CAPB Curriculum Submission Process Quick Reference

Curriculum may be submitted through CourseLeaf at any time. CAPB will review as received with the appropriate catalog year determined by CAPB due dates. Late submissions move to a 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 2025	2026-27	2nd Friday in October 10/10/2025	2nd Friday in September 9/12/2025
Spring 2026	2027-28	3/31/2026	3/31/2026
Fall 2026	2027-28	2nd Friday in October 10/9/2026	2nd Friday in September 9/11/2026
Spring 2027	2028-29	Last day of March 3/31/2027	Last day of March 3/31/2027

Where to access CourseLeaf:
Courses: https://nextcatalog.csupueblo.edu/courseadmin/
Programs: https://nextcatalog.csupueblo.edu/programadmin/

Enter all curriculum (changes or new) in CourseLeaf to route all approvals and documentation.

Who will review & approve prior to CAPB:
Chair, College CAP committee, College Dean, and Grad Studies Board Chair, when applicable
For interdisciplinary programs, this workflow will be adjusted appropriately.

What to submit plus further approval:

Changes to existing Courses and/or Programs

- Includes new courses, course or program changes, hiatus or discontinuance, new concentrations, new minors. Enter submission directly to CourseLeaf.
- 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 CourseLeaf submission, 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 CourseLeaf submission. Include BOG draft.
- After CAPB: Faculty Senate, Board of Governors, CDHE, and HLC notification.

Full CAPB Curriculum details found on CAPB Website