Submitting a Small Course Change

These instructions are for proposed course edits that do not indicate significant changes to course content or level, such as some re-numberings, title changes, and/or course description changes. If you are unsure whether your edits are considered a small course change, please contact registrar@wheaton.edu. (Note that CATC Renewals are not considered small course changes.)

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 submitting for a small change. Select "Edit Course" to begin your small change proposal.

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

   - By selecting "Yes" for "Is this a small course revision?" you initiate an abbreviated approval process for your proposal. (It will be reviewed by your Chair, your Dean, and the Registrar's Office staff, but not by faculty committee. Only some types of changes are eligible for this abbreviated review; you will be notified if your proposed changes need to go through the full review process.)

- Pay attention to the blue question mark icons. Click on them to see additional information about the form questions.

- You can save your work and finish your proposal at another time

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.

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