

# Resubmitting a Proposal

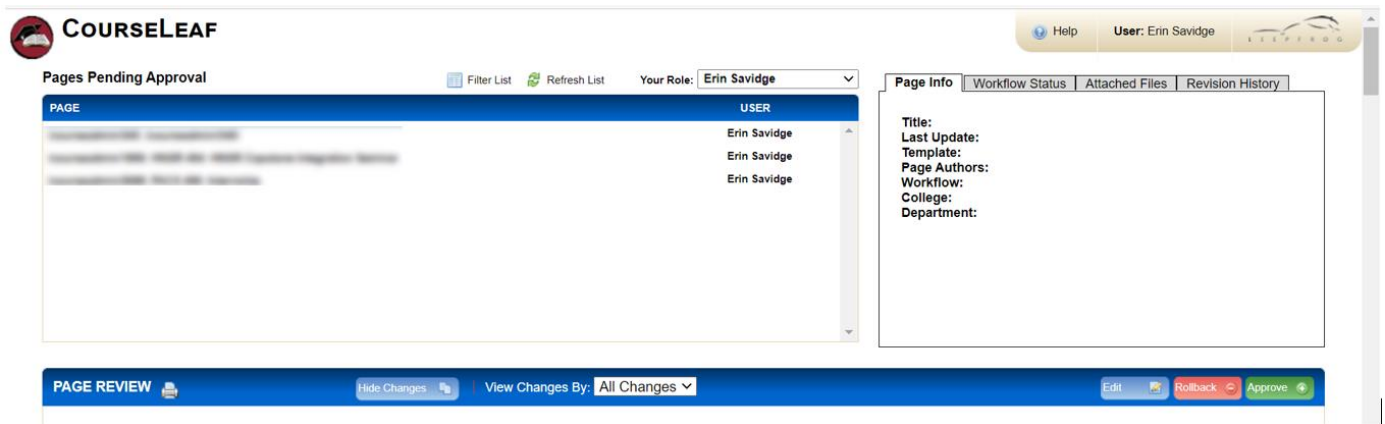
(See [Curriculum Resources and Forms](#) page for deadlines)

Almost all proposals receive some form of feedback from the faculty governance committees during the curriculum review process. These instructions are to be followed if a faculty governance committee has requested that your proposal be resubmitted with revisions for additional review before the proposal is approved.

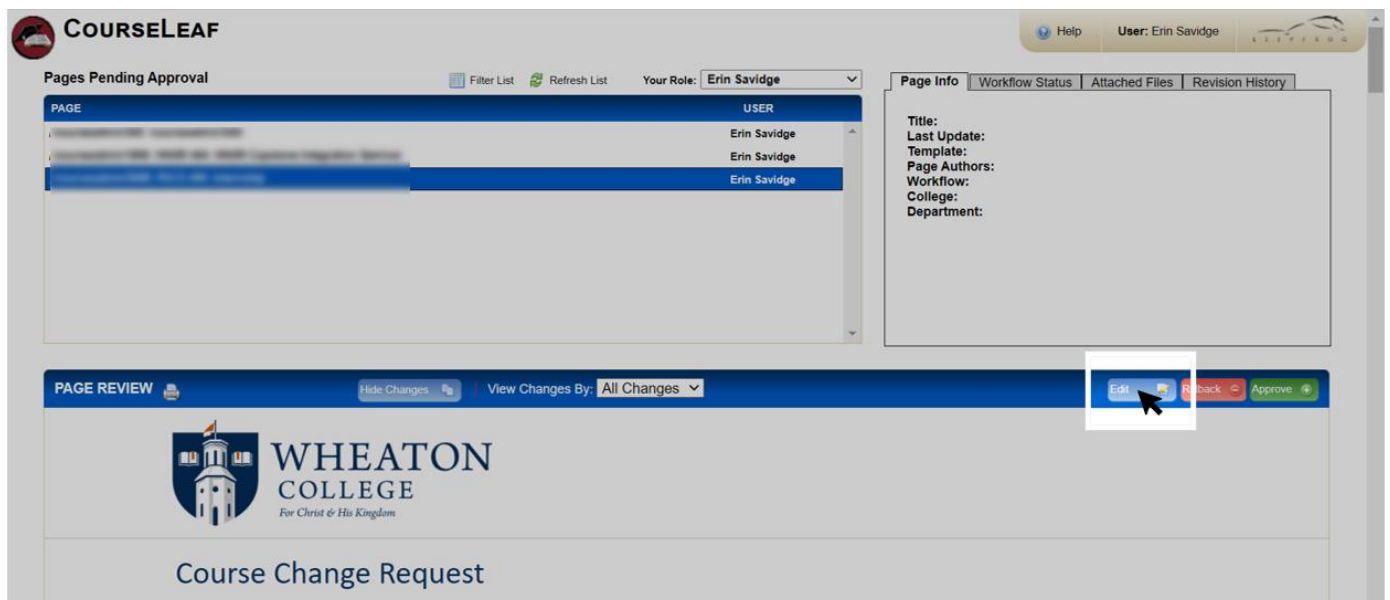
If you have questions about resubmitting a proposal after reading these instructions, please contact [registrar@wheaton.edu](mailto:registrar@wheaton.edu).

