow"** to submit your proposal for review. This will begin the approval process and notify the first reviewer in the workflow.



After Submission

- Your proposal will automatically move to the next step in the workflow (for example, Department Chair or Curriculum Committee).
- You will receive an email confirmation once your proposal enters the workflow.

Program Code	Program Name	Workflow	Status
1	Associate of Arts (AA) Film Production		Edited
10	Bachelor of Arts (BA) Middle Grades Education		Inactive
100	Philosophy, Minor		
101	Spanish, Minor		
102	African American Studies, Minor		
103	Aviation Administration, Minor		
104	Undergraduate Standard/Emergency Management Minor		

Viewing: **100 : Philosophy, Minor**

When you click “**Preview Workflow**,” a new page will open showing the complete list of reviewers and approvers involved in the workflow process. (See image below)

Preview Workflow

Note: The actual workflow may vary based on data within the proposal itself, such as field selections, which fields have been modified, and other items. This workflow preview represents the workflow based on the current state of the proposal.

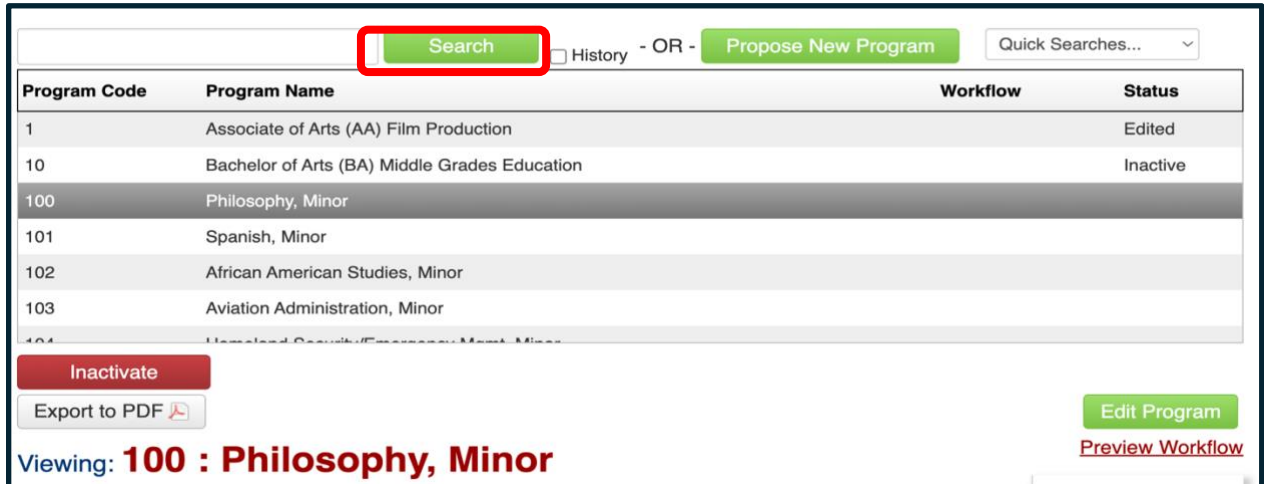
Proposal Key: 100

Workflow: Undergraduatestandard

Modifying or Editing a Program

Search for the Existing Program:

In the search bar, type the **program name** or a **keyword** to find the program you want to edit.



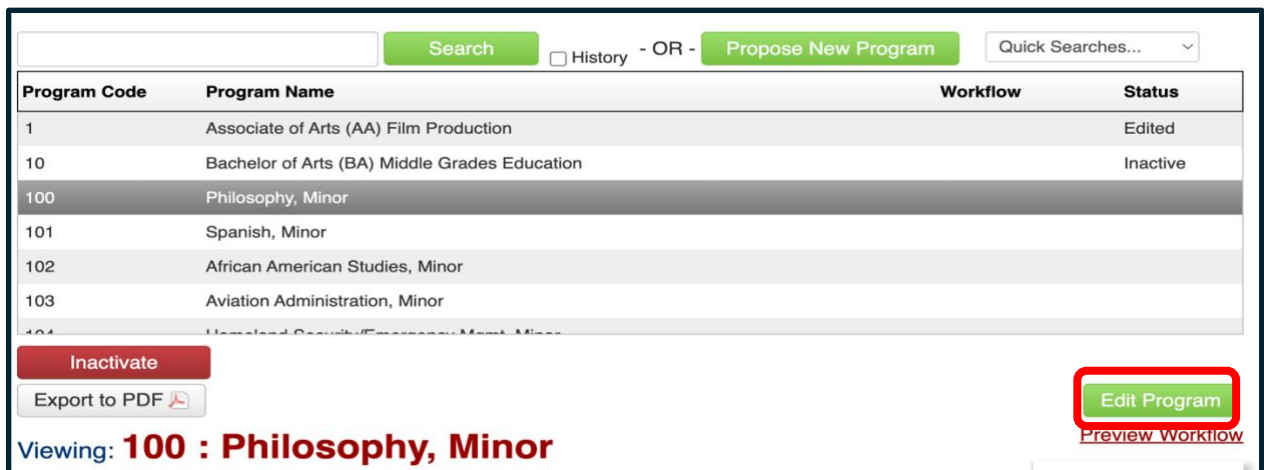
The screenshot shows a search interface with a search bar at the top. The search bar contains the text "Search" and is highlighted with a red box. To the right of the search bar are buttons for "History", "Propose New Program", and a dropdown menu for "Quick Searches...". Below the search bar is a table with the following columns: "Program Code", "Program Name", "Workflow", and "Status". The table contains the following rows:

Program Code	Program Name	Workflow	Status
1	Associate of Arts (AA) Film Production		Edited
10	Bachelor of Arts (BA) Middle Grades Education		Inactive
100	Philosophy, Minor		
101	Spanish, Minor		
102	African American Studies, Minor		
103	Aviation Administration, Minor		
104	Human Resources/Employee Management, Minor		

Below the table are buttons for "Inactivate", "Export to PDF", and "Edit Program". The "Edit Program" button is highlighted with a red box. At the bottom left, it says "Viewing: 100 : Philosophy, Minor". At the bottom right, there is a link for "Preview Workflow".

Open the Program for Editing:

When the program appears in the search results, click the **“Edit Program”** button next to its title.



The screenshot shows the same search interface as above, but with the "Edit Program" button highlighted in a red box. The "Search" button is no longer highlighted. The table and other elements are the same as in the previous screenshot.

Make Necessary Changes:

The program form will open with all existing information. You can edit any fields that need updating, such as:

- Program description
- Learning outcomes
- Curriculum table (add, remove, or change courses)

Understanding Red Field Boxes

In CourseLeaf forms, **red field boxes** indicate **required fields** that must be completed before you can submit the proposal into workflow.

- If a required field is left blank, CourseLeaf will display a warning message and prevent submission.
- These fields often include key information such as **course title**, **credit hours**, **catalog description**, or **program name**.
- Be sure to fill in all red box fields to avoid delays in the workflow process.

Editing: **100: Philosophy, Minor**

Department: HUMN - Humanities

College: CA - College of Arts & Science

Program Code:

Academic Level: Undergraduate

Program Type: Minor

Minor Has Related Major: Yes No

Effective Catalog Edition: Select...

Program Title: Philosophy, Minor

CIP Code:
[Find...](#)

Program Student Learning Outcomes

	Outcome(s)
1	<input type="text"/>

Justification:

Understanding Red/Green Markups:

As you make edits, the system automatically tracks your changes using color coding:

- **Green text** shows **new content** or additions.
- **Red strikethrough text** shows **deleted or replaced content**.

These color-coded markups allow reviewers and approvers to easily identify what has been changed. (See image below.)

Curriculum		
Core IMPACTS		21
<i>Institutional Priority (I)</i>		
CRIT 1101	Critical Thinking	3
Communication or Foreign Language course ⁺		2
<u>CSCI 1701</u>	<u>Cybersecurity Essentials</u>	<u>3</u>
Or others		
<i>Mathematics & Quantitative Skills (M)</i>		

Add Supporting Documents (if required):

If your change requires supporting materials (for example, a curriculum map or justification memo), upload them at the bottom of the form using the “**Attach File**” option.

