

CIM Instructions for Adding Online Delivery to Programs (if seeking UNC System approval)

Note: Make sure you have your Substantive Change Checklist Response, Request to Deliver form, and Academic Program Planning Financial Worksheet ready to upload in CIM

1. Log in to [CIM Programs](#) using your UNCG credentials
2. Search for your program
 - a) Recommend using * as a wild card
 - i. Example: *Sociology*
3. Click the green Edit Program button

history **2** Search ☐ History - OR - Propose New Program Quick Searches... ▼

CIM Key	Program Name	Workflow	Status
105	History, M.A.		
120	History Undergraduate Minor		
154	Art History Undergraduate Minor for Artists and Art Museum Studies		
155	Art History Undergraduate Minor		
29	History, B.A.		
30	History, Secondary Education, B.A.		
337	History, Ph.D.		

Inactivate

Export to PDF 

Export to Word 

3 Edit Program

[Preview Workflow](#)

Viewing: **105 : History, M.A.**

4. In the Types of Revision field, select Change/Add/Discontinue Campus Instructional Site

Editing: **105: History, M.A.**

Type of Revision ⓘ

☐ Change Admission Requirements	☐ Change CIP Code
☐ Change Credit Hour Requirements	☐ Change GPA Requirements
☐ Change Program Requirements	☐ Change Progression
☐ Change Student Learning Outcomes	☐ Change Title of Concentration, Minor or Certificate
☐ Change the Title of the Major	☐ Change/Add/Discontinue Campus Instructional Site
☐ Discontinuing a Program	

Department:

Effective Catalog Year:

Rationale

Describe the proposed program proposal, including the overall rationale for its development. Include a complete and concise explanation of how this program supports the specific mission of the unit and institution. Why is this program proposal a necessary addition for the institution? Please limit your response to 1,000 words.

5. Select the Effective Catalog Year (one year out from current year)
6. Enter your rationale for adding online delivery
 - a) Feel free to copy/paste from another document, such as the Request to Deliver form
7. In the Campuses of Delivery field, check the box for 100% Online or >50% but <100% Online
 - a) Select 100% Online if the program can be completed fully online
 - b) Select >50% but <100% Online if the program can be completed at least 50% online but requires some on-campus courses

Campus(es) of Delivery

☒ 100% Online

☐ >50% but <100% Online

☐ Off-Campus

☒ On Campus

Resources: Department has committed appropriate funding and faculty resources to this program. ☐ Yes ☐ No

Delivered:

8. In the Delivered field, select whether the courses will be delivered synchronously, asynchronously, or both

9. Click the green Attach File button to upload the Request to Deliver form, Academic Program Planning Financial Worksheet, and Substantive Change Checklist Response
10. Click Save Changes if you are still working on the proposal
11. Click Start Workflow if you are ready to submit

Upload Document

Attach File

9

Uploaded Files:

Files To Be Uploaded:

10

11

Cancel

Save Changes

Admin Save

Start Workflow