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

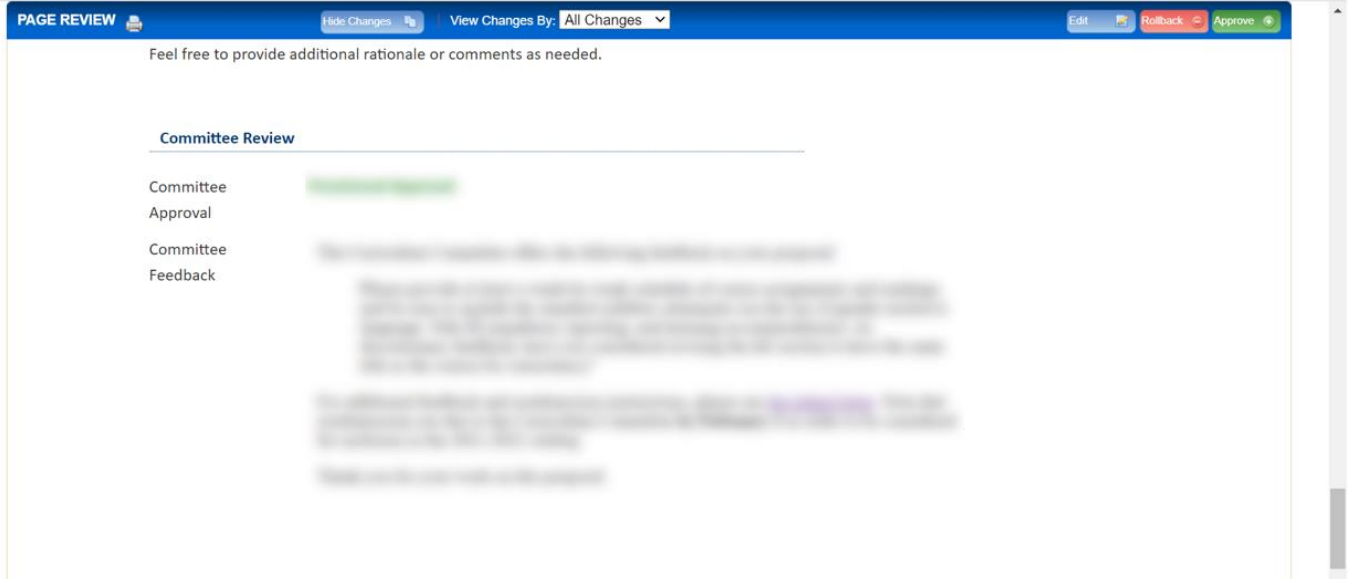
You may be prompted to sign in using your network ID and password. This will take you to the approval area of the CIM curriculum software. (It stands for “Course Inventory Management” and sounds like “Kim.”) You will see a list of any proposals that require action from you; if your list is empty, you have no proposals awaiting resubmission at this time. Pro tip: This is a handy page to keep bookmarked in your browser.