Assessment - Justification and Need

Indicate the societal need for graduates prepared in this program. Describe the process used to reach these conclusions, the basis for estimating this need, and those factors that were considered in documenting the program need

Attach reports of advisory committees and consultants

Uploaded Files:

Files To Be Uploaded:

List all public and private institutions in the state offering majors in the area of the proposed minor

Review the Changes:

Before submitting, review all updates carefully.

Submit the Edited Program:

When all edits are done, click “**Start Workflow**” to submit your changes.

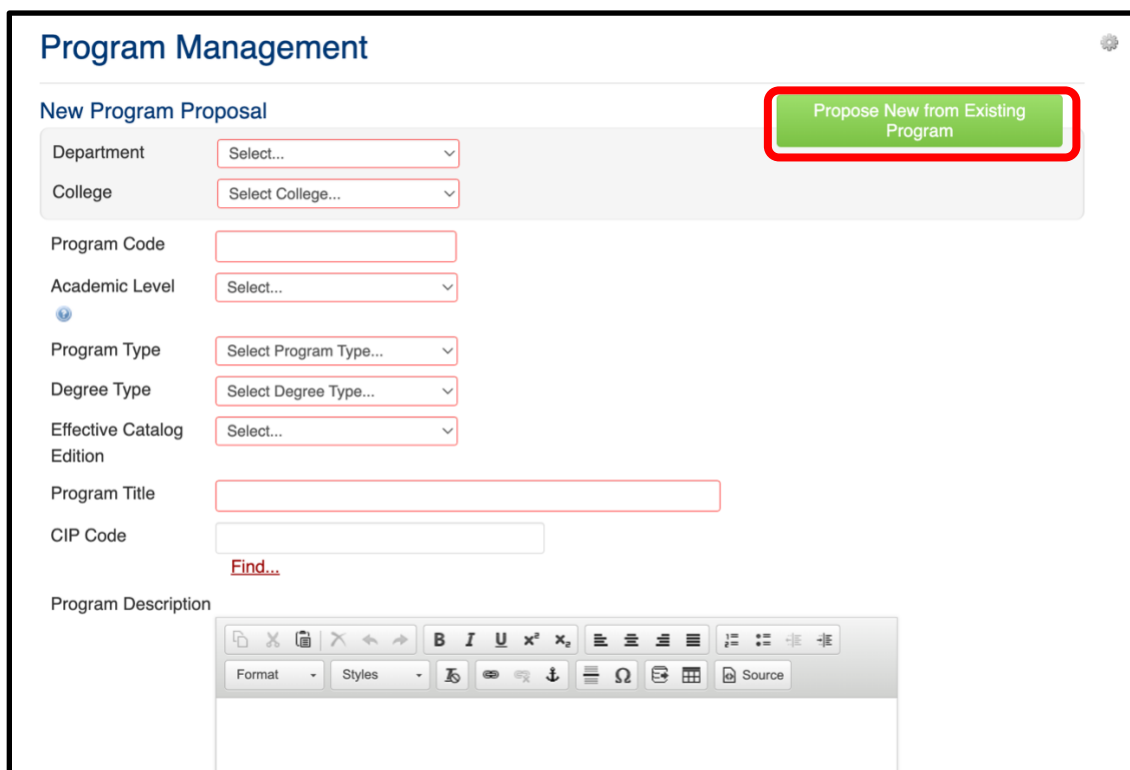
Proposing from an Existing Program

If you are creating a **new program based on an existing one**, CourseLeaf allows you to copy current program information to use as a starting point. This feature saves time and ensures consistency with existing catalog data.

Steps to Propose from an Existing Program

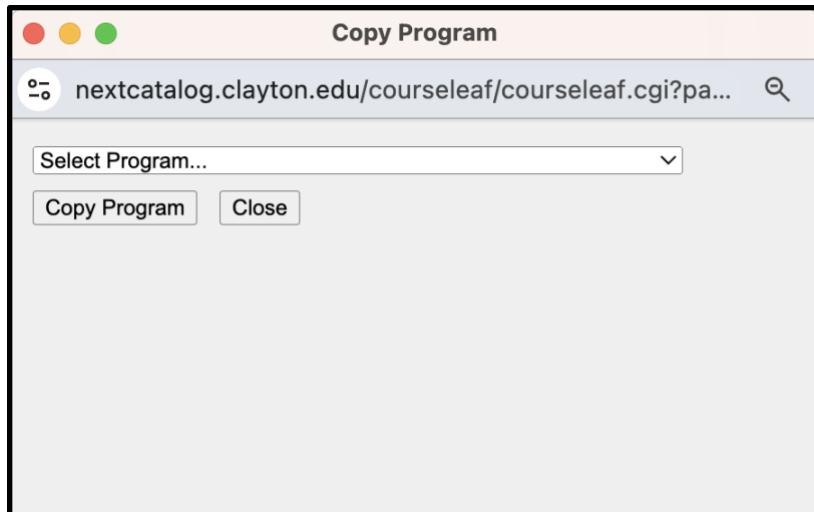
1. Click “Propose New from Existing Program”:

- On the right-hand side of the existing program listing, select **“Propose New from Existing Program.”**

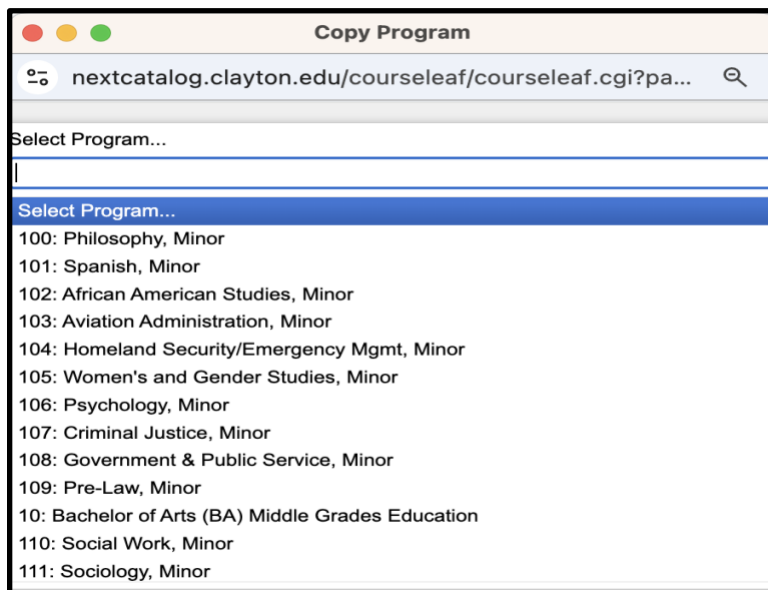


The screenshot displays the 'Program Management' interface. At the top, the title 'Program Management' is visible. Below it, the 'New Program Proposal' section contains several form fields: Department (dropdown), College (dropdown), Program Code (text input), Academic Level (dropdown), Program Type (dropdown), Degree Type (dropdown), Effective Catalog Edition (dropdown), Program Title (text input), and CIP Code (text input). A red box highlights the 'Propose New from Existing Program' button in the top right corner. Below the CIP Code field is a 'Find..' link. At the bottom, there is a 'Program Description' field with a rich text editor toolbar.

- This will open a window to select an existing program



- After you select the program you want to copy from hit **“Copy Program”**



- CourseLeaf will generate a new program form pre-filled with all information from the existing program.

Program Management

New Program Proposal

Department	<input type="text" value="INST - Interdisciplinary Studie"/>
College	<input type="text" value="CA - College of Arts & Scienc"/>
Program Code	<input type="text"/>
Academic Level	<input type="text" value="Undergraduate"/>
Program Type	<input type="text" value="Minor"/>
Minor Has Related Major	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Effective Catalog Edition	<input type="text" value="Select..."/>
Program Title	<input type="text" value="African American Studies, Minor"/>
CIP Code	<input type="text"/>

[Find...](#)

2. Update Program Details:

- Review each section of the copied proposal carefully.
- Update any relevant details such as **Program Name**, **Degree Type**, **Curriculum**, and **Catalog Year**.
- Remove any information not applicable to the new proposal.

