How to Change a Program Title in CIM

Changing a program title in CIM requires two separate actions:

1. **Submitting the 'old' program for deactivation;**
2. **Submitting a 'new' program with a revised program title.**

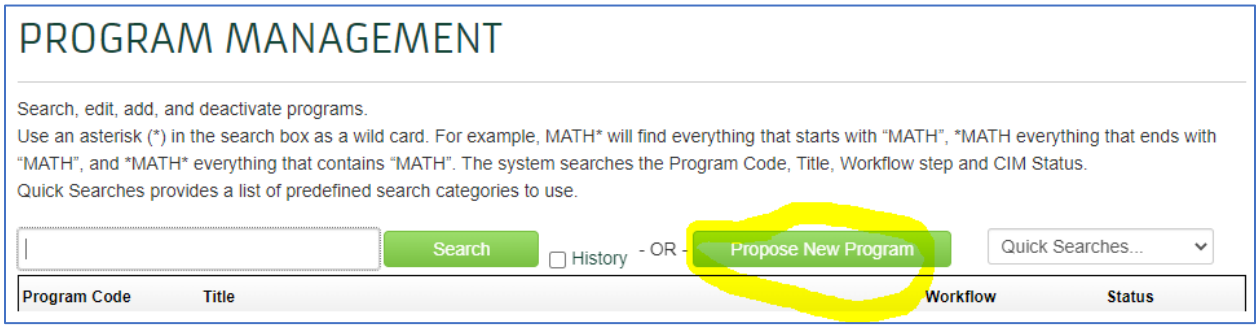
PLEASE NOTE: It is ***vital*** that you submit the 'old' program for deactivation in CIM. Failure to do this will cause the 'new' program to be delayed. The Registrar's office must assign a new program code any time there is a change to a program title (even if it is just one letter). There is a good reason: program codes are tied to students' academic records. If we change a program title without changing the program code, it will change the program title on all previous student records. This would not accurately reflect the program title at the time of conferral. There is no mechanism to make program titles be term-based. The title and code are permanently tied together.

Users should aim to submit both the 'new' program and the deactivated program at the same time in CIM.

Submitting a 'New' Program in CIM

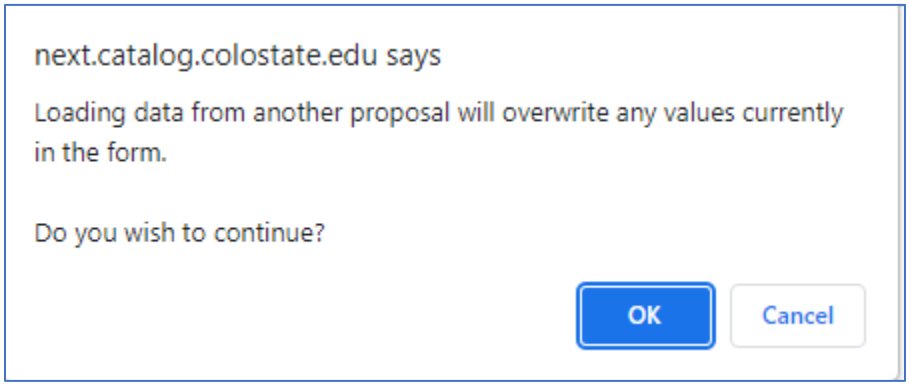
If you wish to keep some or all of the existing program data, there is a way to copy this data into a 'new' program proposal:

1. From the CIM Program Management page, click on the green 'Propose New Program' button. A new program proposal window will open.

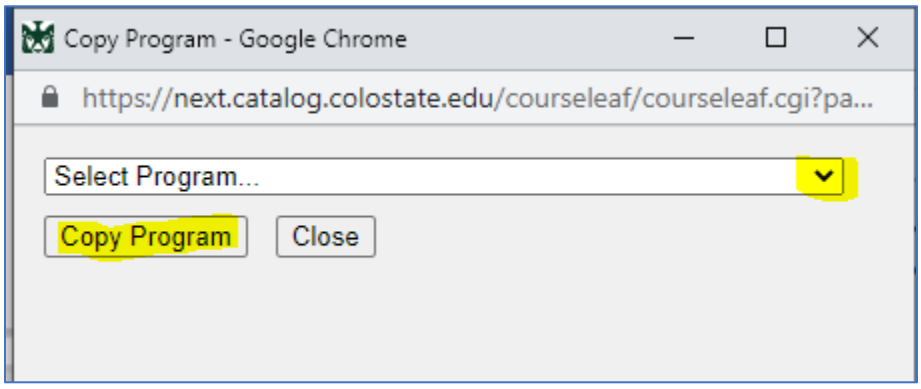


2. Click the green ‘Copy Current Program Data’ button.

3. Click ‘OK’ on the pop-up warning:



4. A smaller Program Picker window will open. Use the drop-down menu to select the program you wish to copy, then click ‘Copy Program’. Programs are listed alphabetically by program code. Typing in a keyword will bring up everything with that keyword in the title.



