

CourseLeaf Training Guide:

How to Update or Change an Existing Program

NOTE: Please do not open multiple course or program forms at one time. Your work may not be able to be saved or submitted.

Before You Begin

- REMINDERS:
 - If you are proposing a new concentration within an existing program, please submit a new Program Form rather than revising an existing form.
 - If the existing program form does not include learning outcomes, please note that CIC will expect them to be included in the program revision.
- If needed, create syllabi or other documentation to attach to the proposal.
- Consult with your departmental colleagues, the Department Chair, and the Dean(s) for their feedback on the proposed changes.
- If needed, reach out to other departments to discuss potential overlap with existing programs.
- If needed, scroll down to the [New Program Proposal Template](#) below to review the fields that will be required when submitting your proposal.
- If needed, scroll down to the [Entering or Revising Program Requirements](#) section below for assistance with entering course requirements and credit totals. Consult the [Style Guide](#) to ensure that you are using Bentley's standards for entering information into CourseLeaf.

Governance & Timeline

Existing program revisions can fall within any category of governance, depending on the program type and whether or not the change is considered substantial. See the Registrar's [Catalogue and Curriculum Management](#) website for an explanation of each governance category. Reach out to the Registrar's Office or the CIC Chairs if you are unsure of which governance category to select.

Note that the governance bodies (CPC, CIC, Faculty Senate, and General Faculty) do not meet over the summer (or other breaks). The sequencing of CPC, CIC, Senate, and General Faculty meetings can create bottlenecks, particularly if there are periods of high-volume business, and so some business may be delayed to future meetings. This could jeopardize the target dates for deployment of programs/courses. Faculty are advised to target an earlier approval date than needed to ensure a smooth and timely approval.

Filling out the Form

- **Find the existing program form.**
 - To begin the process of revising a program, go to CourseLeaf Program Management (<https://nextcatalog.bentley.edu/programadmin/>) and search for the existing program form.
 - Keep in mind that CourseLeaf’s search functionality can be tricky. If you know the exact program code or exact title, you can search by these and it should come up. However, if you do not know the program code or title, you can try typing 1-2 words that you know to be in the title with an asterisk (*) on each end. For example, searching *advanced standing* in the search bar will bring up nothing. On the other hand, searching **advanced standing** will return multiple active and inactive advanced standing programs:

The screenshot shows a search bar with the text '*advanced standing*' entered. Below the search bar is a table with the following columns: Program Code, Program Name, Workflow, and Status. The table contains several rows of results:

| Program Code | Program Name | Workflow | Status |
|--------------|---|----------|---------|
| 129 | Advanced Standing in Business Program | | |
| 140 | Advanced Standing in Business (ASB) Program | | |
| 143 | Advanced Standing in Business Analytics | | |
| 144 | Advanced Standing in Business Analytics | | deleted |
| ASAC | Advanced Standing in Accounting | | |
| ASB | Advanced Standing in Business Program | | edited |

- **Edit the program form.**
 - Once you have found the program form you wish to edit, scroll down and click the green “Edit Program” button. The form will then open in a pop-up window.

The screenshot shows the same search results as above. Below the table, there are several buttons: 'Inactivate Program', 'Export to PDF', 'Export to Word', and 'Edit Program'. The 'Edit Program' button is highlighted with a red box. Below the buttons, there is a section titled 'Viewing: 129 : Advanced Standing in Business Program' with the following text: 'Last approved: 05/21/21 3:59 pm' and 'Last edit: 05/21/21 3:59 pm'. To the right of this section is a 'History' box with the following text: '1. May 18, 2021 by Iris Berdrow (iberdrow)'. The 'Edit Program' button is also highlighted with a red box.

