

# Submitting a New Academic Initiative Proposal

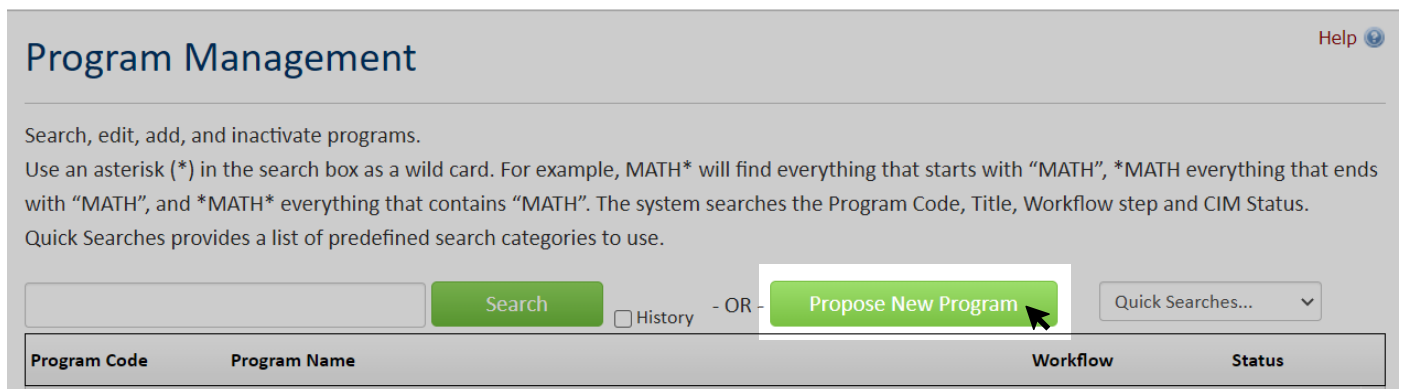
(See [Curriculum Resources and Forms](#) page for deadlines)

## 1. Go to <https://nextcatalog.wheaton.edu/programadmin/>.

Welcome to our new space for submitting and reviewing all curricular proposals, CIM! (It stands for “Course Inventory Management” and sounds like “Kim.”)

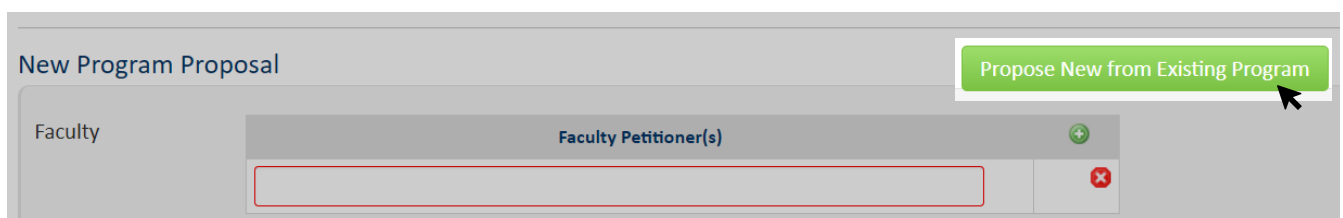
This new system allows you to look up program details, submit proposals for courses and programs, and track the progress of your proposals. We are excited about the ways this will simplify curriculum management for our faculty, academic administrators, and Registrar’s Office staff. We look forward to supporting you through the transition into this new system. Contact [registrar@wheaton.edu](mailto:registrar@wheaton.edu) with questions about using CIM for your curriculum proposals.

## 2. Select “Propose New Program.”



## 3. Begin work on your new program proposal. Some things to note:

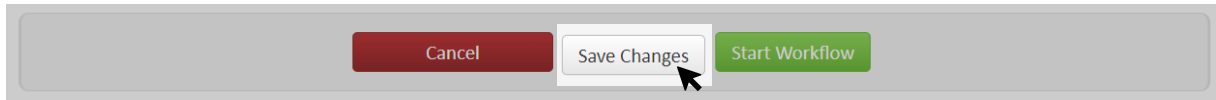
- This is a dynamic form. To make sure you’re answering the correct set of questions (and not doing unnecessary work!), complete the form from top to bottom. This is *especially* important for program proposals, as different questions will be asked based on the academic level and program type you select.
- If the new program you are proposing resembles an existing program, you may find it saves time to use the “Propose New from Existing Program” feature. This allows you to search for and load data from an existing program as a starting point for your new program proposal.



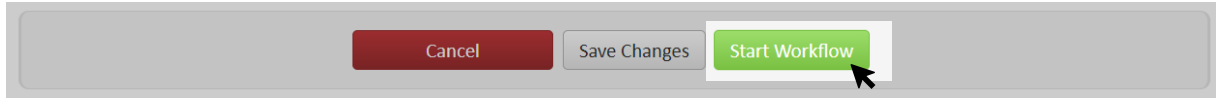
- The blue question mark icons contain helpful information related to the questions they’re near. Click on one if you are unsure how to answer a question. If you’re still unsure after checking out the help bubble, feel free to email [registrar@wheaton.edu](mailto:registrar@wheaton.edu).



- You can save your work and finish your proposal at another time; we recommend saving your work often. If your browser window times out before you save, **do not close the window**. Instead, open a new tab and log into the Wheaton Portal; this should refresh your session.



4. When you're finished, click "Start Workflow" to submit your proposal.



5. You're done! CIM will send your proposal to the correct people to sign off on it. You can always search for your program and see its progress.

Export to PDF 

Export to Word 

Shred Proposal

Date Submitted: 08/26/20 10:52 am

**Viewing: : New Program for CIM Training**

Last edit: 08/26/20 10:52 am

Changes proposed by: Wheaton Admin (wheaton-admin)

**New Program Proposal**

Add Comment

**In Workflow**

1. MML Associate Dean
2. Registrar - Grad
3. Dean of the Graduate School
4. Registrar - Grad
5. Provost
6. Registrar - Grad
7. MAAC Chair
8. Registrar - Grad
9. Graduate Council Chair
10. Trustees
11. Registrar - Grad
12. Registrar's Office

Faculty	Faculty Petitioner(s)
	Training demo

Program Title: New Program for CIM Training

Program Code:

Academic Level: Graduate (Masters)

Program Type: Academic Initiative

Division/ School: School of Mission, Ministry, & Leadership

Department: Ministry & Leadership

Be sure to keep an eye on your email for notifications about your proposal and any requested revisions. Notifications will be from "Wheaton Curriculum" at [wheaton@notify.courseleaf.com](mailto:wheaton@notify.courseleaf.com)