

Curriculum and Academic Programs Board Course and Program Proposal Instructions & Due Dates –for Curriculum Changes effective Fall 2023

All curriculum changes must be entered into CourseLeaf Curriculum Management

(*course* additions, changes or hiatus, and *program* changes, new concentrations, or new minors).

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

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

Approvals Required in CourseLeaf PRIOR to CAPB Review: must be completed by the individuals listed below. Allow sufficient time for reviews by affected departments, committees, and individuals.

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

Changes may be submitted starting at any time and will be reviewed as received in alignment with the CAPB meeting schedule. Changes submitted to CAPB review by Oct 15th 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. Submissions that are incomplete or received past deadline will be moved to the next annual CAPB submission cycle. Please address any questions to your CAPB college representative.

Graduate course and program submissions will be reviewed by Graduate Studies Board alongside CAPB.

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

CAPB curriculum review process	<i>Due Dates (fall 2023 catalog)</i>
CourseLeaf approved entries ready for CAPB	Oct 15th, 2022
Provost receives notice of new minors, new concentrations, or existing major title change	Oct 15 th , 2022
CAPB review and decision as received —meetings most Wednesdays	Jan-Apr and Sept-Nov 2022
Graduate Studies Board review and Graduate Studies Director approval	As received through Nov 2022
CAPB chair approval	As received through Nov 2022
CAPB Senate rep submission of curriculum report to Senate Exec	As received through Nov 2022
Faculty Senate report acceptance	Regular Senate meetings (Jan-Apr and Sept-Nov)
AIS/Banner upload of courses for subsequent fall schedule	December 2022
Catalog finalize date for subsequent fall semester	March 1, 2023 (fall registration)

*Program changes involving 25% or more of the course content also require HLC Notification.