- **Indicate which field(s) are being changed.**
 - At the top of the form, select which field(s) of the course form you are changing. This is important for ensuring that all approved changes are entered into Workday.
 - Please note that if you select “Other”, a box will open where you can specify what other field(s) you are changing:

BENTLEY UNIVERSITY

Program Management

Editing: **129: Advanced Standing in Business Program**

Submitter's Name: Barry Allen

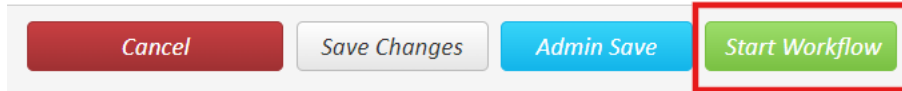
What are you changing:

- Course Requirements
- Honors Requirements
- Learning Outcomes
- Major/Minor Exclusions
- Other (Please explain)

Other Changes - Please Explain: Changes to additional costs

- **Make the changes to the field(s) you have indicated.**
 - If you have questions about particular fields, consult the [New Program Proposal Template](#) below for guidance or contact the Registrar’s Office.
 - If you are making changes to the course requirements for the course, note that the controls for this section can be somewhat complicated. Scroll down to [Entering or Revising Program Requirements](#) if you need more detailed instructions.
- **REQUIRED: Add learning outcomes (if they do not exist already).**
 - If an existing program form does not already include learning outcomes, CIC requires that these be submitted when the program is revised.
 - **IMPORTANT:** If you add learning outcomes, please be sure that this change is reflected in your answers to “What are you changing in this proposal?” at the top of the form.
- **When you have finished filling out the Program Form, save and start the workflow process.**
 - Click the green “**Save and Start Workflow**” at the bottom of the form. This will move your proposal along to the first step in the governance process.
 - If you need to leave and finish your proposal later, you can click the white “Save Changes” button instead. However, do not forget to later come back and start the workflow, as your proposal will not enter the governance process until you have clicked the Start Workflow button.

- NOTE: Once you have started workflow, the proposal will be sent to the first approver for review. If the approver decides to roll the proposal back to you, you will receive a notification email informing you that your changes have been returned. Any accompanying comments about why the proposal was rolled back will be visible on the program form and in the notification email.



New Program Proposal Template

| | |
|--------------------------|--|
| Submitter's Name: | |
|--------------------------|--|

| | |
|--|--|
| CIP Code: | Leave this blank when submitting your proposal – it will be determined later in the process. |
| <i>Every program of study is required to have a CIP code. For help on determining the appropriate CIP code, consult your Associate Dean or the Registrar's office.</i> | |

| | |
|--|--|
| Department(s): | |
| <i>This is the sponsoring program department. If multi-disciplinary, multiple departments can be included on the program form.</i> | |

| | |
|---|--|
| CourseLeaf Code: | This will be filled in by the Registrar's Office – leave it as-is. |
| <i>This is the program tag for internal system use. Faculty can leave that as-is.</i> | |

| | |
|--|--|
| Program Title: | |
| <i>This is the name of the major or program. You should think strategically about the name; students can be apprehensive about signing up for a program if the name does not sound interesting or if it is unclear what the subject matter is.</i> | |

| | |
|---|--|
| Level of Program (College): | |
| <i>Is the program being offered at the undergraduate or graduate level?</i> | |

| | |
|--|--|
| Proposal Type: | |
| <p>The options vary depending on if it is an undergraduate or graduate program. For undergraduate programs the proposal options include:</p> <ul style="list-style-type: none"> • Concentration • Degree Program • Major • Minor • Other <p>For graduate programs, the proposal options include:</p> <ul style="list-style-type: none"> • Concentration • Degree Program • Graduate Certificate • Graduate Program • Other | |

| | |
|---|--|
| Category of Proposal: | |
| <p>This is the category or level of governance required (Category IA, IB, II, III, or IV). For guidance on which category is most appropriate, see the section on Governance Categories summary, or contact the chair of CIC/Grad Curriculum.</p> | |

| | |
|--|--|
| Brief Description of Program (Major, Minor, Concentration) for Catalogue: | |
| | |
| <p>This should be a paragraph or two narrative of the program accessible to students, as this description will appear in the catalogue. For examples of what others have done, see the course catalogue.</p> | |

| | |
|---|--|
| Proposed Year of Implementation: | |
| <p>This is the academic year in which the program will begin to appear in the catalog. Note that once it has passed through governance, current students will have access to the new program (even if the official catalogue has not been published).</p> | |

Program Learning Outcomes:

Which course(s) are related to these learning outcomes?

