

# CourseLeaf CIM Tip Sheet

## Submitting a New Degree or Certificate Proposal

**Prefer video? Scroll to the bottom of this tip sheet for a link!**

This tip sheet is for faculty users who are kicking off the process to create a new degree/certificate by submitting a New Degree or Certificate Proposal. For full information about the process to create a new degree/certificate, visit [the CCC's Degree or Certificate Process & Resources webpage](#).



[Filling out the New Degree or Certificate Proposal form](#)

[Important tip about the Faculty Author\(s\) field](#)