3. Review and Submit for Approval:

- Double-check all edits for accuracy.
- When ready, click **“Start Workflow”** to send the proposal through the approval process.

Tips for Proposing from an Existing Program

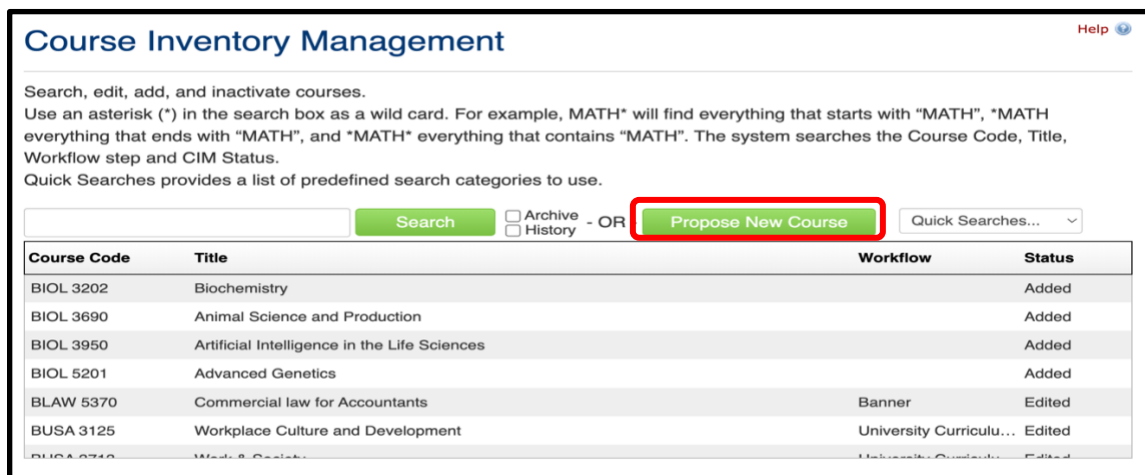
- Use this option only when most program details remain the same as the existing program.
- Double-check all curriculum and course list items for accuracy.
- Update catalog year and effective date to reflect the new proposal cycle.

Proposing a New Course

The **Course Inventory Management (CIM)** system is used to create and submit proposals for new courses at Clayton State University. This process ensures that all new courses are reviewed and approved through the appropriate workflow before being added to the official catalog.

1. **Log in to Course Inventory Management (CIM):**

Go to <https://nextcatalog.clayton.edu/courseadmin/> and log in using your CSU username and password.



Search, edit, add, and inactivate 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.

Search Archive History - OR **Propose New Course** Quick Searches... ▾

Course Code	Title	Workflow	Status
BIOL 3202	Biochemistry		Added
BIOL 3690	Animal Science and Production		Added
BIOL 3950	Artificial Intelligence in the Life Sciences		Added
BIOL 5201	Advanced Genetics		Added
BLAW 5370	Commercial law for Accountants	Banner	Edited
BUSA 3125	Workplace Culture and Development	University Curriculu...	Edited
BUSA 3710	Workplace Culture and Development	University Curriculu...	Edited

2. **Open the “Propose New Course” Form:**

On the Course Inventory Management homepage, click the **“Propose New Course”** button at the top of the page. This will open a blank course proposal form.

3. **Complete the Course Information Form:**

Fill out all required fields in the form. Required fields are usually marked with a red asterisk (*). These typically include:

- **Course Prefix and Number:** Example: ENGL 1101
- **Course Title:** The official name of the course.
- **Credit Hours:** Total credit hours for the course.
- **Course Description:** A concise summary that will appear in the catalog.
- **Prerequisites or Corequisites:** List any required or recommended courses.
- **Course Type or Level:** (ex. Undergraduate, Graduate, Lecture, Lab).
- **Justification or Rationale:** Explain why the course is being proposed.

4. **Add Learning Outcomes and Course Details:**

Some departments may require that you include **learning outcomes, course objectives, or assessment methods**. Enter these details in the corresponding text boxes or attachment areas.

C. Course Content

Course Learning Outcomes	Outcome(s)
1	<input type="text"/>

5. Enter the Prerequisite Information:

- Type the course code(s) directly into the field (e.g., *ENGL 1101* or *MATH 1111*).
- Separate multiple prerequisites with “and” or “or” as appropriate.
- Use parentheses for grouped conditions (e.g., *ENGL 1101 and (MATH 1101 or MATH 1111)*).
- **IMPORTANT** : Make sure each parenthesis is complete “ () ”

And/Or	(Course/Test Code	Min Grade/Score	Academic Level)	Concurrency?
Or	(<input type="text"/>	<input type="text"/>	<input type="text"/>)	<input type="text"/>
And	(<input type="text"/>	<input type="text"/>	<input type="text"/>)	<input type="text"/>

6. Attach Supporting Documents (optional):

If your department requests additional materials as a syllabus, or course outline, attach them at the bottom of the form using the “**Attach File**” button.

Attach File	<input type="button" value="Attach File"/>	Uploaded Files:
		<input type="text"/>
		Files To Be Uploaded:
		<input type="text"/>

7. Review the Course Changes:

Before submitting, review all entered information for accuracy.

8. Submit the Proposal to Workflow:

When the form is complete, click the “**Start Workflow**” button at the bottom of the screen. This action will begin the approval process and send notifications to the next reviewer in the workflow.

<input type="button" value="Cancel"/>	<input type="button" value="Save Changes"/>	<input type="button" value="Admin Save"/>	<input type="button" value="Start Workflow"/>
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After Submission

- Once submitted, your proposal will enter the established **Course Workflow** for review.
- You will receive an **email confirmation** that your proposal has been submitted.

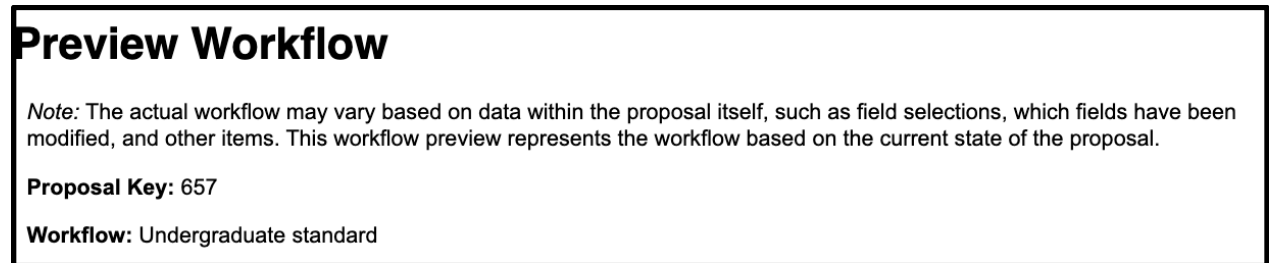


Export to PDF  [Edit Course](#)

[Shred Proposal](#) [Preview Workflow](#)

Viewing: **CMS 4650 : Audio Podcasting** [History](#)

When you click “**Preview Workflow**,” a new page will open showing the complete list of reviewers and approvers involved in the workflow process. (See image below)



Preview Workflow

Note: The actual workflow may vary based on data within the proposal itself, such as field selections, which fields have been modified, and other items. This workflow preview represents the workflow based on the current state of the proposal.

Proposal Key: 657

Workflow: Undergraduate standard

Modifying or Editing a Course

Search for the Existing Courses:

In the search bar, type the **course name** or a **keyword** to find the course you want to edit.



[Search](#) Archive History - OR - [Propose New Course](#) Quick Searches... 

