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. Please allow sufficient time for these proposal reviews by affected departments, committees, and individuals.

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 Sept to allow time for review, ensuring inclusion in the next academic year's catalog. Submissions may be entered at any time starting August 1st , but final review occurs in Oct-Nov. Address questions to your CAPB college representative.

For NEW degree or certificate programs please see alternate page of instructions and earlier due dates. Incomplete submissions will <u>not</u> move to CAPB agenda and may not have met the CAPB submission deadline.

CAPB curriculum review process	*Due Dates*	*Specific to AY 2021-2022*
CourseLeaf approved entries due for CAPB	On/before Last Friday in Sept	**Sept 24th 2021**
Provost receives notice of **new** minors, **new** emphases, or existing major title change	Last Friday in Sept	Sept 24th 2021
CAPB review and decision—meetings each Wed	October & November	Oct 6th – Nov 10th 2021
Graduate Studies Board review and Graduate Studies Director approval	October & November	Oct 6th – Nov 10th 2021
CAPB chair approval	October & November	Oct 14th – Nov 11th 2021
CAPB chair submission of report to Senate Exec	October & November	Nov 15th 2021
Faculty Senate review and approval	3rd Monday in November or 1st Monday in December	**Nov 15th or Dec 6th 2021**
Provost approval for new programs	1st week in December	Dec 6th 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