

Curriculum & Academic Programs Board (CAPB) Program changes (concentration, minors, etc.) Proposal Instructions & Due Dates

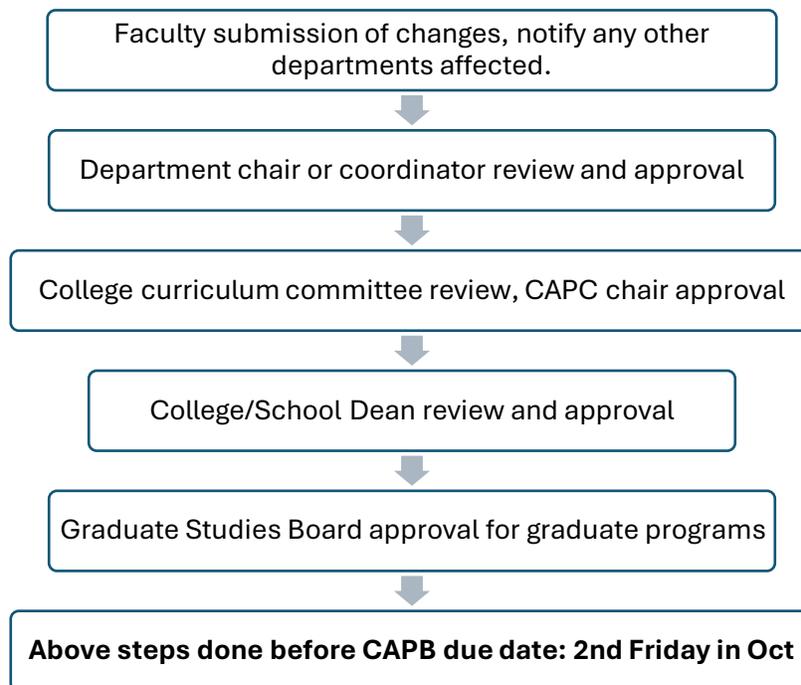
All CURRICULUM changes must be entered into CourseLeaf Curriculum Management
(Existing program* changes, new concentrations, or new minors)

<https://nextcatalog.csupueblo.edu/programadmin/> See details on required items below.

Please address any questions to your CAPB college representative.

Review & Approval steps prior to CAPB.

Allow sufficient time for review by affected departments, committees, and individuals for all steps to be completed **no later than 2nd Friday of October or it will not be reviewed for the upcoming catalog**. The approval workflow can be tracked within CourseLeaf.



Changes submitted to CAPB by 2nd Friday in Oct 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. These will be moved to the next annual CAPB submission cycle.

CAPB curriculum review process

CAPB curriculum review steps	Final Due Dates (for next fall catalog)
CourseLeaf approved entries ready for CAPB	2nd Friday in Oct
Provost receives notice of new minors & new concentration submissions	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 submission of curriculum report to Senate Exec	As received through mid-Nov
Faculty Senate report acceptance	Regular Senate meetings (Jan-Apr and Sept- Dec)
Banner upload of courses for subsequent fall schedule building	Dec - early Jan
Catalog finalizing date for subsequent fall semester	Mar 31

Bold are final deadlines

*Program changes involving **25%** or more of the course content will also require **HLC Notification**, and **over 50%** change may require **HLC approval**.

Note: for **NEW** degree or certificate programs

See alternate instructions and earlier due dates.

Program CAPB Proposals: Required Items

Proposal Justification (ALL Proposals) – write in terms that are clear and persuasive to others outside the department and college.

Programs

1. All undergraduate programs should equal 120 credit hours.
 - a. Some programs may exceed 120 credit hours, such as 3+2 or otherwise approved programs.
2. All tables should use the sum function.
 - a. [How To Use the Sum Function PDF](#)
 - b. [How to Use the Sum Function Video](#)
3. Graduate Programs are a minimum of 30cr.

Admission

4. Admission should be *specific to the program*. Do not include general university requirements as they are located elsewhere in the catalog
 - a. See [Graduate School Admission Policies](#)
 - b. See [Admission Requirements](#)

Student Learning Outcomes and Outcome Assessment Activities

5. Student Learning Outcomes and Outcome Assessment Activities must follow the automated formatting.
 - a. [How To - Student Learning Outcomes and Outcome Assessment Activities PDF](#)
 - b. [How To - Student Learning Outcomes and Outcome Assessment Activities Video](#)

Curriculum

6. The Curriculum section should be in the following order:
 - a. Program Overview
 - b. General Education Table
 - c. Core Requirements Table (if applicable)
 - d. Major Requirements (if applicable)
 - e. Concentration Requirements (if applicable)
 - f. Minor Requirements (if applicable)
 - g. Open Electives (if applicable)
 - h. Electives (if applicable)

7. Program Overview Table

- a. Must detail a breakdown of the program including General Education, Core Requirements (if applicable), Major Requirements (if applicable), Concentration Requirements (if applicable), Minor Requirements (if applicable), and Open Electives (if applicable).
- b. Program Overview total should match the totals in the tables below the Program Overview box in Curriculum.

Graduation

8. Graduation Requirements should be *specific to the program*. Do not include general university requirements as they are located elsewhere in the catalog.
 - a. See [Undergraduate Degree Requirements](#)
 - b. See [Graduate School Program Requirements](#)

Planning Sheet

8. Planning Sheets are required, and the total must match the total in the Program Overview table in curriculum.