

Submitting a Delete Course Proposal

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

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

Welcome to our new space for submitting and reviewing all curricular proposals, CIM! (It stands for "Course Inventory Management" and sounds like "Kim.") Please contact registrar@wheaton.edu if you have questions about using CIM for your course proposals.

2. Search for the course that you are deleting. Select "Inactivate" to begin your course delete proposal.

Course Inventory Management Help

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.

bith Archive History - OR -

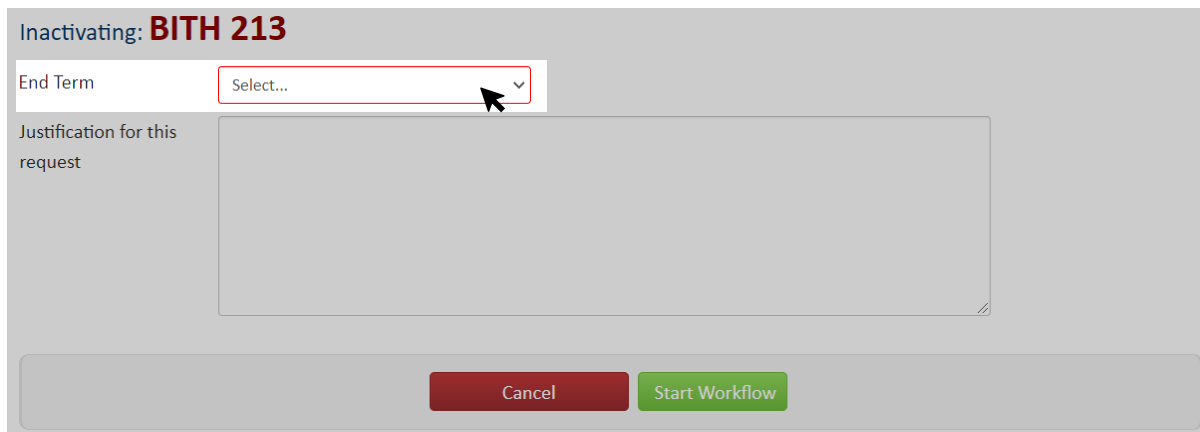
Course Code	Title	Workflow	Status
BITH 213	New Testament Literature and Interpretation		
BITH 221	Old Testament Literature in Three Traditions		
BITH 311	Archaeology of Biblical Lands		
BITH 311L	Arch of Biblical Lands Lab		
BITH 318	Christian Theology in the Holy Lands		
BITH 319	Colonialism and Redemption: Native American Culture and Theology from 1492 to Wounded Kn...		
BITH 322	Theology and the Arts		

[Preview Workflow](#)

Viewing: **BITH 213 : New Testament Literature and Interpretation**

3. Begin work on your course delete proposal. Some things to note:

- The “End Term” is the first semester the deleted course will not appear in the catalog.



- Providing rationale in the “Justification for this request” field will allow those who need to approve your request to complete their review.
- Note that the Chairs and Deans of departments with catalog pages referencing the course will receive notification that you are proposing to delete the course. This alerts them of the proposed change that will affect portions of their curriculum. (You can see which catalog pages reference the course by looking at the course’s “Ecosystem.”)



- Note that a deleted course’s data is saved and can be proposed for reactivation at any point.

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 course and see its progress. (Note that you can see the changes you are proposing in red and green mark-up.)

A screenshot of a web form titled "Course Inactivation Proposal". At the top left are buttons for "Export to PDF" and "Export to Word". Below them is a "Shred Proposal" button. The text "A deleted record cannot be edited" is visible. The main title "Course Inactivation Proposal" is in red. Below the title is "Date Submitted: 08/26/20 10:09 am" and "Viewing: BITH 213 : New Testament Literature and Interpretation". Below that is "Last edit: 08/26/20 10:09 am" and "Changes proposed by: wheaton user (wheaton-user)". On the right is an "Add Comment" button. A "In Workflow" panel on the right lists: 1. BTS Dean, 2. Shared Core Sub Committee Vote, 3. Curriculum Committee, 4. Registrar's Office, 5. Banner. At the bottom left, "Catalog Pages referencing this course" lists: Academic Requirements/General Education, Bible/Theology_(BITH), Biblical Archaeology_Minor, Biblical and Theological Studies, and Biblical and Theological Studies Major.

Be sure to keep an eye on your email for notifications about your proposal and any requested revisions. Notifications will come from "Wheaton Curriculum" at wheaton@notify.courseleaf.com