

**Curriculum & Academic Programs Board**  
**NEW Program DEGREE or CERTIFICATE Proposal**  
**Instructions & Due dates**

**Outline:**

New Programs Whitepaper process .....2

Courseleaf Review & Approval steps prior to CAPB: .....2

    CourseLeaf submissions .....3

    Retitling of a current degree or certificate program .....3

    Certificate-Specific Criteria .....3

Approval timeline through CAPB and CSU System .....3

    CAPB and Senate have approved my program, now what? .....4

Approval steps after CSU System Board of Governors .....5

    \*\*HLC Approval .....5

Program CAPB Proposals: Required Items .....5

    Proposal Justification .....5

    Programs.....5

    Admission .....5

    Student Learning Outcomes and Outcome Assessment Activities .....6

    Curriculum.....6

    Graduation .....6

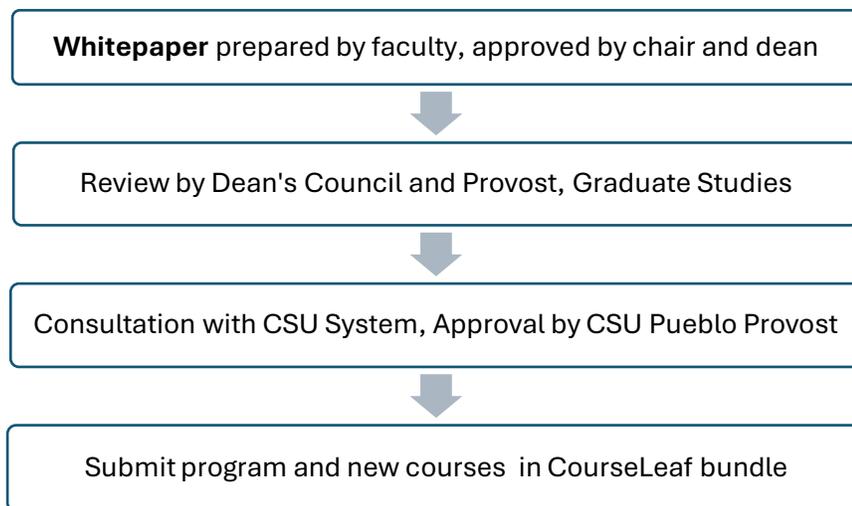
    Planning Sheet.....6

## New Programs Whitepaper process

New programs (degree or certificate) require preliminary submission and approval of a **whitepaper** proposal. It is recommended that these are submitted by **mid-March**. See whitepaper instructions for details. For new concentrations within an existing degree program or a new minor please see separate CAPB curriculum changes document for alternate instructions.

Please address any questions to your CAPB college representative.

Allow sufficient time for all review steps by affected departments, committees, and individuals, or your proposal **will not be reviewed for the upcoming catalog**. The approval workflow once entered can be tracked within CourseLeaf.



## Courseleaf Review & Approval steps prior to CAPB:

Submissions must be present in CourseLeaf early (preferably April) to ensure sufficient time for review and approvals in CourseLeaf by affected department(s), College CAP Committee(s), Dean(s), and Graduate Studies Board where appropriate. These steps must be done before CAPB.

Incomplete submissions or programs without full CourseLeaf pre-approval completion by the CAPB 2<sup>nd</sup> Friday in September due date will not move to the CAPB agenda. These will be moved to the following year's CAPB cycle.

## CourseLeaf submissions

- New degree program are submitted here...see details on **required items** below.  
<https://nextcatalog.csupueblo.edu/programadmin/>
- Associated New courses or changes to existing courses for the new program also entered in CourseLeaf, including syllabi. Bundle courses with program proposal for submission: <https://nextcatalog.csupueblo.edu/courseadmin/>

## Retitling of a current degree or certificate program

This requires submission of a bundle of the changes in program and any associated courses, plus all approval steps with these same due dates, as BOG and CDHE review/approvals are needed.