All new programs must have specific learning goals and outcomes (LOs). Best practice is to have at least three, but no more than five goals, with 1- 3 outcomes per goal. Additionally, you will need to specify which course(s) in the program help support to achieve the specified learning outcomes through a curriculum map. For help in creating effective learning goals outcomes and a curriculum map, consult with Erin Kelley, Associate Dean for Assurance of Learning and Accreditation.

Degree Requirements – All Program Requirements must present as they would appear in the Catalogue:

This box builds the table for course/concentration/program requirements. For instance, it delineates required program courses, elective courses, and credits required, or outlines concentrations. You are strongly encouraged to seek assistance from the Registrar’s Office in building this table.

For Majors: Does this major have specific honors requirements? (Y/N):

Please list the requirements (if yes):

Majors & Minors to be excluded:

This specifies what other programs a student may not be allowed to take if taking the proposed program. In most cases this would be due to excessive course or content overlap, but there may be other sensible reasons to exclude students from taking two specific programs. For instance, you would not want to allow a student to major in both Finance and Economics-Finance, or major in Data Analytics and minor in Data Technologies.

Notes for Registrar (not to appear in the Catalogue):

This is not required, but if there are unique aspects of the program that the Registrar needs to know to implement the program, you can specify it here.

Justification for new program proposal:

Provide a brief narrative (no more than a few paragraphs) on why the program is needed. This typically would be viewed from a market or strategic perspective. Note that this narrative can be combined or overlap with the Impact/Benefits narrative below.

Provide a statement of perceived benefits of the program or program revision. The statement should address how the program or revision supports the mission of the department and university curriculum, how it augments current curriculum strengths and/or addresses current curriculum weaknesses, and provides benefits to students.

You should discuss your proposed program (changes) with other departments that may have content overlap, synergies, or support roles. You will need to provide a brief summary of the comments and reaction from relevant departments, as well as outline the impacts on those departments (if at all).

| | |
|---|--|
| Have you consulted with other departments for potential overlap with existing programs? (Y/N): | |
|---|--|

| |
|---|
| Summarize their reactions to the proposal here, and specify the impact on other departments and/or programs: |
|---|

| | |
|--|--|
| Does this change require additional cost to Bentley beyond regular expenditures? (Y/N): | |
|--|--|

| |
|---------------------------------|
| Please explain (if yes): |
|---------------------------------|

This is specific to extra costs that may be needed to support the program. Examples may include (but are not limited to) things like co-taught courses necessitating higher teaching expenses, library resources, or Bentley sponsored off-campus trips as part of the program requirements. If things like these apply, you will

need to elaborate on the need and cost. This does not include additional costs incurred directly to students, for instance software expenses or other fees students pay.

How will this program change impact the frequency of course offerings or number of sections required per semester?

With new programs (or revisions) in most cases there may be an expectation of higher course demand in those areas. How might the new (or changed) program affect the need to offer more sections of key courses? Will course staffing be strained as a result? How can the department effectively manage any potential elevated demand? Are these in areas of unique and hard-to-staff courses?