6. After clicking 'Copy Program' the form should automatically fill in the existing program data.
    a. Enter Proposal Contact information.
    b. Enter the 'new' program title.
    c. Scroll down to the very bottom and click 'Save Changes.' It is a good idea to save your changes often because CIM will time you out if there is a period of inactivity. You can save changes and go back to them later.

7. Now you can go back in and make additional edits as necessary. Please keep track of any changes made to the Program Requirements. **Address each change in the 'Justification for Request' field.**

8. When you are ready to submit, click the green 'Start Workflow' button.

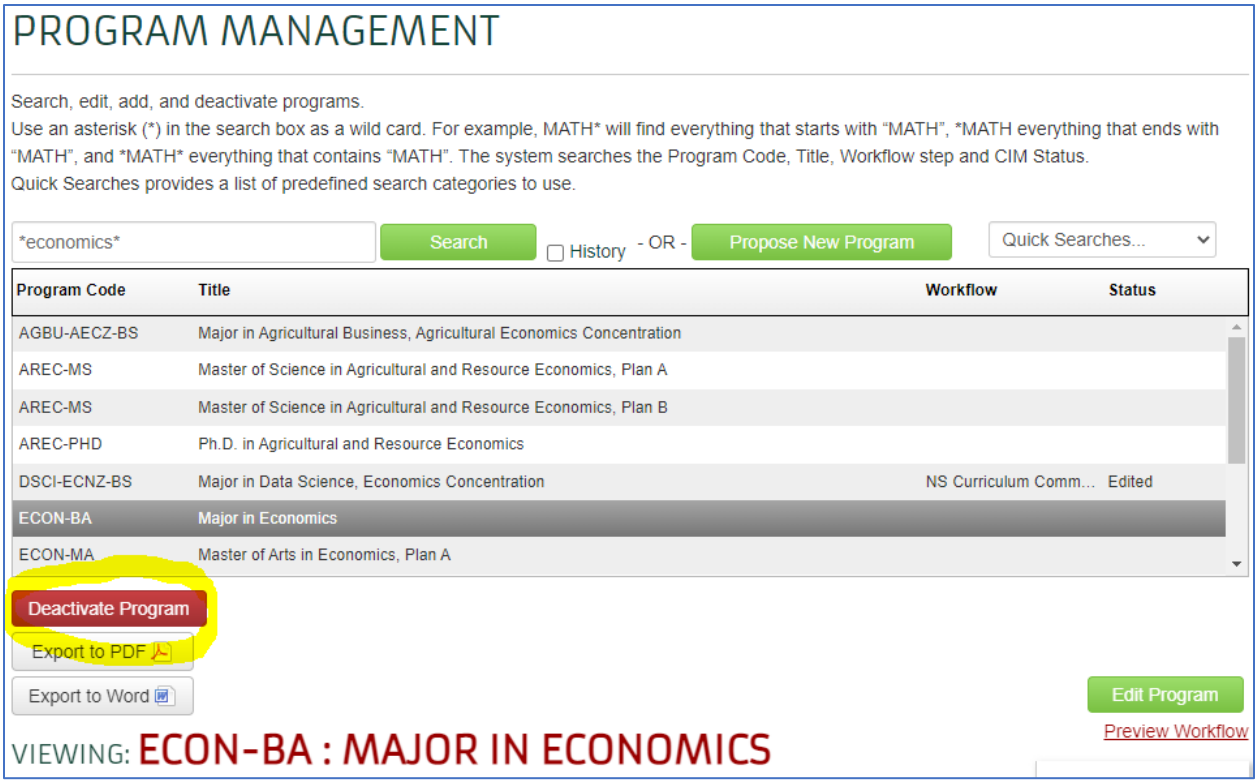
Deactivating a Program in CIM

PLEASE NOTE: submitting a program for deactivation in CIM will **not** delete the program from the system. Nothing will happen to students enrolled in the program until everything is fully approved and the Curriculum & Catalog Unit has sent out a Final Approval Notification.