Course Code	Title	Workflow	Status
CMS 4610	Social Media	Banner	Edited
CMS 4650	Audio Podcasting		Edited
CMS 4800	Selected Topics in CMS I		Edited
COMM 4100	Organizational Communication	Banner	Edited
CSCI 1301	Computer Science I	CI Curriculum Com...	Edited
CSCI 1302	Computer Science II	CI Curriculum Com...	Edited

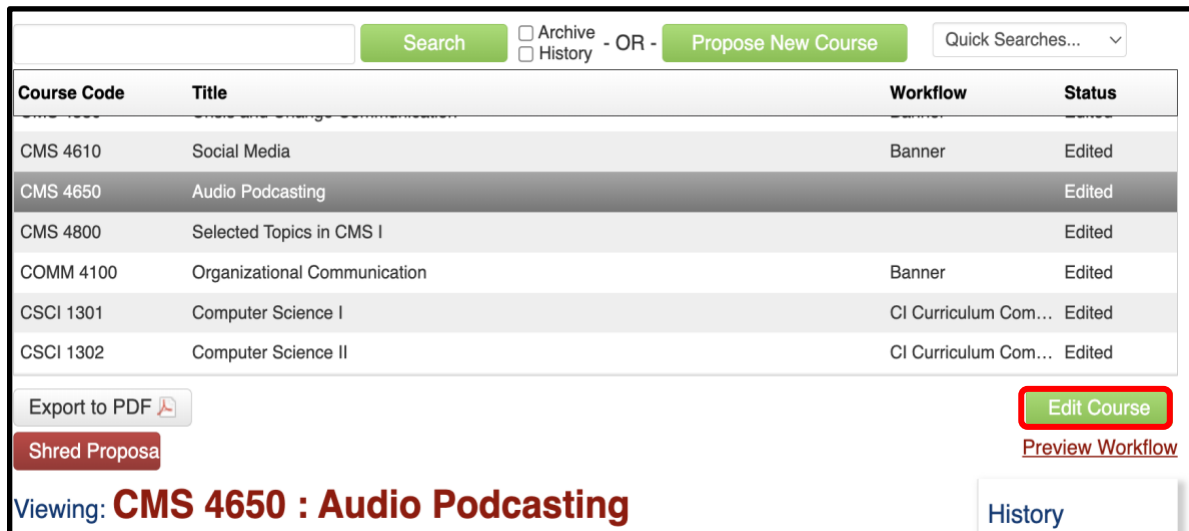
Export to PDF  [Edit Course](#)

[Shred Proposal](#) [Preview Workflow](#)

Viewing: **CMS 4650 : Audio Podcasting** [History](#)


Open the Course Record:

When the course appears in the results, click the **“Edit Course”** button located next to the course title



The screenshot shows a course catalog interface. At the top, there is a search bar, a 'Search' button, and options for 'Archive' and 'History'. A 'Propose New Course' button is also visible. Below this is a table with columns for 'Course Code', 'Title', 'Workflow', and 'Status'. The table lists several courses, with 'CMS 4650 Audio Podcasting' highlighted. Below the table, there are buttons for 'Export to PDF', 'Shred Proposa', and 'Edit Course' (which is highlighted with a red box). A 'Preview Workflow' link is also present. At the bottom, it says 'Viewing: CMS 4650 : Audio Podcasting' and a 'History' button.

Course Code	Title	Workflow	Status
CMS 4610	Social Media	Banner	Edited
CMS 4650	Audio Podcasting		Edited
CMS 4800	Selected Topics in CMS I		Edited
COMM 4100	Organizational Communication	Banner	Edited
CSCI 1301	Computer Science I	CI Curriculum Com...	Edited
CSCI 1302	Computer Science II	CI Curriculum Com...	Edited

Export to PDF  [Edit Course](#)
[Shred Proposa](#) [Preview Workflow](#)

Viewing: **CMS 4650 : Audio Podcasting** [History](#)

Make the Necessary Edits:

The course form will open, showing the current catalog information. You can make updates to any fields that need to be changed, such as:

- Course title or description
- Credit hours
- Prerequisites or corequisites
- Learning outcomes or justification

Editing: **CMS 4650: Audio Podcasting**

A. Course Catalog Information

Subject: CMS - Communication/Media (dropdown) Number: 4650 (text) Course Numbers in Use (button)

Effective Term: 202508 (dropdown)

Short Title: Audio Podcasting (text) 14 characters remaining

Long Title: Audio Podcasting (text) 84 characters remaining

Department: FCPA - Film, Communication, (dropdown)

College: CA - College of Arts & Science (dropdown)

CIP Code: 090101 (text) Speech Communication and Rhetoric. [Find...](#)

Classification: 30 - Upper Division (dropdown)

Credits: 3 (text)

Lecture Hours: 3 (text)

Lab Hours: 0 (text)

Other Hours: (text)

Contact Hours: 3 (text)

Is this course repeatable for additional credit? Yes No

Understanding Red/Green Markups:

As you make edits, CourseLeaf automatically highlights your changes to make them visible to reviewers:

- **Green text** shows **new content** or additions.
- **Red strikethrough text** shows **deleted or replaced content**.

These color-coded markups allow reviewers and approvers to easily identify what has been changed.

And/Or	(Course/Test Code	Min Grade/Score	Academic Level)	Concurrency?
		ENGL 1102	G	US		
<u>Or</u>		<u>CMS 2015</u>				

Attach Supporting Documents (if required):

Some departments may ask for supporting documents such as a revised syllabus, curriculum map, or justification memo. You can upload these files using the **“Attach File”** button at the bottom of the form.

Attach File
Attach File
Uploaded Files:
Files To Be Uploaded:

Review Changes:

Before submitting, carefully review all edits for accuracy.

Submit the Edited Course:

When all edits are done, click **“Start Workflow”** to submit your changes.

Cancel
Save Changes
Admin Save
Start Workflow

Proposing from an Existing Course

If you are creating a new course based on an existing one, CourseLeaf allows you to copy current course information to use as a starting point. This feature saves time and ensures consistency with existing catalog data.

Steps to Propose from an Existing Course

1. Click **“Propose New from Existing Course”**:
 - On the right-hand side of the existing course listing, select **“Propose New from Existing Course.”**

