

Curriculum and Academic Programs Board

Course and Program Proposal Instructions & Due dates – for Curriculum Changes effective Fall 2020

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.

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| 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 2019-2020 |
|---|----------------------------------|---|
| CourseLeaf approved entries due for CAPB | On/before Last Friday in Sept | Sept 27th 2019 |
| Provost receives notice of new minors, emphases, and certificates, or major title change | Last Friday in Sept | |
| CAPB review and decision—meetings each Wednesday | October & November | Oct 2 nd – Nov 11 th 2019 |
| Graduate Studies board review, Graduate Studies Director approval | October & November | Oct 2 nd – Nov 11 th 2019 |
| CAPB chair approval | October & November | Oct 9 th – Nov 11 th 2019 |
| CAPB chair submission of report to Senate Exec | October & November | Nov 18 th 2019 |
| Faculty Senate review and approval | 1st Monday in December | Dec 2nd 2019 |
| Provost approval for new programs | 1 st week in December | Dec 4 th 2019 |
| AIS/Banner upload for subsequent fall schedule | December | Dec 2019 |
| Catalog final date for subsequent fall semester | March 1 (fall registration) | March 1, 2020 |