Entering or Revising Program Requirements

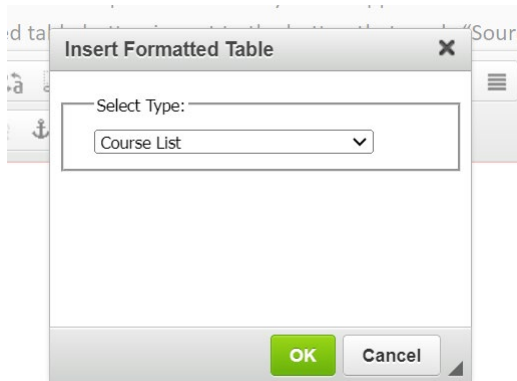
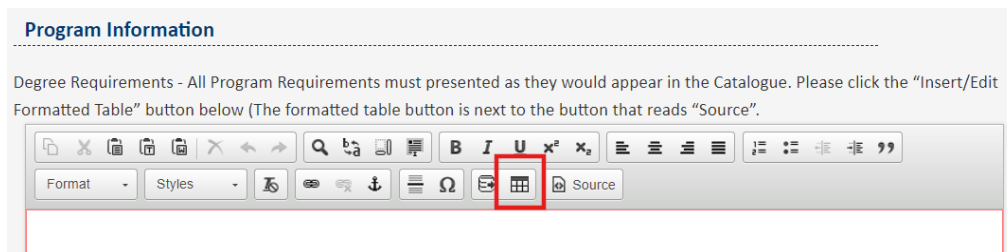
These instructions will assist you when adding or revising a list of course requirements (including required courses, electives, special notes, and credit totals) in the Program Information box on the CourseLeaf Program Form. For best practices in entering program requirements, see the [Style Guide](#).

For your convenience, you can use the links below to jump to specific instructions:

- [Getting Started](#)
- [How to Add Courses](#)
- [How to Add a Text Comment](#)
- [How to List Course Options](#)
- [How to List Alternate Courses](#)
- [How to Add a Footnote](#)
- [Completing a Course List](#)

Getting Started

- **First, start a new Course List table OR open an existing table.**
 - If you are starting a new table, in the box under “Program Information”, click the “Insert/Edit Formatted Table” icon and select “Course List” from the drop-down:



- If you are revising a Course List table that has already been created, double-click the existing table. Alternately, select the table and then click the “Insert/Edit Formatted Table” icon (clicking the icon with nothing selected will only create a new table).

Program Information

Degree Requirements - All Program Requirements must be presented as they would appear in the Catalogue. Please click the “Insert/Edit Formatted Table” button below (The formatted table button is next to the button that reads “Source”).

| Course | Title | Credits |
|--------|--|---------|
| AC 115 | Introduction to Financial Reporting and Analysis | 3 |
| AC 201 | Preparing and Interpreting Financial Statements | 3 |
| AC 215 | Performance Measurement | 3 |
| AC 220 | Cybersecurity for Business | 3 |

How to Add Courses

- **In the Course List box, find the relevant academic department.**
 - Using the dropdown boxes, indicate the level of courses you are looking for (Undergraduate, Graduate, or PhD), then the relevant Department. Select a specific course, then click the “>>” button to move it into the program requirements box.

Course List

Undergraduate College
Accounting (AC)

AC 115 Introduction to Financial Reporting and Analysis
AC 201 Preparing and Interpreting Financial Statements
AC 215 Performance Measurement
AC 220 Cybersecurity for Business

AC 225 Environmental, Social, and Governance Issues in Financial Reporting
AC 310 Cost Management
AC 311 Financial Accounting and Reporting I
AC 312 Financial Accounting and Reporting II
AC 331 Governmental and Not-for-Profit Reporting
AC 332 Fraud Examination
AC 340 Accounting Information Systems
AC 350 Federal Taxation
AC 381 International Accounting
AC 402 Seminar in Accounting
AC 412 Advanced Accounting
AC 421 Internship in Accounting
AC 440 Design and Control of Data and Systems
AC 450 Advanced Federal Taxation
AC 455 Strategic Performance Management

Quick Add: Add Course

Add Comment Entry

Sum Hours

Comment:
Sequence:
Cross Reference:
Or Class:
Hours:
Footnote:

Indent Area Header

Move Up Move Down

OK Cancel

- Alternately, if you know the exact course number, you can add it quickly by typing it into the “Quick Add” box and clicking “Add Course”:

Quick Add:

- If you make a mistake and add the wrong course, you can easily put it back by clicking the “<<” button:

