

CourseLeaf/CIM Programs Workflow

Department Workflow Steps

- Department Coordinator
- Department Curriculum Chair
- Department Head

College Workflow Steps

- College Curriculum Chair
- College Curriculum Coordinator
- College Associate Dean

Important Reminders

- Multiple individuals can be assigned to a specific role and receive email notifications.
 - If multiple individuals are assigned to a single role, it is the department or college's responsibility to determine who approves a specific program.
- You can preview workflow steps from the [Program Management](#) page or the [Approval](#) page
- When approving a program proposal or modification, you need to select the corresponding role from the “Your Role” drop-down menu

Workflow Edits and Changes

- Edits and changes to workflow roles should be requested through your College Curriculum Coordinator.
- When requesting workflow edits and changes, the College Curriculum Coordinator should include the following:
 - Role being edited or changed
 - Individual's name, OSU email address, and O-Key user name
 - Action to be taken (remove, replace, add, etc.)
- Please allow at least two business days for CIM Programs workflow changes to be made by Academic Affairs.

Rolling Back Programs

- If a program is rolled back for edits, the program must pass back through workflow.
 - For example, if the College Curriculum Coordinator rolls a program back to the Department Coordinator, the program must go back through all the workflow steps in order to return to the College Curriculum Coordinator.
- It is helpful to leave a comment in the Reviewer Comment box when edits or changes have been made after a program is rolled back. This provides a notice to the next person in the workflow that the edits or changes were addressed.