Users should aim to submit both the 'new' program and the deactivated program at the same time in CIM.

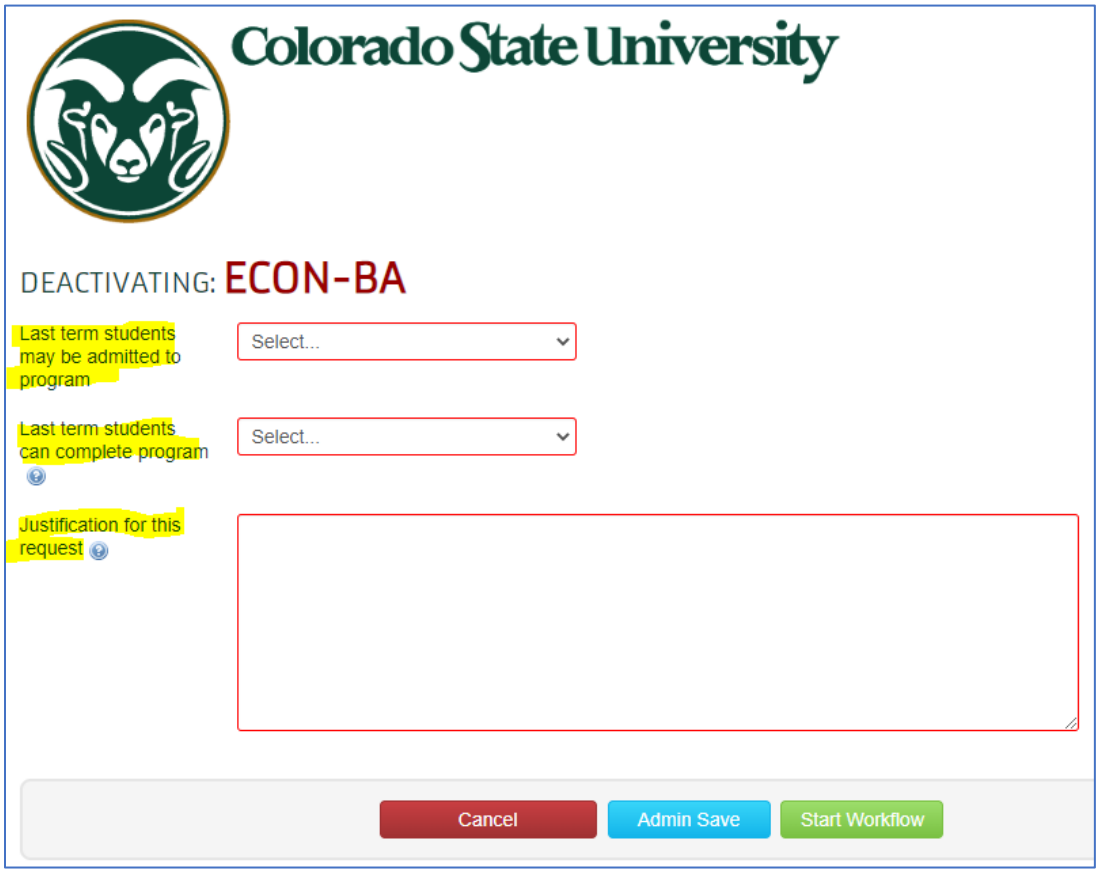
1. Pull up the program on the CIM Program Management page.

2. Click the red 'Deactivate Program' button *(highlighted in screenshot below):*



3. Select the 'Last admit' term. This is the last term the department wants to be able to admit students under the existing title.
    a. There should be no gap between the 'Last admit' term for the deactivated program proposal and the Start Term for the new program proposal. For example, if the 'Last admit' term is Fall 2019, the new program should have Spring 2020 as the Start Term.

4. Select the 'Last complete' term. This is the last term the department wants students to be able to graduate with the existing title on their transcript/diploma.
    a. The maximum time allowable per the UCC Handbook is 5 years in the future.
    b. It is recommended that you select a 'Last complete' term at least 2 years in the future to allow students to complete the program under the existing title if they choose.
    c. If the department would like ALL current students to be moved under the new program title immediately, the 'Last admit' and 'Last

complete' terms should be the same. An example is if the title is being changed for accreditation purposes. This should be addressed in the 'Justification for Request' field.

5. Type in a brief justification for the deactivation. Please note that it is part of a program title change. When finished, click the green 'Start Workflow' button.