

## Field Definitions/Explanations

**Proposal Type.** Check the appropriate box based on definitions in [Commonly used CIM vocabulary](#)

*The form is interactive, different questions will open depending on the type of program chosen.*

**Proposal Title.** Short description of the proposal following these guidelines and formatting:

- Simple example, one program with no associated programs needing changes.
  - *Establish a major in Infectious Diseases within the Master of Engineering in Engineering Degree in the College of Engineering.*
- For a [multi-element](#) change, the goal is to keep all proposals together through the workflow. To facilitate this include the other impacted programs along with their keys in a separate list below the simple proposal statement. Each related program should have its own descriptive statement.
  - *In this example the changes are happening with a major and 2 related concentrations.*

Proposal Title for the Major Revision:

Revise the BALAS in Classics, College of Liberal Arts and Sciences, to eliminate the ways students can choose a Classics major. Related to changes to the Greek and Latin concentrations.

Classics, BALAS – key 275  
Classics: Greek, BALAS – key 749  
Classics: Latin, BALAS – key 750

Proposal Title for the Greek concentration would be:

Deactivation the Greek concentration in Classics, College of Liberal Arts and Sciences. Related to changes to the Classics, BALAS and the Latin concentration.

Classics, BALAS – key 275  
Classics: Greek, BALAS – key 749  
Classics: Latin, BALAS – key 750

Proposal Title for the Latin concentrations would be:

Deactivation the Latin concentration in Classics, College of Liberal Arts and Sciences. Related to changes to the Classics, BALAS and the Greek concentration.

Classics, BALAS – key 275  
Classics: Greek, BALAS – key 749  
Classics: Latin, BALAS – key 750

**EP Control Number:** Number assigned by the Senate Office to identify the program. It identifies the year (first 2 digits) and then the one-up number of the proposal for the year. (example EP.20.122)

**Official Program Name:** Use best descriptive name for the program. This will be updated by the Registrar's Office to the CIM name format to help the search function.

- examples: Major (name, degree) Media & Cinema Studies, BS or Concentration: (major: concentration, degree) Recreation, Sport & Tourism: Recreation Management, BS

**Effective Term.** Enter the starting term for the program, which means when the department can start to officially market the program. Please note that it takes about a year for a curriculum revision, concentration, or a joint degree to be approved. It can take two years for a brand new major to be approved and reflected in the Academic Catalog.

**Sponsor College:** Select College in drop down list.

**Sponsor Department:** Select Department in drop down list.

**Sponsor Name & Email:** Contact & email within the department that has full knowledge of the proposal. 2 contacts are possible. (Department Head or Center Director)

**College Contact & Email:** Contact & email best able to answer possible EPC questions or knows who can answer questions.

**Program Justification:** The department must articulate why it is important to implement this new program. If needed, a department can attach any charts, graphs, or additional supporting documentation.

- If proposing a minor, please include how the proposed minor requires some depth in the subject, but not as extensive as the major.

**Corresponding Degree:** (For Majors Only) Select type of degree from drop down box; e.g. Bachelor's, Master of Science, Master of Engineering, or Doctor of Philosophy.

- *If proposing a degree and a major at the same time, fill out the proposal for the degree first and contact [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu) to have the new degree appear in this list.*

**Interdisciplinary Program:** (Major, Minor, Concentration, Degree) If Yes: Choose the additional college(s) and department(s) that will manage the new program. *Do you need to add additional interdisciplinary relationship?* Choose yes to add another college/department.

**Corresponding Programs or Identify the existing programs to be joined:** (For Concentration or Joint Program Only). If the department is proposing a concentration, then the major(s) must be selected from the dropdown box. If the concentration is available for multiple majors list them all here.

When the primary program for a joint program is listed above, then the secondary program(s) to be joined must be chosen here.

