

Departmental and College Standard Workflow for a Course – Quick Guide

Workflow Steps

The below are the standard steps in the course workflow for both Undergraduate and Graduate courses.

Standard Workflow:

1. Dept Director of Curriculum (optional*)
2. Dept CCC (optional)
3. Dept Head (required**)
4. College CC Coordinator (optional)
5. College CC Meeting (optional)
6. College CC Chair (required)
7. College Final Review (optional)
8. College Dean (required)
9. Submitted to University Level (UG or GR) Workflow

Additional workflows have been created for a course that includes one or more of the following attributes: dual level, cross-listed, or a general education course. These additional workflows are automatically triggered dependent upon course form field selection. Contact courseleaf-help@ncsu.edu for questions or if additional customization of workflow is desired (i.e. adding an additional workflow step or an FYI for notification).

Roles assigned to a Workflow Step:

- To be an active step in the workflow, there must be someone assigned to fill the role of approver.
- Having more than one person assigned to a role is suggested in the event the primary approver is absent.
- *Optional workflow steps: Not all departments use each step in the workflow. If no role assigned, that workflow step is skipped.
 - Optional steps in the standard workflow include:
 - Dept Director of Curriculum
 - Dept CCC
 - College CC Coordinator
 - College CC Meeting
 - College Final Review
 - For instance some departments do not have a “Departmental Undergraduate Director of Curriculum”. Workflow will skip/not include this step since no one is assigned this role.
 - Workflow steps associated with a specific course can be previewed by clicking on the “**Preview Workflow**” button after saving and/or submitting the course proposal.
- **Required workflow steps that cannot be skipped include;
 - Dept Head
 - College CC Chair
 - College Dean
 - These are required workflow steps and **workflow will stop** if no role/approver is assigned.
- To update a role (add or remove), send an email with the person’s unity ID and workflow step/role assignment to courseleaf-help@ncsu.edu requesting the update and reason.

Email Notification

A **notification email** is sent to each person in the role alerting them that a CIM Course Action is awaiting their review/approval. If prefer to designate a specific person in the role to receive the email instead of all members in that role, please send an email to courseleaf-help@ncsu.edu to indicate who should receive the notification email. If designate a specific person to receive the notification email, the other members of the role can review/approve the course in CIM but will not receive an email.