

Curriculum and Academic Programs Board Course and Program Proposal Instructions & Due Dates –for Curriculum Changes effective Fall 2025

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 or coordinator 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 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 the 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 prior to 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 2025 catalog)</i>
CourseLeaf approved entries approved and ready for CAPB	Oct 15th, 2024
Provost receives notice of new minors, new concentrations	Oct 15 th , 2024
Graduate Studies Board review and Executive Director approval	As received through Oct 14 th , 2024
CAPB review and decision as received—meetings on Wednesdays	Jan-Apr and Sept to mid-Nov 2024
CAPB chair approval	As received through mid-Nov 2024
CAPB Senate rep submission of curriculum report to Senate Exec (Dec)	As received through mid-Nov 2024
Faculty Senate report acceptance	Regular Senate meetings (Jan-Apr and Sept-Dec)
Banner upload of courses for subsequent fall scheduling	Dec 2024-early Jan 2025
Catalog finalize date for subsequent fall semester	March 31, 2025 (fall registration)

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