Course Inventory

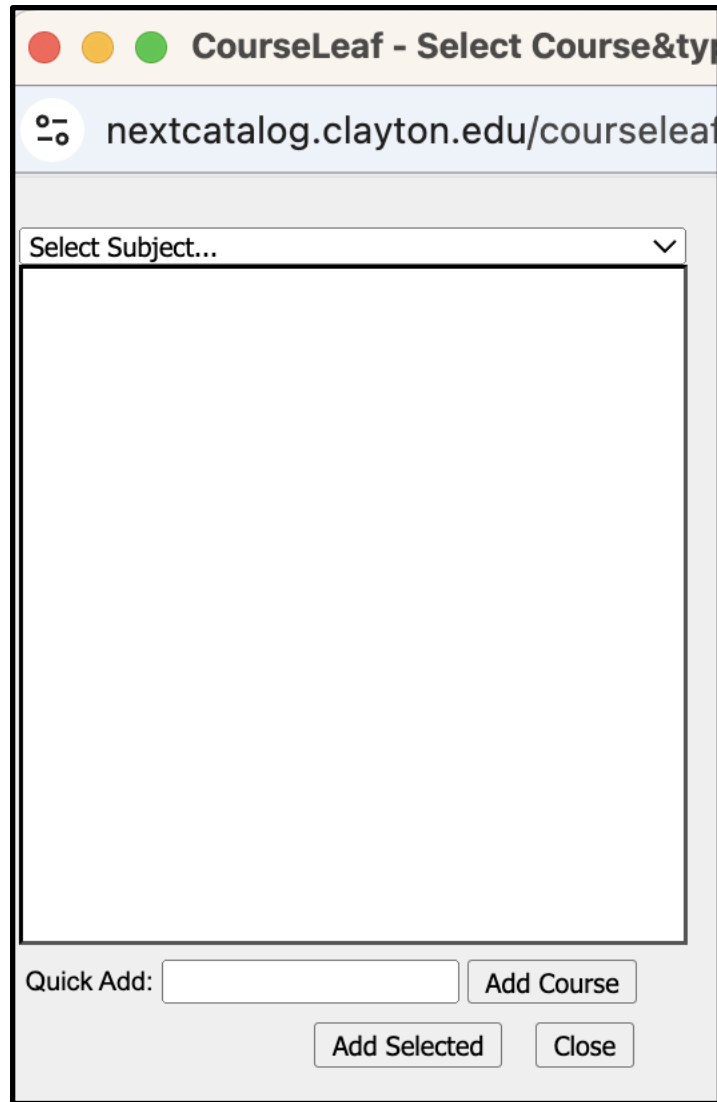
New Course Proposal

Propose New from Existing Course

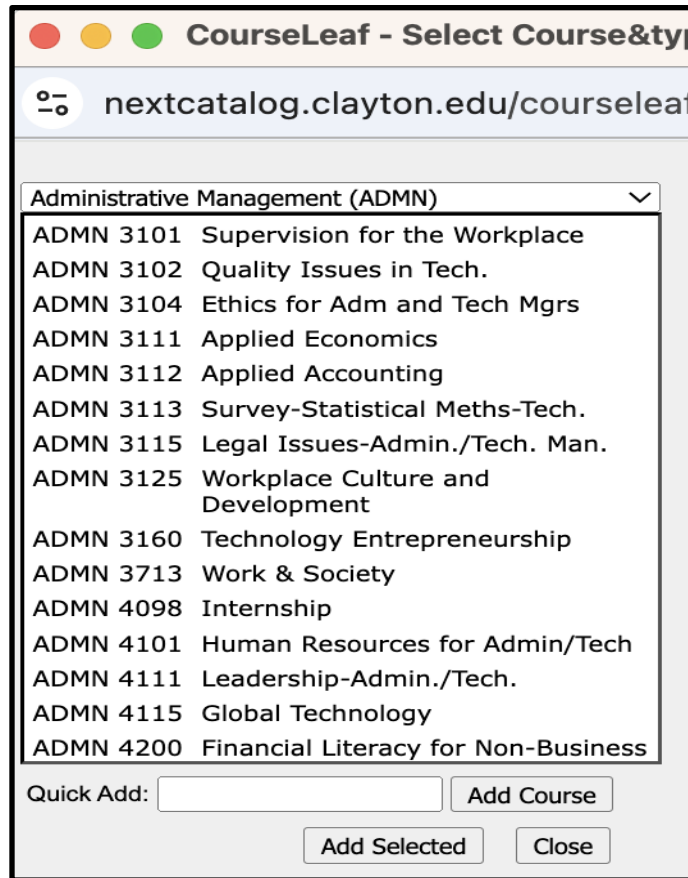
A. Course Catalog Information

Subject	<input type="text" value="Select..."/>	Number	<input type="text"/>
Effective Term	<input type="text" value="Select..."/>		
Short Title	<input type="text"/>		
	30 characters remaining		
Long Title	<input type="text"/>		
	100 characters remaining		
Department	<input type="text" value="Select Department..."/>		
College	<input type="text" value="Select College..."/>		
CIP Code	<input type="text"/>		
	Find...		
Classification	<input type="text" value="Select..."/>		

- This will open a window where you can select the existing course to copy.



- **Select the Subject** of the course you're looking for.



- After selecting the desired course, click **“Add Selected.”**
- CourseLeaf will generate a new course form pre-filled with all information from the existing course.

Course Inventory

New Course Proposal Propose New from Existing Course

A. Course Catalog Information

Subject	<input type="text" value="ADMN - Administration"/>	Number	<input type="text"/>	<input type="button" value="Course Numbers in Use"/>
Effective Term	<input type="text" value="Select..."/>			
Short Title	<input type="text" value="Supervision for the Workplace"/>			
	<small>1 characters remaining</small>			
Long Title	<input type="text" value="Supervision for the Workplace"/>			
	<small>71 characters remaining</small>			
Department	<input type="text" value="INST - Interdisciplinary Studie"/>			
College	<input type="text" value="CA - College of Arts & Science"/>			
CIP Code	<input type="text" value="520299"/>			
	Find...			
Classification	<input type="text" value="30 - Upper Division"/>			
Credits	<input type="text" value="3"/>			
Lecture Hours	<input type="text" value="3"/>			

2. Update Course Details:

- Review each section of the copied proposal carefully.
- Update relevant fields such as **Course Title, Course Number, Credit Hours, Description, Learning Outcomes, and Prerequisites.**
- Remove or revise any information not applicable to the new course.

3. Review and Submit for Approval:

- Double-check all edits for accuracy.
- When ready, click **“Start Workflow”** to send the proposal through the approval process.

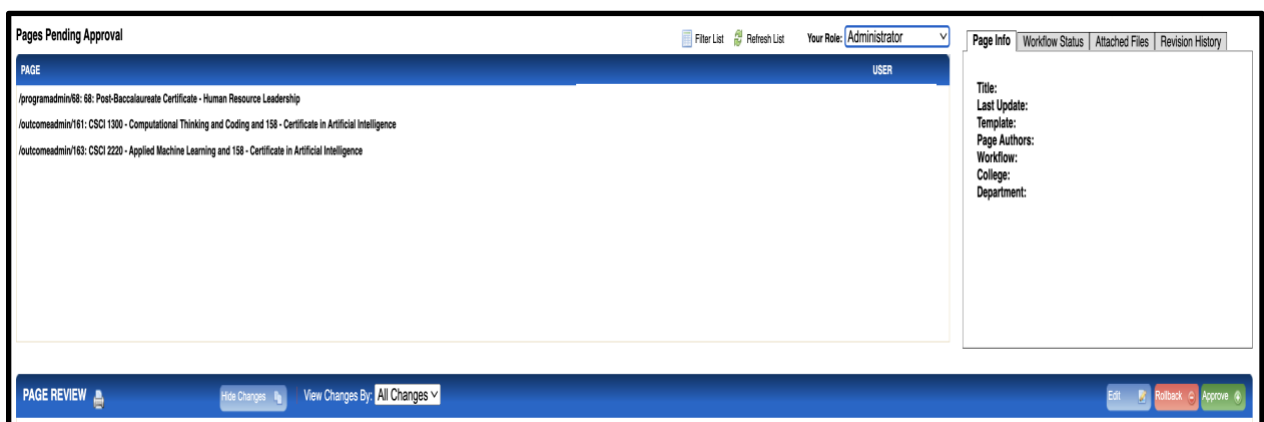
Tips for Proposing from an Existing Course

- Use this option only when most course details remain similar to the existing course.
- Carefully review all copied fields for accuracy and relevance.
- Update the **effective term** to reflect the new course proposal cycle.

The Approval Page

The Approval Page in CourseLeaf provides a central location for reviewers and approvers to manage all proposals currently awaiting their action.

- It displays a list of courses and programs that are currently in the workflow step assigned to your role.
- From this page, users can review proposals, make comments, approve, or roll back items for revision.

