

Renumbering Capstone and Synthesis Courses for Mason Apex

1

In CIM, create a new course at the 400-level. In the CIM Justification section, note that the course is a proposal to renumber an existing Mason Core Capstone or Synthesis course to meet Mason Apex requirements.

2

Submit the new course to normal workflow so that it is routed for approval at Undergraduate Council. The approval process for this varies by college and school. Please plan for the time this will require.

3

Complete the [Mason Apex Proposal Worksheet](#) to address the required learning outcomes. In the Rationale section of the worksheet, note that the course is a proposal to renumber an existing Capstone or Synthesis course using the revised outcomes, highlighting how the course has been revised to meet those outcomes.

4

Once the course has been approved at Undergraduate Council, submit to Mason Core using the Specialized Designation option in CIM. Select the box for Mason Apex on the new course along with any previously approved Mason Core attributes, such as Capstone, Synthesis, and/or Writing Intensive. Include all required proposal documents listed on the Mason Apex worksheet.

5

When the course has been approved as a Mason Apex course by the Mason Core Committee, deactivate the 300-level course in CIM. The CIM deactivation justification should reflect that the course was renumbered to comply with Mason Apex requirements.

6

Adjust the degree program in CIM to reflect the addition of the new course and the deletion of the existing course. This update is not made automatically in CIM.

Please Note:

Mason Apex courses will also carry the Capstone or Synthesis designation as appropriate so that students in catalog years prior to 2024-2025 will be able to take the Apex course to meet this graduation requirement.

If you do not have access to CIM, your [catalog editor](#) or undergraduate program director can assist you.