**Is this minor?** (For Minors Only) Choose type of minor.

- A Comprehensive study in a single discipline: For example, the undergraduate minor in Animal Sciences is designed to introduce the discipline along with courses in a subject matter of particular interest within the field of animal sciences.
- An interdisciplinary study focusing on a single theme: The graduate minor in African American Studies is an example of an interdisciplinary minor. Students take one core course and then elective hours, approved by the minor advisor/department, in coursework that compliments their major field of study
- Exception: explain if it is neither of the above. If a unit is proposing an area of study that is interdisciplinary without focus on a single theme that still provides a coherent, cohesive compilation of coursework and meets all other requirements, the proposal would be for a minor of this type.

**Academic Level.** Undergraduate, Graduate or Professional. Two choices are possible for Joint Programs. (example 4 +1 programs are UG and Graduate).

**Concentration questions** (For Major Only): These questions help define whether a major has concentrations and what the parameters are for admissions and graduation. If your program will not/does not have concentrations, then the answers default to no.

- Will you admit to concentration directly? Yes or No – Indicate whether students apply to the major and choose their concentration later or apply directly to their concentration.
- Is the concentration required for graduation - Yes or No – Indicate whether students must chose a concentration to graduate or not.

**Additional concentration notes** (For concentrations only): Explain the process of admissions and student advising for the concentration, list estimated enrollment and any other pertinent details.

**CIP Code.** Enter the CIP code, search is available. For more [information](#) on CIP codes, see the Classification of Instructional Programs' website, <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>. For example, the CIP for the Master of Veterinary Science in Livestock Systems Health is 01.0903, Animal Health.

- Concentration does not require a CIP code even though the box is red, this is a system bug. Enter "concentration" in the field if it is a concentration.

**Certification and Accreditation.** These fields help the Council on Teacher Education manage the academic regulations and other policies affecting educator preparation. If unsure, consult with your College Office.

- Is this a teacher certification program? Yes / No
- Will specialized accreditation be sought for this program? Yes / No If yes, describe the plans for seeking specialized accreditation.

**Institutional Context: University of Illinois at Urbana-Champaign Section.** (required for Major or Degree): This question is required for the IBHE approval.

- Describe the historical and university context of the program's development. Include a short summary of any existing program(s) upon which this program will be built.

In this section, departments need to address the type of student the program will serve, the educational benefit to the student, and how this will help the students to achieve their career goals. Below is an example of language used in a previous IBHE Engineering proposal.

*Since its establishment in 2010, the Bioengineering Graduate Program has focused its effort on post-undergraduate education upon students who seek careers in research and in academia through attainment of the Ph.D. Historically, the MS degree in Bioengineering has been a way-point for students who are on the way to earning a Ph.D., and a termination point for students who do not pass the Ph.D. qualifying exam, or who drop out of the program for another reason.*

*The MEng degree in Bioengineering is intended to serve a completely different set of students from those who have interest in a Ph.D., by addressing the educational priorities of students who seek a career in Industry. Discussions with human resource managers and engineering managers within large companies who recruit BS students in Bioengineering have expressed a desire for students to acquire not only greater technical depth, but also to develop the leadership and fundamental business skills. The MEng in Bioengineering program is designed to serve the needs of students who seek careers that combine engineering with product/team/project management in the rapidly growing fields of biomedical imaging, computational genomics, and general bioengineering.*

**Institutional Context: University of Illinois** (required for Major or Degree): Briefly describe how this program will support the University's mission, focus, and/or current priorities. Include specific objectives and measurable outcomes that demonstrate the program's consistency with and centrality to that mission.

**Institutional Context: State of Illinois** (required for Major or Degree): This question is part of the IBHE proposal.

Select the appropriate goal(s) for the program and then an example in the text box how the new program supports these goals. Choose all that apply.

**Desired Effective Admissions Term** (For Majors, concentrations and Joint Programs Only) What is the best term for admissions to this new major or joint program in terms of how the curriculum is laid out? It may be changed during the process depending on the approval date if needed. It can differ from the Effective Catalog term in that the program may be advertised before admissions are allowed.

**Is this revision a change to the admissions status of the program?** Enter term and describe whether suspension or resumption of the admission status.

**Admissions requirements.** Describe the particulars of the admissions requirements, including any required test scores, courses to have taken, grades, etc.