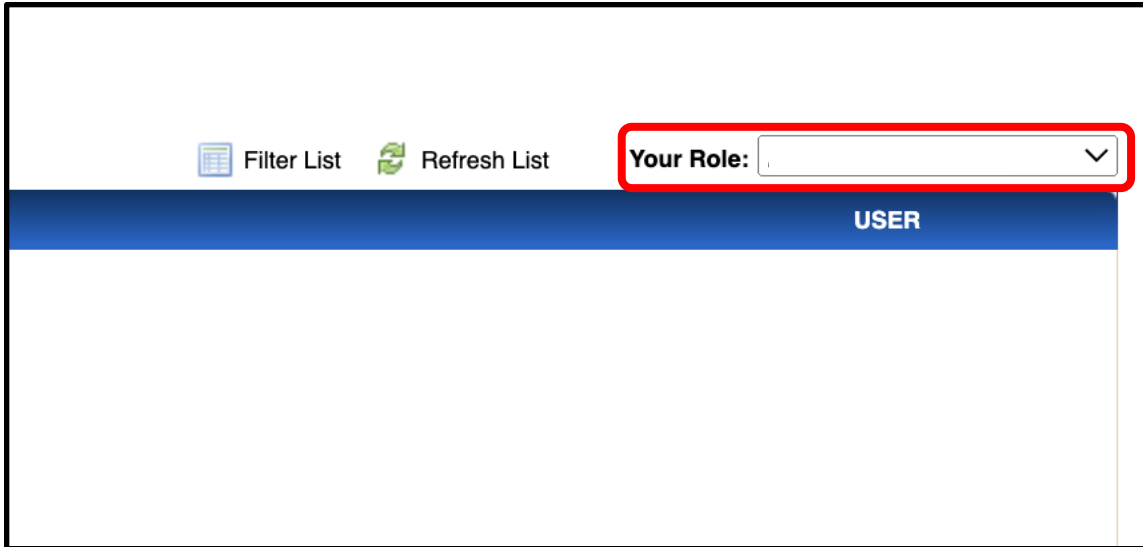


Changing Your Role in Approvers

If you serve in more than one role within CourseLeaf (for example, as both a department chair and a curriculum committee member), you must **select the correct role** before taking action on a proposal.

At the top of the **Approval Page**, there is a **“Your Role”** drop-down menu. This menu allows you to switch between the different approval roles assigned to your account.

- Select the role that matches the **step of the workflow** you are currently responsible for.
- The list of proposals displayed will change automatically to show only those items awaiting approval for the selected role.
- If you do not see a proposal you expected, verify that you are in the correct role before contacting support.



Actions Available on the Approval Page

When you select a proposal from the list, you'll see several action buttons at the top or bottom of the form:

- **Edit:**
Allows you to open the proposal in **edit mode**, so you can make direct changes to the form.



- **Approve:**
Moves the proposal forward to the next step in the workflow. Once approved, it will disappear from your list.



- **Rollback:**
Sends the proposal back to a previous step in the workflow for corrections or additional information. You'll be prompted to include a brief comment explaining why it was rolled back.



Tips for Reviewers and Approvers

- Always **review red/green markups** to see exactly what changes were made.
- Use **clear and professional comments** if requesting clarification or revisions.
- Remember that once you click **Approve**, the proposal moves forward and you can no longer edit it.

Curriculum Edits

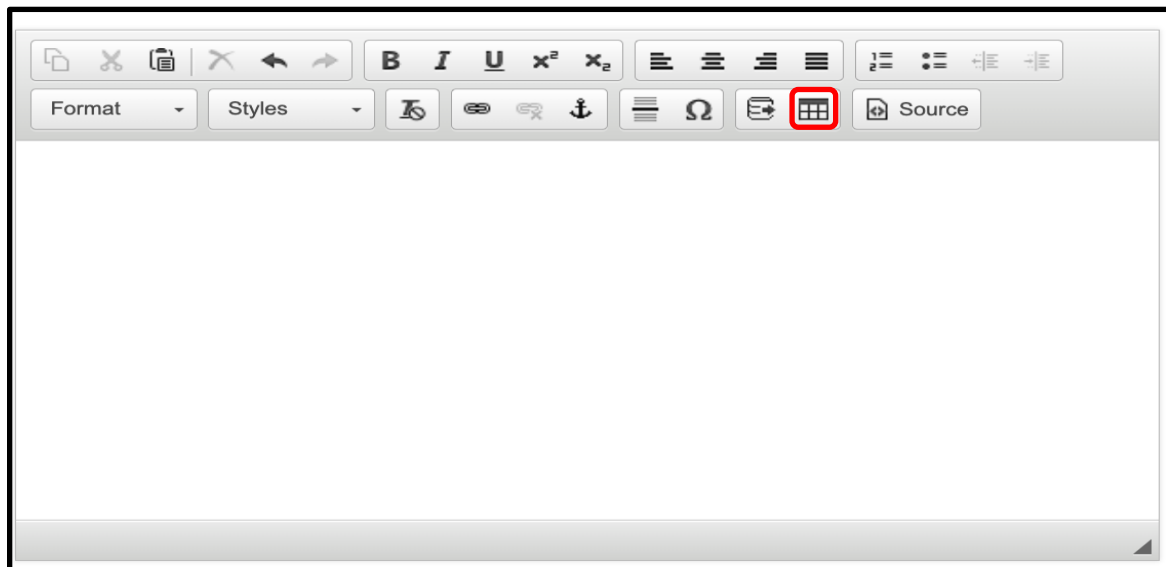
The **Curriculum Edit** section of CourseLeaf allows you to modify the list of courses and requirements that make up a program. This includes adding, removing, or rearranging courses within the program's curriculum table. All curriculum edits should accurately reflect approved degree requirements.

IMPORTANT

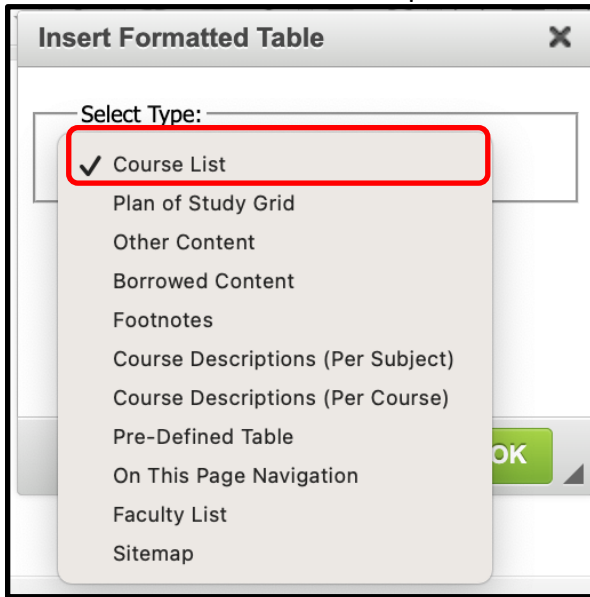
This section covers creating the Course List and adding Footnotes within a program.

Accessing the Curriculum Table (Course List)

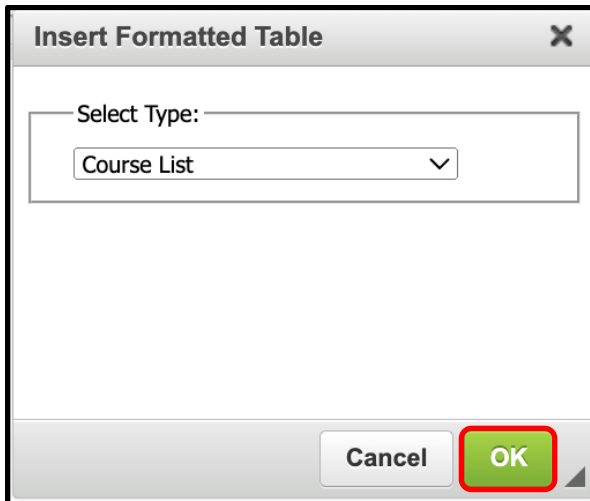
1. Open the desired **Program proposal**.
2. Scroll down to the **Curriculum** section of the form.
3. Click on the table icon below.