Course List

Undergraduate College: Sum Hours

AC 225 Environmental, Social, and Governance Issues in Financial Reporting

AC 310 Cost Management

AC 311 Financial Accounting and Reporting I

AC 312 Financial Accounting and Reporting II

AC 331 Governmental and Not-for-Profit Reporting

AC 332 Fraud Examination

AC 340 Accounting Information Systems

AC 350 Federal Taxation

AC 381 International Accounting

AC 402 Seminar in Accounting

AC 412 Advanced Accounting

AC 421 Internship in Accounting

AC 440 Design and Control of Data and Systems

AC 450 Advanced Federal Taxation

AC 455 Strategic Performance Management

AC 115 Introduction to Financial Reporting and Analysis

AC 201 Preparing and Interpreting Financial Statements

AC 215 Performance Measurement

AC 220 Cybersecurity for Business

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Quick Add:

Indent Area Header

- The order of the courses can be rearranged by selecting an individual course and clicking “Move Up” or “Move Down”.
 - NOTE: Courses should be arranged alphabetically by course code (AC, EC, SO, etc.), then by increasing course number. For more information on best practices, see the [Style Guide](#).

AC 115 Introduction to Financial Reporting and Analysis
 AC 201 Preparing and Interpreting Financial Statements
AC 215 Performance Measurement
 AC 220 Cybersecurity for Business

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

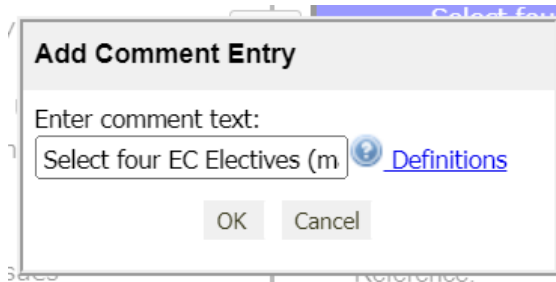
- Once you click “OK”, this is how required courses will appear in the Course List table:

| Course | Title | Credits |
|--------|--|---------|
| AC 115 | Introduction to Financial Reporting and Analysis | 3 |
| AC 201 | Preparing and Interpreting Financial Statements | 3 |
| AC 215 | Performance Measurement | 3 |
| AC 220 | Cybersecurity for Business | 3 |

How to Add a Text Comment

- Click “Add Comment Entry”, type the comment, then click “OK”.

Quick Add:



- **If needed, add the number of credits to the “Hours” box.**
 - For example, if the students are being instructed to select four standard 3-credit courses, you will enter the number “12”.
 - Note that you may need to enter a credit range. For example, if students can select one or two 3-credit courses, you would enter “3-6” into the “Hours” box.
 - Keep in mind that some courses are 4 credits.
 - NOTE: When offering students different course options, use the word “select” (ex: “Select two additional AC courses”). For more information on best practices, see the [Style Guide](#).

- **This is how the text comment will appear in a Course List table:**

| Course | Title | Credits |
|--|--|-----------|
| Required Courses | | |
| EC 112 | Principles of Macroeconomics | 3 |
| EC 224 | Intermediate Microeconomics | 3 |
| EC 225 | Intermediate Macroeconomics | 3 |
| EC 282 | Introduction to Econometrics | 3 |
| EC 425 | Quantitative Methods in Economics and Business | 3 |
| EC 483 | Applied Econometrics | 3 |
| Select four EC Electives (may be fulfilled by an EC course not otherwise required) | | 12 |
| Total Credits | | 30 |

- **Note that text comments can also be used as area headers, as seen here:**

| Course | Title | Credits |
|-----------------------|--|---------|
| Values Theory | | |
| PH 310 | Ethical Theory | 3 |
| PH 311 | Social Philosophy | 3 |
| PH 312 | Liberty, Morality and Law | 3 |
| Applied Ethics | | |
| PH 130 | Business Ethics: Corporate Social Responsibility | 3 |
| PH 131 | Business Ethics: Philosophy of Work | 3 |
| PH 133 | Business Ethics: International Business Ethics | 3 |

- If you would like to make an area header bold, check the “Area Header” box:

