Curriculum and Academic Programs Board
Course and Program Proposal Instructions & Due Dates
–for Curriculum Changes effective Fall 2024

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
5. Graduate Studies Board and Graduate School Dean for graduate programs

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	Due Dates (fall 2024 catalog)
CourseLeaf approved entries ready for CAPB	**Oct 15th, 2023**
Provost receives notice of **new** minors, **new** concentrations, or existing major title change	Oct 15th, 2023
CAPB review and decision as received —meetings most Wednesdays	Jan-Apr and Sept-Nov 2023
Graduate Studies Board review and Graduate Studies Director approval	As received through Nov 2023
CAPB chair approval	As received through Nov 2023
CAPB Senate rep submission of curriculum report to Senate Exec	As received through Nov 2023
Faculty Senate report acceptance	Regular Senate meetings (Jan-Apr and Sept-Dec)
AIS/Banner upload of courses for subsequent fall schedule	December 2023
Catalog finalize date for subsequent fall semester	March 1, 2024 (fall registration)

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

CAP Board Curriculum changes info –document edited April 28, 2022, Feb 1, 2023