

Curriculum & Academic Programs Board
NEW DEGREE or CERTIFICATE Program Proposal
Instructions & Due dates – for programs effective Fall 2025

New programs include both new degrees and new certificate programs. Program whitepaper proposals are first vetted by Dean’s council and the Provost, including consultation with the CSU System.

Submissions must be in Courseleaf queue ready for CAPB review no later than Sept 15th (regardless of day of the week) to ensure sufficient time for approval through Senate, BOG, CDHE and HLC for inclusion in the next academic year’s catalog. **Bold** dates are firm.

Incomplete submissions or lack of program approvals by the due date will not move to the CAPB agenda. These will be moved to the following year’s CAPB cycle. Please allow sufficient time for review and approval in CourseLeaf by affected department(s), College CAP Committee(s) and Dean(s). Address questions to your college CAPB representative, in order for proposals to be received by CAPB by due date.

Note: Retitling of a current degree or certificate program requires submission of changes (#5) and steps 6-17 with these same due dates, as BOG and CDHE review and approvals are needed.

New concentrations within an existing degree program or a new minor do NOT follow this same process. Please See CAPB course and program changes document for those.

Timeline and approval steps – New Degree or Certificate Program

Start NOW!

| <i>Idea Generation & Whitepaper Approval</i> | <i>Due dates</i> |
|--|---|
| 1. Faculty create idea and draft whitepaper informed by Hanover or other market analysis | |
| 2. Initial whitepaper shared by college dean at Dean’s Council (also Graduate School) | <i>Suggested by March 1, 2024</i> |
| 3. Provost discusses with CSU System Provost | Suggested March 2024 |
| 4. Provost approves program plan to continue | Suggested March 2024 |
| <i>Comprehensive Proposal* Build & Submission</i> | |
| 5. Faculty build and submit full program proposal details in CourseLeaf , all associated new courses or course changes. | Suggested March 26, 2024 |
| <i>Department & College Approval Steps in CourseLeaf prior to CAPB</i> | |
| 6. Department Chair | Suggested April 2, 2024 |
| 7. College/School curriculum committee (CAPC) | Suggested April 22, 2024 |
| 8. Graduate Studies Board and Graduate School (for graduate programs & courses) | Suggested August 2024 |
| 9. College/School Dean approval of new program for CAPB review | No Later Than Sept 15, 2024 Earlier is better! |

| CAPB & Senate approval/recommendation | |
|---|--------------------------------|
| 10. CAPB discussion and approval —one or two sequential Wednesdays | Sept 18-early Oct 2024 |
| 11. CAPB Faculty Senate representative prepares/submits initial motion to Senate Exec meeting (1-2 weeks prior to Senate meeting) | Sept/Oct 2024 |
| 12. Faculty Senate review and approval at regular meetings or by email (1 st and 2 nd readings) | Sept & Oct 2024 |
| 13. Provost approval – and Office submits motion to Board of Governors (BOG) three weeks prior to meeting | Nov 8, 2024 |
| External approvals and internal processing | |
| 14. CSU System BOG approval | Dec 5-6, 2024 |
| 15. CDHE approval | Dec 2024 |
| 16. Registrar: Banner course upload for subsequent fall semester registration | Dec 2024-early Jan 2025 |
| 17. HLC submission** and approval (timeline varies) | Dec 2024-May 2025 |
| 18. Catalog copy final edits date | April 31, 2025 |
| 19. Catalog release date | July 1, 2025 |

***Comprehensive Proposal for New Degree or Certificate Program**

- CourseLeaf items to be submitted for approvals:
 - Details of **new degree** program in CourseLeaf including Rationale and Student Learning Outcomes: <https://nextcatalog.csupueblo.edu/programadmin/>
 - Associated New courses or changes to existing courses for the new program entered in CourseLeaf: <https://nextcatalog.csupueblo.edu/courseadmin/>
 - Include information on plans for specific program accreditation if applicable
- Additional required files for proposal outside Courseleaf (please upload to I: drive CAPB folder)

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 - Any Proposed Catalog copy beyond that specifically required in CourseLeaf
 - Assessment Plan for degree program student learning outcomes, or Assessment Plan for certificate program student learning outcomes, unless courses are all a subset of an existing assessed program.
 - Hanover study or other supporting evidence of market demand
 - Board of Governors submission form which includes explanation of how the curriculum will attract and retain students, employment opportunities for graduates, demonstration of demand, timeline of program implementation, predicted enrollments, and proposed budget showing required startup funding and projected revenue versus expenditures for first few years. (see template)
 - CDHE submission form for degrees, less detail on certificate. (see template)

****HLC Approval:** Allow a **minimum** of 6 months for the full HLC review process on new degree, longer if a site visit is involved. Certificates typically take less time. HLC approval must be obtained **prior to** advertising the program, accepting student applications, or including the program in the official university catalog. Programs in this category are advised to begin the CAPB process as early as possible in the **Spring semester before due dates**. New degree programs which include more than 50% new courses may require HLC *substantive change* approval **after** CDHE approval. (i.e., courses are not derived from existing certificate or degree programs.)

Certificate-Specific Criteria

Certificates must require a minimum of **9 credit hours** for consideration.

A minimum requirement of **16 credit hours** is needed to meet the US Dept. of Education certificate criteria for financial aid approval for a certificate-seeking student who is not simultaneously degree-seeking. Federal regulations taking effect in 2025 will require reporting on employment and ROI (return on investment).

The level of a new certificate must be indicated in CourseLeaf:

Less than 1 year (undergraduate)

At least 1 year but less than 2 years (undergraduate)

Post-Baccalaureate

Post-Masters