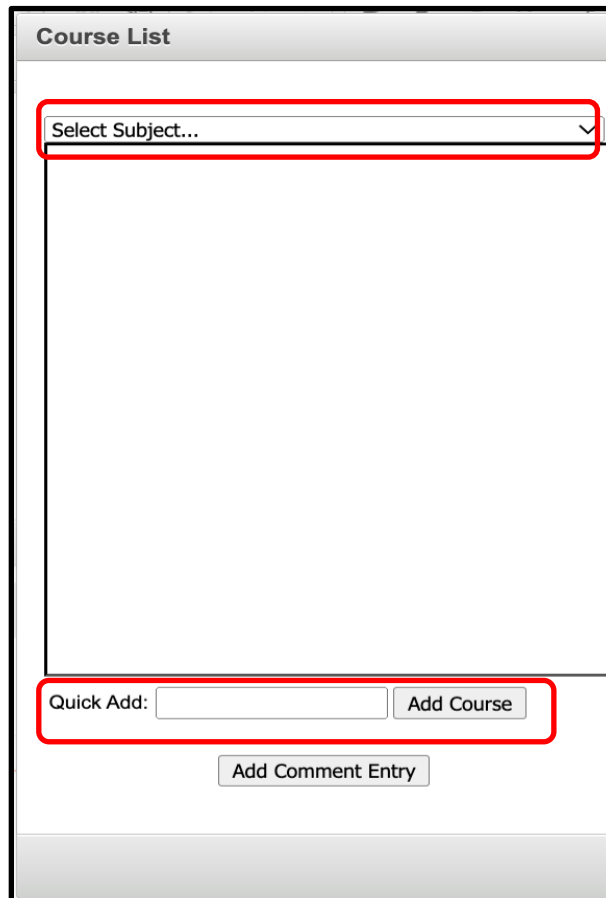
4. Select **Course List** from the drop down under Select Type.



5. Hit "OK".



Editing the Curriculum Table



The screenshot shows a window titled "Course List". At the top, there is a dropdown menu labeled "Select Subject..." with a downward arrow. Below this is a large, empty rectangular area. At the bottom of the window, there is a "Quick Add:" label followed by a text input field and an "Add Course" button. Below these is an "Add Comment Entry" button. Red boxes highlight the "Select Subject..." dropdown and the "Quick Add:" input field and button.

You can either **click on the subject list** to select a course prefix or **type the full course code next to Quick Add** (for example, *ENGL 1101*) directly into the search box to locate and add the course.

Once you select a subject from the list, all courses under that subject that are assigned to the program will be displayed. From here, you can **review the available courses** and **add the appropriate ones** to your course list.

(Below is an example image showing some of the subjects you can select from in the Course List Editor.)

To Add

English (ENGL)

ENGL 1101	English Composition I
ENGL 1102	English Composition II
ENGL 2111	World Literature I -Pre-Modern
ENGL 2112	World Literature II - Modern
ENGL 2121	British Literature I
ENGL 2122	British Literature II
ENGL 2131	American Literature I
ENGL 2131H	American Lit. I - Honors
ENGL 2132	American Literature II
ENGL 2132H	American Lit II - Honors

>> <<

ENGL 0999 Support for Engl. Composition

Comment:

Add Selected to Course List

To Remove

English (ENGL)

ENGL 1101	English Composition I
ENGL 1102	English Composition II
ENGL 2111	World Literature I -Pre-Modern
ENGL 2112	World Literature II - Modern
ENGL 2121	British Literature I
ENGL 2122	British Literature II
ENGL 2131	American Literature I
ENGL 2131H	American Lit. I - Honors
ENGL 2132	American Literature II
ENGL 2132H	American Lit II - Honors
ENGL 3010	Intro to Writing with AI
ENGL 3100	Intro to Literary Studies
ENGL 3110	Introd to Writing Studies
ENGL 3140	Intro to Visual Rhet. & Design

>> <<

ENGL 0999 Support for Engl. Composition

Comment:

Sequence:

Reference:

Or Class:

Remove Selected from Course List

Sum Hours

 Sum Hours

The **Sum Hours** field in CourseLeaf automatically calculates the **total credit hours** for the courses included in a course list or curriculum section. This helps ensure that program and degree requirements are accurate and consistent.

- As you **add or remove courses**, the Sum Hours value updates automatically to reflect the new total.

(Result of Sum Hours being added)

Course List		
This is a comment		
ENGL 5710	Modern and Contemporary Poetry	3
ENGL 5720	Contemporary American Lit	3
Total Credit Hours		6

Comments

Add Comment Entry

In the **Course List Editor**, the **Comment Entry** allows users to leave notes about the courses or the program in the table.

(Example of a comment)

This is a comment	
ENGL 5710	Modern and Contemporary Poetry
ENGL 5720	Contemporary American Lit
Comment:	<input type="text" value="This is a comment"/>
Sequence:	<input type="text"/>

(Result of the comment being added)

Course List		
This is a comment		
ENGL 5710	Modern and Contemporary Poetry	3
ENGL 5720	Contemporary American Lit	3

Formatting Options in Course Lists

When editing a course list, you can use the following options to organize courses:

- **Indent:** Shifts a course to the right to show it's part of a subgroup.
- **Area Header:** Creates a bold main heading for a group of courses (e.g., **Core Requirements**).
- **Area Subheader:** Adds a secondary heading under a main header (e.g., **Science Electives**).
- **Subtotal:** Displays the total credit hours for a section or category of courses.

Select the corresponding check box.

<input type="checkbox"/> Indent	<input type="checkbox"/> Area Header
<input type="checkbox"/> Area Subheader	<input type="checkbox"/> Subtotal
<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>

(Examples)

Area Header
<i>Area Subheader</i>
Indent

The **Move Up** and **Move Down** buttons allow you to **reorder courses or rows** within a course list, curriculum table, or plan of study grid.

- **Move Up:** Moves the selected course or row one position higher.
- **Move Down:** Moves the selected course or row one position lower.
- Useful for arranging courses in the correct **sequence** for semesters, prerequisites, or electives.



Changes Saved but Not Submitted

- When working in CourseLeaf, saving your edits does **not** automatically submit them for approval.
- If you see the message **“Changes saved but not submitted,”** it means your updates have been stored in the system, but the proposal has **not yet entered the workflow** for review and approval.

Changes saved but not submitted

Saving Curriculum Changes

- When all curriculum edits are complete, click **“Save Changes”** to review how the updated curriculum will appear in the catalog.
- Verify that total credit hours and sequencing are accurate.
- Once you are satisfied, click **“Start Workflow”** to submit the updated program for approval.

Tips for Curriculum Editing

- Always confirm course numbers and titles are correct before submission.
- Ensure prerequisites and co-requisites remain consistent across the catalog.
- Double-check credit totals match degree requirements.
- Use clear section headers such as **“Core Requirements,” “Electives,”** or **“Concentration Courses”** for readability.

Copying and Pasting Content

When adding text to a CourseLeaf form, it's important to ensure that the content is free of hidden formatting that can interfere with the catalog's layout or display.

If you are copying text from a **PDF Document, Microsoft Word, Google Docs, or another formatted source**, always remove the formatting before pasting it into CourseLeaf.

Recommended Method

1. **Copy your content** from the original document.
2. **Paste it into a plain text editor** (such as **Notepad** on Windows or **TextEdit** in plain text mode on Mac).
3. Once in the text editor, **copy the plain text** again.
4. **Paste the cleaned text** into the appropriate CourseLeaf field.

Why This Matters

- Removes hidden formatting (fonts, colors, styles) that can disrupt the catalog's layout.
- Prevents broken links, extra spacing, and text alignment issues.
- Ensures your content displays correctly and consistently in the published catalog.

Inactivating a Course or Program

A course or proposal may be inactivated when it is no longer needed, contains outdated information, was created in error, or will not move forward in the approval process. Inactivating a proposal removes it from public view while allowing it to be reactivated in the future if needed.