## Certificate-Specific Criteria

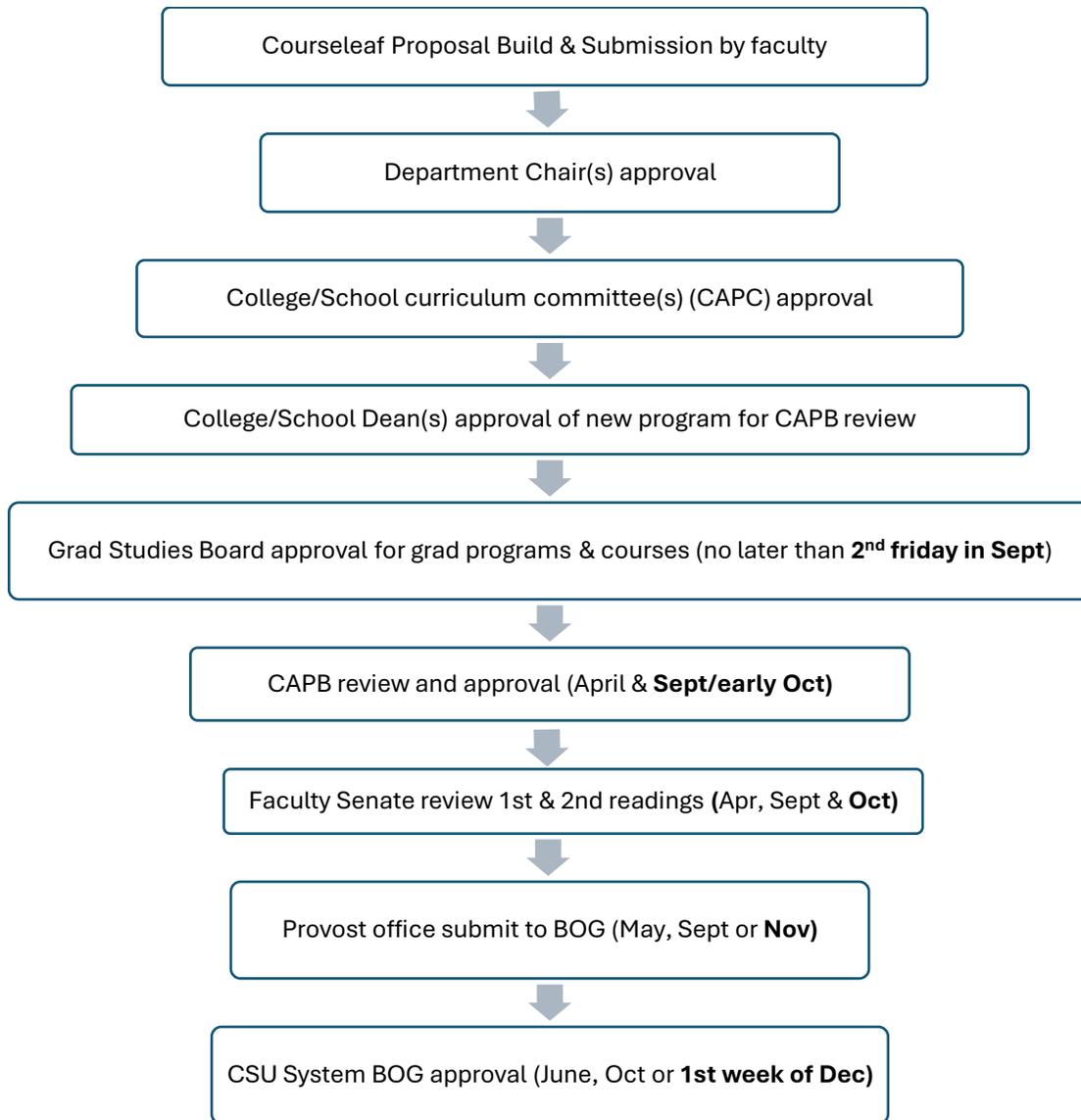
Certificates must require a minimum of **9 credit hours** for consideration. A minimum requirement of **16 credit hours is** needed to meet the US Dept. of Education criteria for financial aid approval for any certificate-seeking student who is not simultaneously degree-seeking. Reporting on employment and return on investment may be required.

