

## CAPB Curriculum Submission Process Quick Reference

Curriculum may be submitted through CourseLeaf at any time. CAPB will review as received with the catalog year determined by CAPB due dates. Late submissions move to subsequent catalog cycle.

### When to Submit: CAPB Due Dates

CAPB Review cycle	Catalog year effective	Due date for all Changes & New courses	Due date for New Programs
Fall 2023	2024-25	10/15/2023	9/15/2023
Spring 2024	2025-26	3/31/2024	3/31/2024
Fall 2024	2025-26	10/15/2024	9/15/2024
Spring 2025	2026-27	3/31/2025	3/31/2025

### Where to access CourseLeaf:

Courses: <https://nextcatalog.csupueblo.edu/courseadmin/>

Programs: <https://nextcatalog.csupueblo.edu/programadmin/>

Enter curriculum (changes or new) in CourseLeaf for routing all approvals and documentation.

### Who will review & approve prior to CAPB:

Chair, College CAP committee, College Dean, Grad School Dean when applicable  
For interdisciplinary programs this workflow will be adjusted appropriately.

### What to submit plus further approvals:

#### **Changes to existing Courses and/or Programs**

- Includes new courses, course or program changes, hiatus, new concentrations, new minors.
- After CAPB: Faculty Senate accepts CAPB report.

#### **New Degree Program**

- Initial Whitepaper including market analysis submitted to Provost and Dean's Council.
- Upon Provost approval, prepare and enter in CourseLeaf, including [BOG](#) and [CDHE](#) drafts.
- After CAPB: Faculty Senate, Board of Governors, CDHE, and HLC (up to 6 months).

#### **New Certificate Program**

- Initial Whitepaper submitted to Provost and Dean's Council.
- Upon Provost approval, prepare and enter in CourseLeaf. Include [BOG](#) and [CDHE](#) drafts.
- After CAPB: Faculty Senate, Board of Governors, CDHE, and HLC notification.

Full CAPB Curriculum details found on [CAPB Website](#).