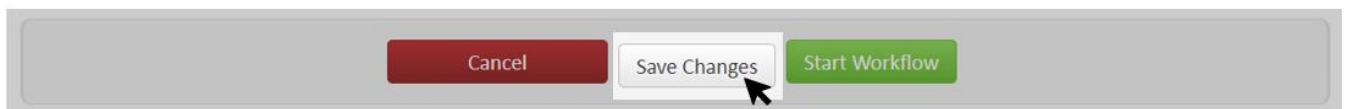
## 2. Select the course or program that you wish to resubmit from the list, then click “Edit.”



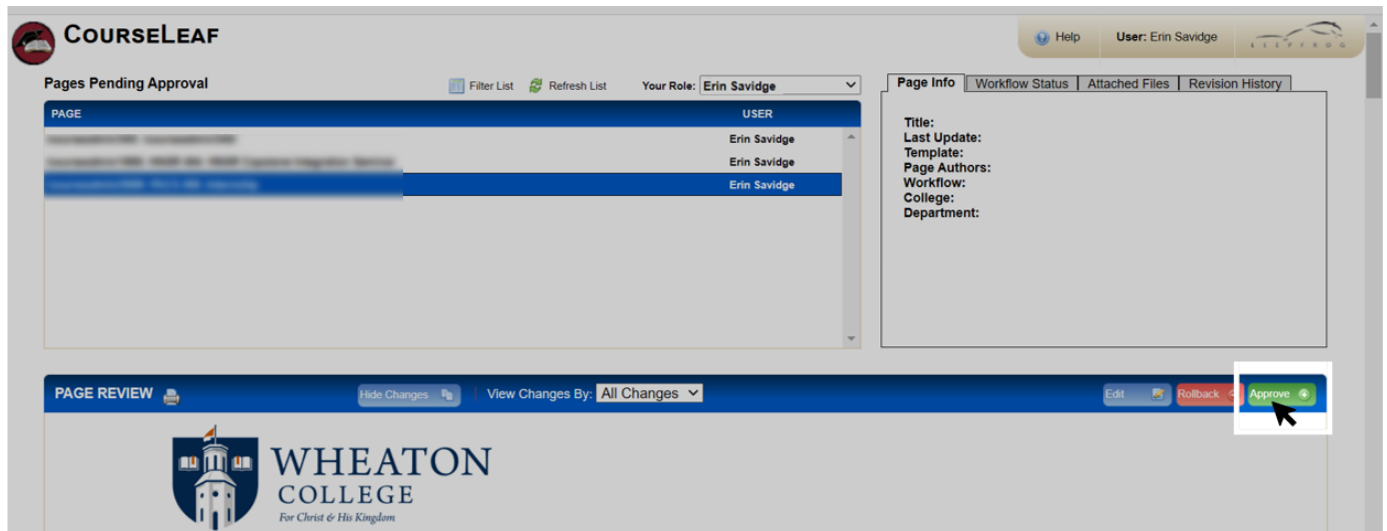
**3. Revise your proposal in response to the committee’s feedback.** Note that the committee’s decision and feedback can be found at the bottom of your proposal in the “Committee Review” section of the form.



- Be sure to review the linked letter in the committee feedback section for additional committee feedback and information about the curriculum review process.
- Think of this revision step as modifying your previous proposal. The system will be able to distinguish that the new version is a resubmission, and a record of the original proposal is retained.
- **Syllabus revisions:** If you are attaching a revised syllabus (or other proposal attachment), please leave the original attachment on the proposal and add the revised attachment as a separate file with “revised” included in the file name.
- You can save your work and finish your proposal at another time by clicking the “Save Changes” button at the bottom of the form. This will close the proposal’s browser window. To continue editing, follow steps 1 and 2 of these instructions to reopen the proposal.



4. When you're finished, click "Save Changes" once more. From the [CIM approval area](#), make sure you have the proposal selected, then click "Approve" to resubmit the proposal.



5. You're done! CIM will route your proposal for additional review. You can always search for your proposal in the [Course Admin](#) (for course proposals) or [Program Admin](#) (for program proposals) page to see its progress.

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