**Academic Functions.** Explain the process of admissions and student advising for this program.

**Enrollment: Number of Students in Program:** estimates of number of students in program and number of degrees to be awarded in year one and year five. Only required on new proposals.

**Estimated Annual Number of Degrees Awarded** (For Majors & Joint Programs only):

(on revision) Describe how this revision will impact enrollment and degrees awarded.

**Matriculation Term:** List typical term in which students will begin the program, if it will be every term/any term use Other and explain.

**Time to Completion:** List the typical number of months/years for a student to finish this program. List the longest permissible time, not the shortest. Campus Grad Certificates (CERT) require at least 10 weeks.

**Total Credit Hours:** Minimum total credit hours required is usually also included in the POS table.

**Minors Enrollment:** (For Minors Only) Complete each question and describe how the unit will monitor the minor. Will the department limit enrollment to the minor?

Describe how the department will monitor the admission to/enrollment in the minor.

Are there any prerequisites for the proposed minor?

List the prerequisites including course titles and number of credit hours for each prerequisite course, and whether or not these prerequisites count in the total hours required for the minor.

**Minor Certification:** (For Minors Only) Other than certification via the students' degree audits, is there any additional planned mechanism to award/honor successful completion of the minor?

**Delivery Method:** **On campus/Online.** The delivery method from the program's audience perspective. If a department selects either *online and face-to-face* OR *online only*, then a brief description is required. Here is an example of standard language to use. [Blended Definition](#)

*The program will be delivered on-campus and online. In the online format, students will have a wide range of courses to select from to complete the coursework requirements. The department will work with the College Office to facilitate the delivery of the online courses to the students.*

*The department will also use the shared resources within this office as well as staff in the Graduate Programs Office in the department to provide the necessary advising and student services to the online students.*

**Budget.** If there is additional funding beyond what is currently available to the sponsoring department/college required to deliver the program, please provide a short explanation and attached a proposed budget for the program. The budget attachment(s) should outline all the program expenses and revenue captured by tuition returned to the department.

**Facilities (Resource Implications).** Departments must articulate the program needs for a new or improved facility and the costs associated in years 1 and 5. Default is no additional technology is required.

**Technology (Resource Implications):** Departments must articulate the program needs for additional technology and the costs associated in years 1 and 5. Default is no additional technology is required.

**Non-Technical Resources (Resource Implications):** Departments must articulate the program needs for additional supplies, services or equipment and the costs associated in years 1 and 5. Default is no additional technology is required.

**Faculty Resources.** Departments must articulate how the new program will impact faculty teaching loads and class sizes. If department is planning to hire new faculty to support program, please articulate hiring plans and how costs will be covered. In addition, departments need to address student advising and career advisement/placement.

**Library Resources.** If there is no impact on Library Resources, please enter the following statement: -

*There is no impact on library resources.*

If library resources are required, please outline them carefully here.

Every proposal is automatically routed to the Library, their staff will validate this statement. If there are any

concerns, someone from the Library staff will contact the sponsoring department.

**Instructional Resources.** These questions ask for reflection on course offerings depending on the new program or revision. Carefully consider each question to ensure the answer should be “No” (default). If the answer is “Yes,” a brief explanation will be required.

**Instructional Resources (Courses outside the sponsor department):** A list of courses/subjects outside of the sponsor department is required here and attach a letter from each college/department associated. On deactivation of a program verify that other departments have been notified of the program deactivation/phase down.

**Financial Resources:** Departments must give a brief overview of how the program will be financially supported and whether the unit will financial support outside of the college. If it is a **Campus Graduate Certificate** proposal then include the proposed tuition rate either as part of the response to the question “How does the unit intend to financially support this proposal?” or use the green “Attach File” to upload a document with this information.

**Tuition Rate or Differential:** If program is requesting a differential or a tuition rate not already approved for use in the sponsoring college, list the College Budget Office contact information. Have this person contact [provostbudget@illinois.edu](mailto:provostbudget@illinois.edu) for further instructions.

