

How To – Curriculum Format Guide

1. In the Curriculum section of the CourseLeaf Program Change/Add Form, the order of each item is as follows:
 - 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. Elective table (if applicable)
2. The total of each table should align with the totals listed in the Program Overview Table.
3. The General Education Table should list any **specific** courses that are required for the program and count toward the institutional Gen Ed requirement.

Example:

Specific General Education Requirements

Course	Title	Credits
<u>ECON 201</u>	Principles of Macroeconomics (GT-SS1)	3
<u>ECON 202</u>	Principles of Microeconomics (GT-SS1)	3
<u>MATH 120</u>	College Algebra (GT-MA1)	3
Other General Education Courses		26
Total Credits		35

4. Core Requirement tables are built by the Registrar's Office (RO). If there are a set of courses that are required across all the programs within a department, we can create a core table. This reduces the recreation of the same table for each program. If you need a Core created, please reach out to the RO.
5. The Major Requirements table details the specific requirements for programs that do not have a core.

6. Concentration Requirement tables detail the requirements specific to the program's concentration.
7. Minor Requirements do not require a table unless there is a specific minor that aligns with the program. (I.e. Education minors, etc.)
8. Open Electives do not require a table because 'open' implies that the electives can be chosen from any department.
9. Elective tables are required if a program has a specific list of electives the student can select from. This table does not require a total.

Example:

BSAD/CIS/EPER Elective List

Course	Title	Credits
BSAD 250	Business Law	3
BSAD 498	Internship	1-6
CIS 150	Introduction to Computer Information Systems	3
CIS 498	Internship	1-6
EPER 162	Personal Health	3
EPER 162L	Personal Health Lab	1
EPER 201	Drugs and Healthy Lifestyles	3
EPER 498	Internship	6-12
EPER Lab		1

Example of a Curriculum section:

[Business Management: Sports Industry Management Concentration, Bachelor of Science in Business Administration < CSUPueblo](#)