Step-by-step Guide to Submitting a course change request in CIM

# FOR ALL COURSES

1. Log into CIM with WVU user name and password at <https://futurecatalog.wvu.edu/courseadmin>
2. Enter the relevant course (by department code and number) in the search bar and hit the green ‘Search’ button
3. Hit the green ‘Edit Course’ button
4. Under ‘Change Type’ select ‘Adding/changing GEF on existing courses’
5. Under ‘Effective Term’ select: the next full academic term (spring or fall)
6. Scroll down a bit until you find the General Education Foundations section. Select the GEF Area that your course has been aligned with.
	1. If your course is an existing GEF course and you are unsure about which area your course has been assigned, follow this link: [**http://facultysenate.wvu.edu/files/d/db159e36-675a-418d-8340-d610ef260836/gef-course-listing-map.xlsx**](http://facultysenate.wvu.edu/files/d/db159e36-675a-418d-8340-d610ef260836/gef-course-listing-map.xlsx)
	2. If your course is seeking entrance into the GEF, you may select the GEF Area that you would like your course to be associated with. Part of the GEFCo committee’s review will be to determine the appropriateness of the area selected as well as the need for new courses in that (or other) areas.
7. Four text boxes will appear once the GEF area is selected. Either use the (?) buttons at the end of each prompt to help answer the questions or use the GEF Answer Template here: <http://facultysenate.wvu.edu/files/d/333e3329-a031-4dd0-ac4f-f81ed30441c1/gef-cim-prompt-templates.docx>
8. Select one and only one GEF Learning Goal – these are slightly rewritten versions of the LEAP Essential Learning Outcomes: <http://facultysenate.wvu.edu/files/d/5f4f10de-8811-49c6-8d18-50cc45cb5ad5/final-gef-learning-outcomes-9-16.pdf> If you selected either Learning Goal 2 or Learning Goal 3, you will then be prompted to select one and only one sub-competency. The sub-competency will govern what you actually assess within your course.
	1. **NOTE:** There are parts of the four prompts in step 7 that reference what LEAP Outcome and Value rubric will be used in the course. The answers in those text boxes MUST match what is selected in step 8.
9. In the ‘Curriculum Based Rationale’ text box, give a short explanation of what your course contributes to the larger GEF and programmatic curriculum. You may want reference how it provides unique support to GEF and programmatic learning outcomes.
	1. **NOTE:** This is NOT the catalog description for your course.
10. In the ‘Justification for Change to Course’ text box type either
	1. If your course is an existing GEF course: “Transitioning course from GEC to GEF”
	2. If your course is seeking entrance into the GEF: “New course seeking entrance into the GEF”
11. In the ‘Expected Learning Outcomes’ text box copy and paste the course learning outcomes/objectives from your course syllabus.
12. Hit the green ‘Attach Syllabus’ button and upload your most current course syllabus. That syllabus should contain any information previously referenced above.
13. Review all the previous fields and then green ‘Submit to Workflow’ button