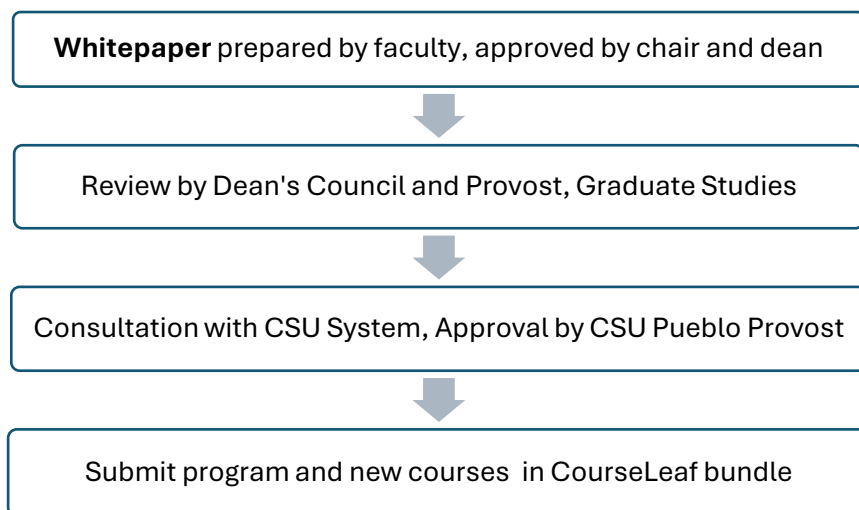


Curriculum & Academic Programs Board NEW Program DEGREE or CERTIFICATE Proposal Instructions & Due dates

New programs require preliminary submission and approval of a program **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 program changes document for alternate instructions.



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. Address questions to your college CAPB representative.

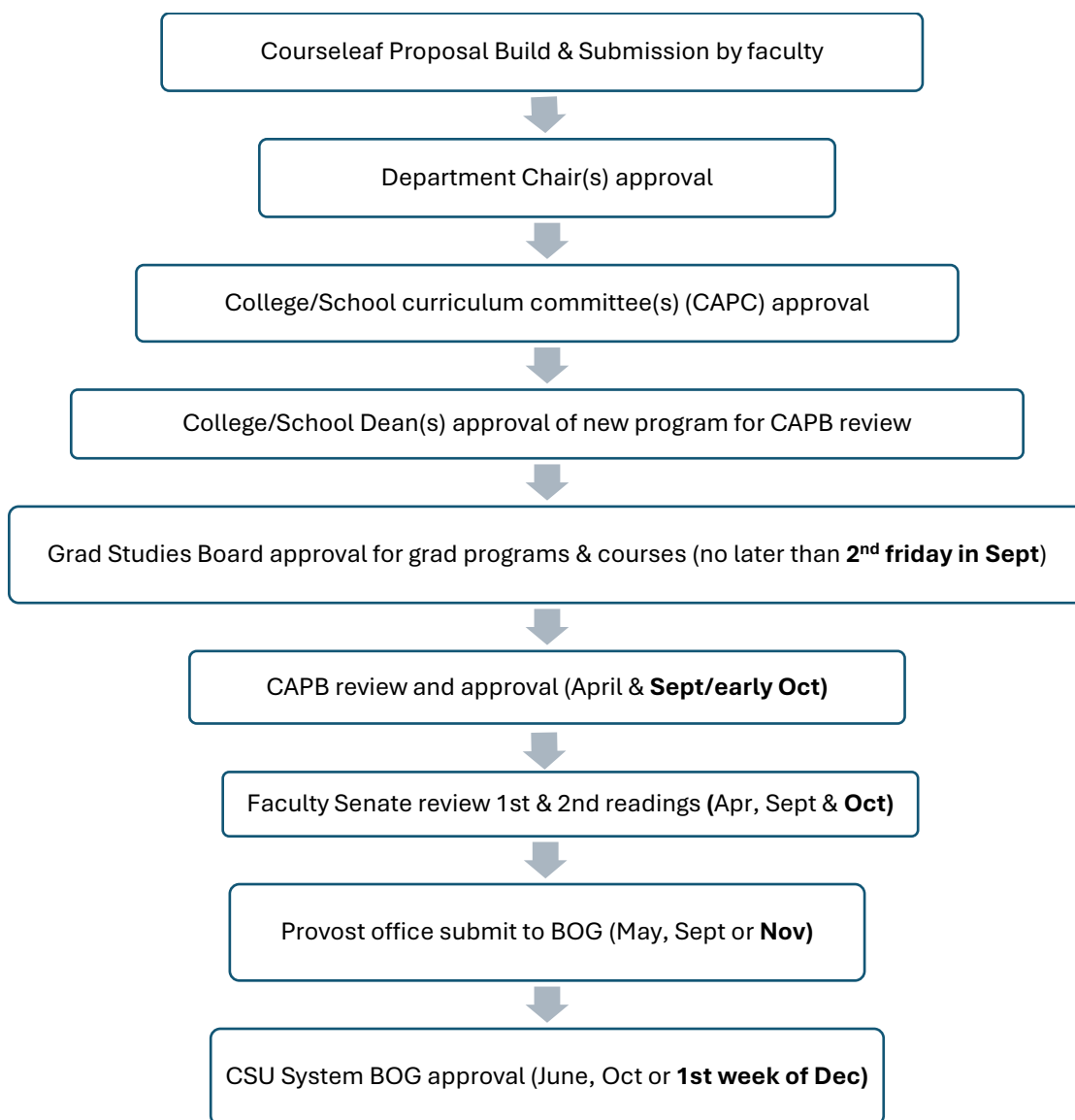
- CourseLeaf submissions include:
 - New degree program details including Rationale, Student Learning Outcomes, and plans for specific program accreditation if applicable.
<https://nextcatalog.csupueblo.edu/programadmin/>
 - Associated New courses or changes to existing courses for the new program also entered in CourseLeaf, including syllabi. Bundle courses with program proposal for submission: <https://nextcatalog.csupueblo.edu/courseadmin/>
- **Note: Retitling of a current degree or certificate program** requires submission bundle of changes in program and any associated courses, plus all approval steps with these same due dates, as BOG and CDHE review/approvals are needed.

Hints for NEW Program proposals to facilitate CAPB process:

- Fill out all sections completely.
- Justification/Rationale – write in terms that are clear and persuasive to others outside the dept and college.
- Credit hours in the program overview (curriculum section) must match the totals in section under the program review and also the planning sheet.
- Student Learning Outcomes – [how to submit file found here](#)

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

CourseLeaf Timeline of approval steps – New Degree or Certificate Program, or Retitling
(Approvals in **April** are highly recommended. **Bold** indicates hard, final due dates)



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

****HLC Approval:** HLC approval must be obtained prior to advertising the program, accepting student applications, or including the program in the official university catalog. Certificates typically take less time. Allow a **minimum** of 6 months for the

full HLC substantive change review process for a new degree, when needed. 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. (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 criteria for financial aid approval for a certificate-seeking student who is not simultaneously degree-seeking. Regulations also 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

CAPB and Senate have approved my program, now what? Await further instructions, which will include completing the following for the Provost office:

- Board of Governors submission form (see template) including 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 (required startup funding and projected revenue versus expenditures for first few years.)
- CDHE submission form for degrees (see template) Less detail needed for certificates.