**Self-supporting status:** If program is self-supporting status or requesting self-supporting status, there is a form that must be uploaded and attached to the proposal. Contact the Graduate College and/or your College Office for the form and assistance with how to respond to the questions on the form.

**Market Demand Section** (required for new Major or Degree): These questions provide information as to the demand from prospective students and prospective employers/graduate programs for the proposed program.

**Program Regulation and Assessment (all programs new and revised):** Describe the program’s learning objectives/outcomes here. If the program is designed to prepare students for a professional licensure or certification that is required to practice within the field, then provide an explanation on how the curriculum meets the certification/licensure requirements.

**Side by Side Comparison:** Attach a Word or Excel document with previous POS requirements on the left and corresponding new requirements on the right.

**Catalog Page Text.** Enter the text to appear on the catalog page and does not require campus approval for editing. This is used to build (or revise) the new program catalog page. This is explanatory information create and edited by the department for students and could include links to departmental pages.

**Statement for Program of Study Catalog:** Reserved for the Program of Study table that will appear in the catalog. In some cases the College Office will build this table based on the attached Program of Study document.

**DMI Documentation:** DMI will attach Codebook and Banner documentation for the final approval.

**Administrative codes:** Program Codes and dates will be entered by the Provost Office and Division of Management Information (DMI)

**Banner/Codebook Name**

**Program Code**

**Major Code**

**Minor Code**

**Conc Code**

**Degree Code**

**EPC Control Number**

**Senate Approval Date**

**Senate Conference Date**

**BOT Approval Date**

**IBHE Approval Date**

**Effective Date**

## Commonly used CIM vocabulary

The CIM-P form allows storage of documents in a database form, but commonly used campus terminology have more specific meanings in the CIM to allow the specificity needed to parse values into a database. Hopefully these definitions will help understanding of this specificity:

**Program/POS:** Every record in the CIM is referred to as a program and each one has a program of study table (POS) that is posted in the Academic Catalog.

**Degree:** signifies the level of study – BA, BS etc. (undergraduate); MA (master's); PhD (doctoral). The Campus Graduate Certificate (CERT) is a designated degree in the CIM.

**Major:** The course of study, Computer Science or Social Work, when proposing a major you will specify the corresponding degree (level), i.e., English, BALAS, Digital Marketing, CERT.

**Concentration:** specific area of emphasis within a major(s) course of study, i.e., English: Topics in English, BALAS. Concentrations have at least one corresponding program, and some correspond to multiple programs.

**Multi-element proposal/revision:** Each program requires its own record in the CIM, therefore a proposal for a new major with 3 concentrations would require 4 program proposals: 1 for the major, and 1 for each of the 3 concentrations.

**Corresponding Programs:** One or more majors that correlate with a concentration OR the programs to be joined in a joint program.

**On campus/Online Delivery:** The delivery method from the program's audience perspective. Regardless of modality the program, degree conferred is the same across the 2 delivery methods.

**Blended Delivery:** A single program in which students take part of the curriculum on campus and another part online.

**Interdisciplinary Program:** This program administered/managed by more than one department/college. It is not referring to curricular content being in more than department.

**Joint Program:** A joining of 2 **existing** programs, i.e., MPH + PhD or a 4+1 program. There will be a specific POS for a joint program, usually a merging of the 2 POS for the joining programs. To create a joint program from non-existing programs the individual programs need to be created first.

**Minor:** A set of courses to provide some degree of content mastery in an area of academic specialization that will complement the student's academic major. There is no different specificity for the CIM.

**Phase Down/Elimination/Suspension of Delivery:** Choose Phase Down/Elimination if the program is ending. Phase Down is used if there are students enrolled in the program. The program will no longer accept applications, but it is still available for graduation/transcriptions. The program is terminated when there are no students enrolled. A suspension of delivery can be requested when phase down or termination is not expected but the program will not accept applications for a period. Use the CIM form to have the catalog page updated with a banner "Program no longer accepting applications TERM YEAR." Indicate the updates in the Desired Effective Admissions section.