You can access each system through the following links:

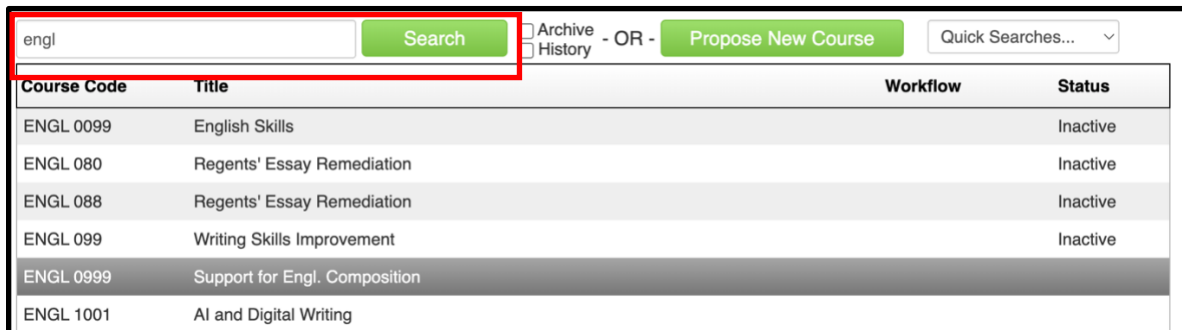
Programs

- **Program Management:** <https://nextcatalog.clayton.edu/programadmin/>

Courses

- **Course Inventory Management (CIM):** <https://nextcatalog.clayton.edu/courseadmin/>

1. You'll be prompted to log in. Once logged in, search for and select the existing course or program.



Course Code	Title	Workflow	Status
ENGL 0099	English Skills		Inactive
ENGL 080	Regents' Essay Remediation		Inactive
ENGL 088	Regents' Essay Remediation		Inactive
ENGL 099	Writing Skills Improvement		Inactive
ENGL 0999	Support for Engl. Composition		Inactive
ENGL 1001	AI and Digital Writing		Inactive

2. Click the red **"Inactivate"** button.



Inactivate

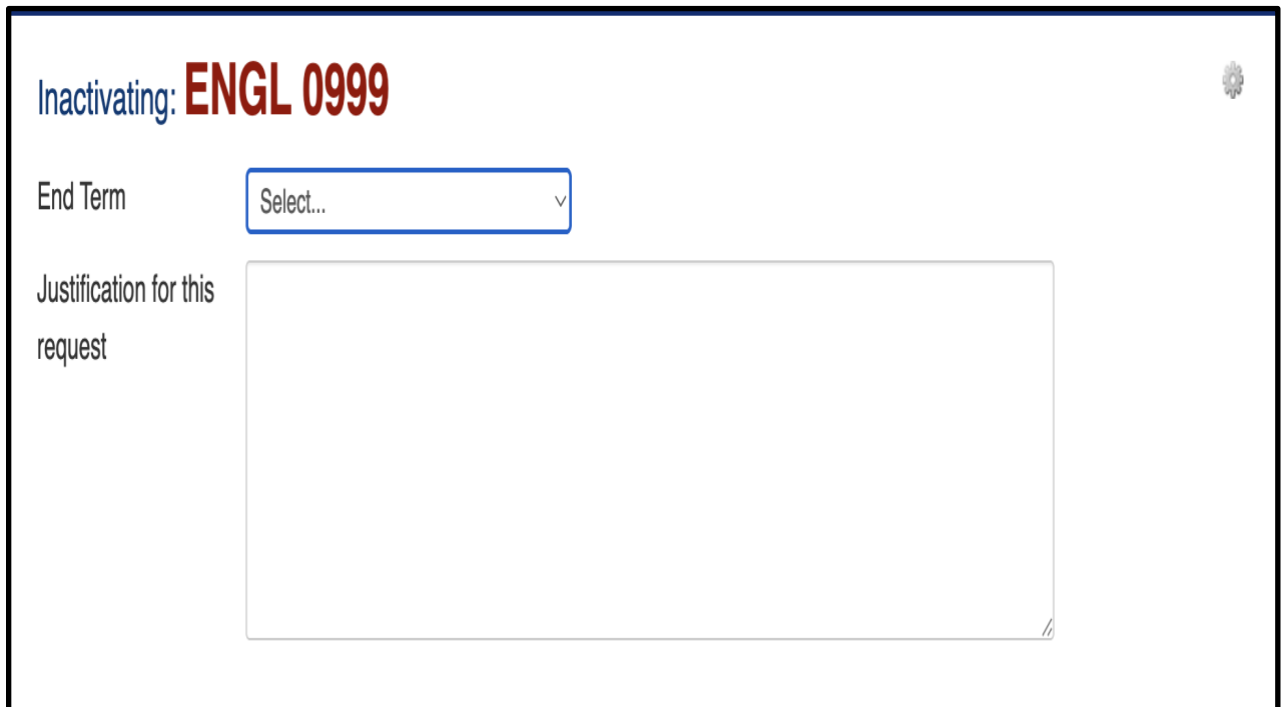
Export to PDF 

Viewing: **ENGL 0999 : Support for Engl. Composition**

Catalog Pages referencing this course

[Department of English](#)
[English \(ENGL\)](#)
[Learning Support Requirements](#)

Once selected you'll see the following page.

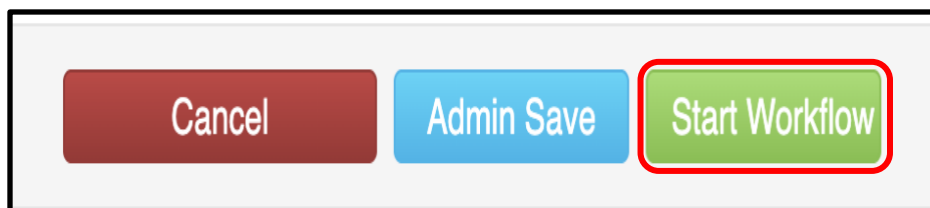


Inactivating: **ENGL 0999**

End Term

Justification for this request

3. Complete the required fields, including:
 - Effective/end term
 - Justification/reason for inactivation
4. Click “Start Workflow” to submit the inactivation proposal for approval. Once the workflow has been completed the proposal will be reactivated.



Cancel Admin Save Start Workflow

Reactivating a Course or Program

A course or program may be inactivated when it is no longer needed, contains outdated information, was created in error, or will not move forward in the approval process. Inactivating a proposal removes it from public view while allowing it to be reactivated in the future if needed.

You can access each system through the following links:

Programs


- **Program Management:** <https://nextcatalog.clayton.edu/programadmin/>

Courses

- **Course Inventory Management (CIM):** <https://nextcatalog.clayton.edu/courseadmin/>

1. You'll be prompted to log in. Once logged in, search for and select the existing course or program.

Course Code	Title	Workflow	Status
ACCT 201	Principles of Accounting I		Inactive
ACCT 202	Principles of Accounting II		Inactive
ACCT 310	Managerial Cost Accounting		Inactive
ACCT 3361	Intermediate Financial Acct. I		Inactive
ACCT 3362	Interm. Financial Acct. II		Inactive
ACCT 3363	Intermediate Fin ACCT III		Inactive
ACCT 354	Intermediate Accounting I		Inactive

Export to PDF  [Reactivate](#) [Archive Course](#)


A deleted record cannot be edited [Preview Workflow](#)

Course Inactivation Proposal

Viewing: **ACCT 201 : Principles of Accounting I**

Catalog Pages [Accounting \(ACCT\)](#)
[Department of Accounting, Business Law, Economics, and](#)

2. Click the Green “Reactivate” button.

Export to PDF  **Reactivate**

A deleted record cannot be edited

Course Inactivation Proposal

Viewing: **ACCT 201 : Principles of Accounting I**

Catalog Pages referencing this course

[Accounting_\(ACCT\)](#)
[Department of Accounting, Business Law, Economics, and Finance](#)

3. Complete the proposal by following the standard process and entering all required information.

A. Course Catalog Information

Subject	<input type="text" value="ACCT - Accounting"/>	Number	<input type="text" value="201"/>	<input type="button" value="Course Numbers in Use"/>
Effective Term	<input type="text" value="Select..."/>			
Short Title	<input type="text" value="Principles of Accounting I"/> 4 characters remaining			
Long Title	<input type="text" value="Principles of Accounting I"/> 74 characters remaining			
Department	<input type="text" value="0201 - ACCT-BLAW-ECON-FIN#"/>			
College	<input type="text" value="02 - School of Business"/>			
CIP Code	<input type="text" value="520301"/> Accounting. Find...			

4. Click "Start Workflow" to submit the reactivation proposal for approval. Once the workflow has been completed the proposal will be reactivated.

