

## Program Management Quick Card

Program Management is the system used to propose, revise, and terminate academic programs, including undergraduate degrees and minors, and graduate degrees.

### To propose a new program

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- Log in to Program Management using your MIT certificate at <https://catalog-dev.mit.edu/programadmin/>.
- Click the green **Propose New Program** button to open the proposal form.
  - Complete the form by filling in required information. The form is dynamic so that the questions will be specific to the type of program you are proposing.
  - Approximately half way down the form, you will find space to add a **Degree Chart** (required for undergraduate degrees, optional for graduate degrees) and the **Program narrative to be published in the catalog** (required for minors and graduate degrees, optional for undergraduate degrees). Each of these fields has its own text editor so you can edit directly in the proposal form. Note: Degree charts, footnotes, and subject lists have their own special editing widgets that are accessed by clicking the **Insert/Edit Formatted Table** button in the field's toolbar.
- When you have finished working, scroll to the bottom of the form and:
  - Click the **Save Changes** button to save a draft of the proposal that you can access and continue to edit later;
  - Click the green **Save and Start Workflow** button to submit your proposal to the Registrar's Office, the first step in the faculty governance review process; or
  - Click the red **Cancel** button to delete your proposal.

**Note:** If you are not seeing any programs listed on the Program Management page, restart your browser.

### To edit or remove an existing program

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- Log in to Program Management using your MIT certificate at <https://catalog-dev.mit.edu/programadmin/>.
- Upon clicking a program, the following information will appear beneath the programs list (you may need to scroll down to see it): the "ecosystem," which lists and links to pages in the catalog that reference the program; a view of the most recent proposal (in process or approved); and an approval history.
- Click the green Edit Program button to open the form for editing or click the Discontinue Program button to retire a program.
- **For minor revisions**, complete the required fields as follows:
  - For Sponsor(s)/Author(s) field, enter your contact information.
  - For Effective Catalog, select the appropriate academic year from the dropdown menu.
  - For Explain the educational rationale for the proposed revisions to this program, enter a brief rationale.
  - Enter "Minor edit" in the rest of the required fields (outlined in red).

- **For major revisions**, complete all required fields. The Sponsor(s)/Author(s) field should include information for any faculty and administrators who should be contacted regarding the proposal. You can add multiple people by clicking the little green button with a white plus sign on it.
- Approximately half way down the form, you will find the Degree Chart (required for undergraduate degrees, optional for graduate degrees) and the Program narrative to be published in the catalog (required for minors and graduate degrees, optional for undergraduate degrees). Each of these fields has its own text editor so you can edit directly in the proposal form. Note: If you have additional content beneath your degree chart (e.g., footnotes or supplementary subject lists), you must scroll down inside the text editor to find them. Degree charts, footnotes, and subject lists have their own special editing widgets; double-click on the item you want to update to open the widget for editing or click the **Insert/Edit Formatted Table** button in the field's toolbar to insert a new footnote section or subject list.
- When you have finished working, scroll to the bottom of the form and:
  - Click the Save Changes button to save a draft of the proposal that you can access and continue to edit later;
  - Click the green Save and Start Workflow button to submit your proposal to the Registrar's Office, the first step in the faculty governance review process; or
  - Click the red Cancel button to delete your proposal.