

Curriculum and Academic Programs Board

Course and Program Proposal Instructions & Due dates – for Curriculum Changes effective Fall 2022

Log into CourseLeaf CIM to enter and process **course** additions, changes, or inactivations, and **program** changes.

For course changes: <https://nextcatalog.csupueblo.edu/courseadmin/>

For program changes: <https://nextcatalog.csupueblo.edu/programadmin/>

Course and program proposals must be approved in CourseLeaf prior to CAPB by the individuals listed below.

1. Faculty submit course/program changes
2. Department chair approval
3. College curriculum committee review, Committee chair approval
4. College/School Dean review and approval

Curriculum course and program changes are due to CAPB on or before the last Friday in September to allow time for review to ensure inclusion in the next academic year's catalog. Submissions may be entered at any time, but final review occurs in Oct-Nov. Please allow sufficient time for all proposal reviews by affected departments, committees, and individuals prior to submission. Address questions to your CAPB college representative.

For NEW degree programs please see alternate page of instructions and due dates.

Incomplete submissions will not move to CAPB agenda and may not have met the CAPB submission deadline.

CAPB curriculum review process	Due Dates	Specific to AY 2021-2022 (tentative)
CourseLeaf approved entries due for CAPB CourseLeaf entry available starting May prior.	On/before Last Friday in Sept	Sept 25th 2021
Provost receives notice of new minors, emphases, and certificates, or major title change	Last Friday in Sept	Sept 25 th 2021
CAPB review and decision—meetings each Wed	October & November	Oct 7 th – Nov 11 th 2021
Graduate Studies board review, Graduate Studies Director approval	October & November	Oct 7 th – Nov 11 th 2021
CAPB chair approval	October & November	Oct 14 th – Nov 11 th 2021
CAPB chair submission of report to Senate Exec	October & November	Nov 16 th 2021
Faculty Senate review and approval	3 rd Monday in November or 1 st Monday in December	Nov 16th or Dec 7th 2021
Provost approval for new programs	1 st week in December	Dec 7 th 2021
AIS/Banner upload for subsequent fall schedule	December	Dec 2021
Catalog final date for subsequent fall semester	March 1 (fall registration)	March 1 2022