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

## Approval timeline through CAPB and CSU System

New Degree or Certificate Program, or Retitling (CAPB Approvals in April rather than fall are highly recommended. Bold indicates hard, final due dates)



## CAPB and Senate have approved my program, now what?

Await further instructions, which will include completing the following:

- Board of Governors submission form (see template) to include how the curriculum will attract and retain students, employment opportunities for graduates, demonstration of student demand, timeline of program implementation, predicted enrollments, and proposed budget (required startup funding and projected revenue versus expenditures for first few years.)
- CDHE submission form for degrees (see template).
- Less detail is needed for certificates on each of these.

## Approval steps after CSU System Board of Governors

<b>External approvals after BOG plus Registrar processing</b>	
1. CDHE approval	<b>Dec</b>
2. Registrar: Banner course upload for subsequent fall semester enrollment	<b>Dec-early Jan</b>
3. HLC submission** and approval (timeline varies)	Dec-May
4. Catalog copy final edits date	<b>March 31</b>
5. Catalog release date	<b>July 1</b>

### \*\*HLC Approval

HLC approval must be obtained prior to advertising the program, accepting applications, or inclusion in the university catalog and website. Allow a **minimum** of 6 months for a full new degree HLC substantive change review, when required. Certificates usually take less time. Programs in this category are advised to begin the CAPB process as early as possible in the **Spring semester before all due dates**. New degree programs which include more than 50% new courses may require HLC substantive change approval after CDHE approval. (new means courses are not derived from existing certificate, minor or degree programs.)

## Program CAPB Proposals: Required Items

**Proposal Justification** (ALL Proposals) – Written in terms that are clear and persuasive to others outside the department and college.

### Programs

1. All undergraduate programs should equal 120 credit hours.
  - a. Some programs may exceed 120 credit hours, such as 3+2 or otherwise approved programs.
2. All tables should use the sum function.
  - a. [How To Use the Sum Function PDF](#)
  - b. [How to Use the Sum Function Video](#)
3. Graduate Programs are a minimum of 30cr.

### Admission

4. Admission should be *specific to the program*. Do not include general university requirements as they are located elsewhere in the catalog
  - a. See [Graduate School Admission Policies](#)

- b. See [Admission Requirements](#)

## Student Learning Outcomes and Outcome Assessment Activities

- 5. Student Learning Outcomes and Outcome Assessment Activities must follow the automated formatting.
  - a. [How To - Student Learning Outcomes and Outcome Assessment Activities PDF](#)
  - b. [How To - Student Learning Outcomes and Outcome Assessment Activities Video](#)

## Curriculum

- 6. The Curriculum section should be in the following order:
  - a. Program Overview
  - b. General Education Table
  - c. Core Requirements Table (if applicable)
  - d. Major Requirements (if applicable)
  - e. Concentration Requirements (if applicable)
  - f. Minor Requirements (if applicable)
  - g. Open Electives (if applicable)
  - h. Electives (if applicable)
- 7. Program Overview Table
  - a. Must detail a breakdown of the program including General Education, Core Requirements (if applicable), Major Requirements (if applicable), Concentration Requirements (if applicable), Minor Requirements (if applicable), and Open Electives (if applicable).
  - b. Program Overview total should match the totals in the tables below the Program Overview box in Curriculum.

## Graduation

- 8. Graduation Requirements should be *specific to the program*. Do not include general university requirements as they are located elsewhere in the catalog.
  - a. See [Undergraduate Degree Requirements](#)
  - b. See [Graduate School Program Requirements](#)

## Planning Sheet

- 9. Planning Sheets are required, and the total must match the total in the Program Overview table in curriculum.