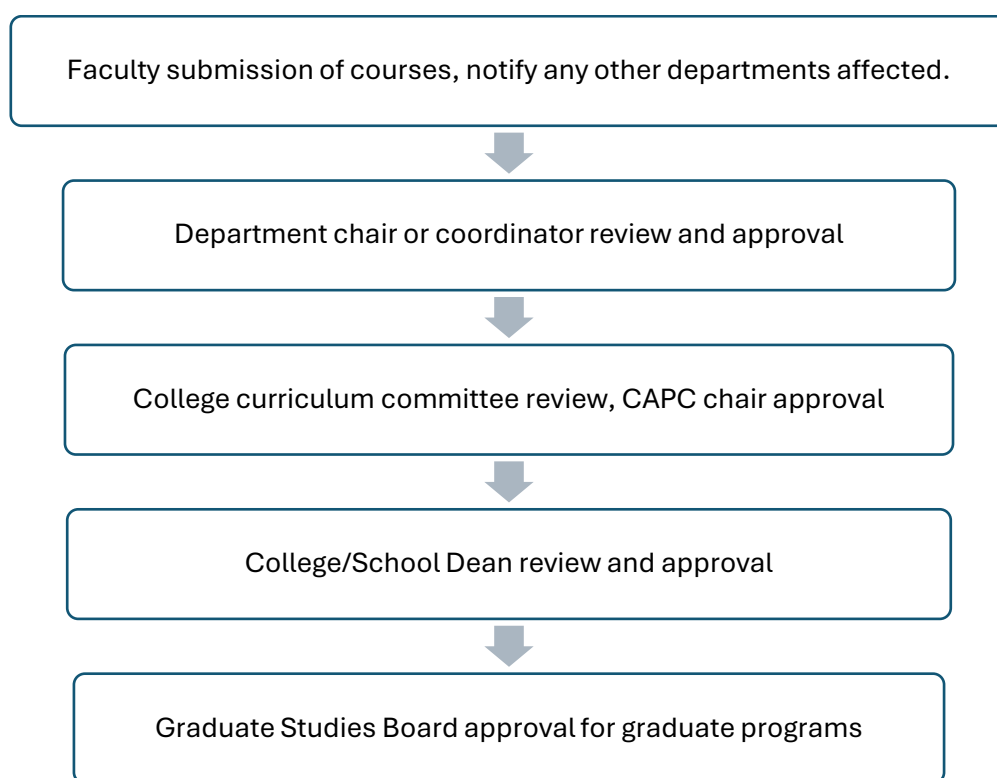# Curriculum & Academic Programs Board
Course Proposal Instructions & Due Dates
-for Changes effective next academic catalog

All COURSE changes must be entered into CourseLeaf Curriculum Management (*course* additions, changes or inactivation):
https://nextcatalog.csupueblo.edu/courseadmin/

Allow sufficient time for all review steps by affected departments, committees, and individuals.

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│  Faculty submission of courses, notify any other departments     │
│  affected.                                                       │
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│  Department chair or coordinator review and approval             │
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│  College curriculum committee review, CAPC chair approval        │
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│  College/School Dean review and approval                         │
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│  Graduate Studies Board approval for graduate programs           │
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Changes **submitted to CAPB review by due date of 2ⁿᵈ Friday in Oct** each year will be considered for inclusion in the next academic year's catalog. Incomplete submissions will not move to CAPB agenda and may not have met the CAPB submission deadline. Those will be moved to the next annual CAPB submission cycle. Please address any questions to your CAPB college representative.

For all **NEW Programs** (degrees or certificate) please see alternate pages of instructions with earlier due dates. For **changes** to existing programs, or new concentration and new minors, see alternate page of instructions.

CAPB curriculum review process	Due Dates (for next catalog)
CourseLeaf approved entries ready for CAPB	**2nd Friday in Oct**
Graduate Studies Board review and approval	As received prior to **2nd Friday in Oct**
CAPB review and Chair approval – meetings on Wednesdays	Jan-Apr & Sept to **mid-Nov**
CAPB Senate rep submits curriculum report to Senate Exec	As received through **mid-Nov**
Faculty Senate report acceptance	Regular Senate meetings (Jan-Apr & Sept-**Dec**)
Banner upload of courses for subsequent fall schedule building	**Dec-early Jan**
Catalog finalize date for subsequent fall semester	Mar 31

Hints to provide clear submissions for ease of CAPB course review
- Fill out all sections completely.
- New or updated courses must submit a syllabus which includes the following items, at a minimum
    - Course description
    - Course objectives
    - Content
    - Text/Resources
    - Components of the grade
- Ensure lecture and lab contact hours are correct.