Values Theory

PH 310 Ethical Theory

PH 311 Social Philosophy

PH 312 Liberty, Morality and Law

Applied Ethics

PH 130 Business Ethics: Corporate Social Responsibility

PH 131 Business Ethics: Philosophy of Work

PH 133 Business Ethics: International Business Ethics

Comment: Applied Ethics

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent **Area Header**

| Course | Title | Credits |
|-----------------------|--|---------|
| Values Theory | | |
| PH 310 | Ethical Theory | 3 |
| PH 311 | Social Philosophy | 3 |
| PH 312 | Liberty, Morality and Law | 3 |
| Applied Ethics | | |
| PH 130 | Business Ethics: Corporate Social Responsibility | 3 |
| PH 131 | Business Ethics: Philosophy of Work | 3 |
| PH 133 | Business Ethics: International Business Ethics | 3 |

How to List Course Options

- **First, using the instructions for [How to Add a Text Comment](#) above, create an area heading that instructs students to select from the courses below.**
 - Be sure to add the amount of credits that the students will be selecting to the “Hours” box.

Select two PH electives from the list below:

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

- **Next, see [How to Add Courses](#) above to add the relevant course options.**
 - Courses should be arranged alphabetically by course code, then by increasing course number (see the [Style Guide](#) for more information). Click “Move Up” or “Move Down” to rearrange the courses if needed.

- **IMPORTANT: As the last step, select each course option and check the “Indent” box.**
 - Indenting a course allows it to be displayed as an option/elective under the area heading. If the course is not indented, it will appear as a required course and will add to the total number of credits.

Select two PH electives from the list below:

PH 142 Sports, Games & Values

PH 162 Love, Sex, and Robots

PH 190 Friendship & Trust

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

- **This is how the finished list will appear in a Course List table.**
 - Note that the courses have been pushed slightly inward and that they no longer display individual credits – instead, the credits are displayed by the area header:

| | | |
|--|------------------------|---|
| Select two PH electives from the list below: | | 6 |
| PH 142 | Sports, Games & Values | |
| PH 162 | Love, Sex, and Robots | |
| PH 190 | Friendship & Trust | |

How to List Alternate Courses

- **Once a course has been added, select it and type the alternate course into the “Or Class” box.**
 - If you would like to list multiple alternates, add them to the “Or Class” box separated by a comma.

MA 105 Mathematical Foundations for Business

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

- This is how it will appear in a Course List table:

| Course | Title | Credits |
|-----------|---------------------------------------|---------|
| MA 105 | Mathematical Foundations for Business | 3 |
| or MA 107 | Applied Calculus for Business | |
| or MA 131 | Calculus I | |

How to Add a Footnote

- Once a course (or text comment) has been added, select it and add the appropriate footnote number to the “Footnote” box. Click OK.

MA 105 Mathematical Foundations for Business
 MA 107 Applied Calculus for Business
MA 131 Calculus I
 MA 139 Calculus II
 MA 214 Intermediate Applied Statistics

Comment:

Sequence:

Cross Reference:

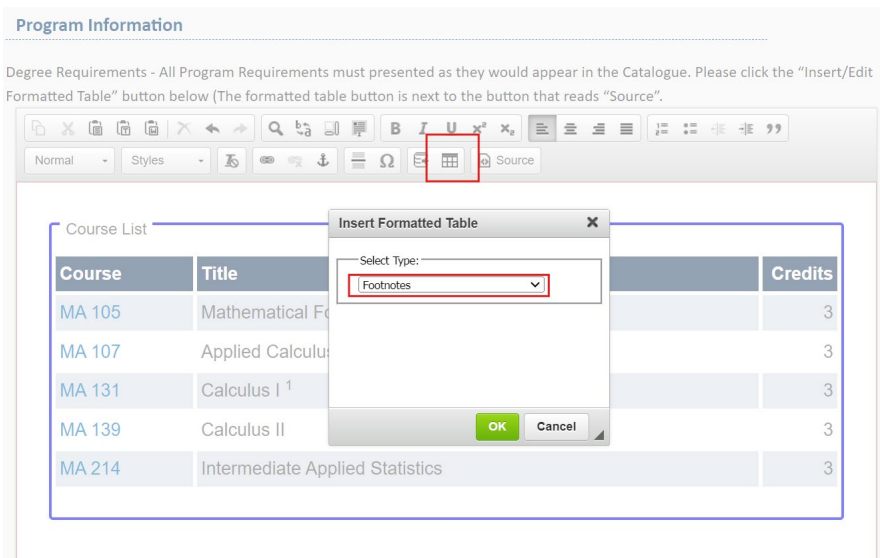
Or Class:

Hours:

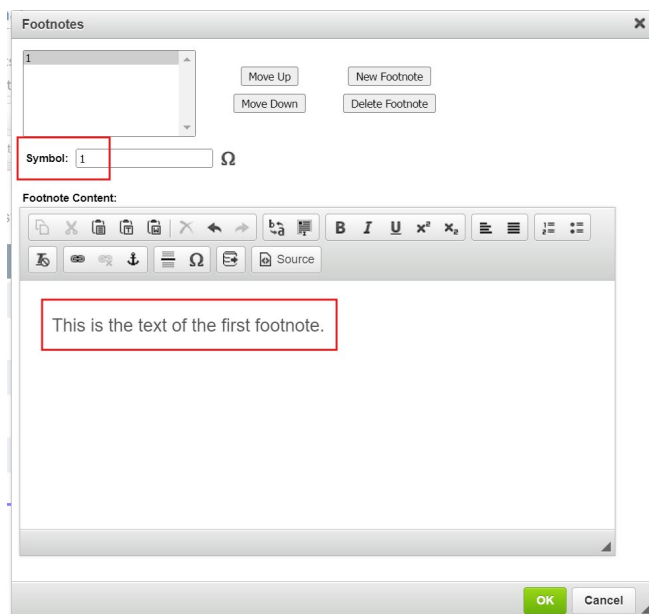
Footnote:

Indent Area Header

- **Deselect the Course List by clicking at the bottom of the page, then select the “Insert/Edit Formatted Table” icon to insert a new table underneath the Course List. Select “Footnotes” from the dropdown and click OK:**



- **Add the footnote number to the “Symbol” box and the text to “Footnote Content”.**
When you are finished, click OK.
 - If you need to add or remove additional footnotes, you can do that by clicking “New Footnote” or “Delete Footnote”.



- This is how the footnote will appear in the program requirements box:

| Course List | | |
|-------------|---------------------------------------|---------|
| Course | Title | Credits |
| MA 105 | Mathematical Foundations for Business | 3 |
| MA 107 | Applied Calculus for Business | 3 |
| MA 131 | Calculus I ¹ | 3 |
| MA 139 | Calculus II | 3 |
| MA 214 | Intermediate Applied Statistics | 3 |

| Footnotes | |
|--------------|---|
| ¹ | This is the text of the first footnote. |

- NOTE: If the program requirements include multiple footnotes, double-check to ensure that footnote numbers are not reused and that the text is matched to each footnote correctly.

Completing a Course List

- First, see [How to Add a Text Comment](#) above to add a line for “Total Credits” at the bottom of the Course List.
 - All program forms should include the overall credit total at the bottom.

- Add the program credit total to the “Hours” box and check “Area Header”:

| | |
|----------------------|---------------------------------------|
| MA 105 | Mathematical Foundations for Business |
| MA 107 | Applied Calculus for Business |
| MA 131 | Calculus I |
| MA 139 | Calculus II |
| MA 214 | Intermediate Applied Statistics |
| Total Credits | |

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

- This is how the Total Credits should appear at the end of the Course List:

| Course | Title | Credits |
|----------------------|---------------------------------------|-----------|
| MA 105 | Mathematical Foundations for Business | 3 |
| MA 107 | Applied Calculus for Business | 3 |
| MA 131 | Calculus I | 3 |
| MA 139 | Calculus II | 3 |
| MA 214 | Intermediate Applied Statistics | 3 |
| Total Credits | | 15 |