The following message is sent on behalf of:

Suzanne Blanchard, Vice-President (Students and Enrolment) and University Registrar and David Hornsby, Vice-Provost and Associate VP (Academic)

This memo is to provide an update on the CourseLeaf Curriculum Management System for the 2025-2026 academic calendar.

2024-25 Calendars
The 24-25 undergraduate and graduate calendars are now available at calendar.carleton.ca.

The Web edition of the Carleton University Calendar is the University's official statement. Please be reminded that we no longer provide printed copies to University departments. The archive of the 23-24 calendar will be available by the end of May; please contact courseleaf@carleton.ca if you need information from 23-24 in the interim.

Occasionally, errata and post-publication updates approved by Senate after initial publication of the Calendar occur. Additions and corrections will be posted on the Undergraduate/Graduate Updates page; therefore, everyone is encouraged to visit the Updates page regularly for reference and advising purposes.

PDFs of individual calendar pages can be generated and saved. You may see a reference to 2023-2024 in the footer of the PDF pages; this will be updated shortly, and the content of the pages is that from the 24-25 calendar edition. PDFs of the entire undergraduate and graduate calendars will be available later in May.

Academic audits for 2024-25 programs are also now available. Audit-related questions can be sent to studentsystemsupport@carleton.ca.

CourseLeaf 2025-26 Curriculum
The CourseLeaf system will be briefly closed at the end of May to perform annual platform maintenance/upgrades. This maintenance period has been moved up to allow for earlier entry of the next calendar year curriculum proposals. We anticipate we will re-open the system for 2025-26 curriculum changes by June 3. An announcement about the opening of the system will be sent to this distribution list and will be posted at Communications - Registrar's Office – Curriculum Management (carleton.ca).

2025-26 Curriculum Proposal Deadlines and Timelines (UG and GR)
The link below provides a detailed outline of the dates and deadlines for 25-26 curriculum proposals in Courseleaf including a separate timeline for proposals with **Implications for Recruitment and Admissions.**
Dates and Deadlines - Registrar's Office – Curriculum Management (carleton.ca)

Except for changes that have implications for recruitment and admissions and thus are subject to earlier deadlines, all academic units must have their curricular changes submitted in Courseleaf and approved by the Chair/Director of the unit on or before the deadlines below:

Faculty	Deadline
Arts and Social Sciences	September 15, 2024
Public Affairs	September 15, 2024
Sprott School of Business	October 1, 2024
Engineering and Design	October 1, 2024
Science	October 1, 2024

NOTE: based on changes to graduate curriculum approvals, the deadlines above apply to both UG an GR curriculum changes.

In accordance with the Senate Late Modification Policy, modifications submitted by academic units after the internal Faculty deadline will be considered by the relevant Faculty Associate Dean to determine whether or not they should proceed as late modifications.

The deadline for Faculty Boards to approve modifications is **December 7, 2024**. Modifications not approved by this deadline will be reviewed by the Senate Committee on Curriculum, Admissions, and Studies Policy (SCCASP) to determine whether or not they should proceed as late modifications.

NOTE: The Calendar production is under a fixed deadline; therefore, late modifications will only be considered under exceptional circumstances.

Experiential Learning information for 2025-26
As part of the ongoing curricular review cycle, units should review all course Experiential Learning information on an annual basis.

Special and Selected Topics courses
Effective 2022-23, Senate approved Glossary definitions for Topics courses. Units should refer to the Registrar's Office memo to ensure Topics courses are named appropriately.

Types of Changes
A list of typical major and minor modifications is available on the Vice-Provost's website, Major and Minor Modifications | Quality Assurance (carleton.ca), which can be used as a guide to indicate in CourseLeaf whether a change is major or minor. If you are uncertain about the category of modification you are proposing, please seek assistance from the Office of Academic Programs and Strategic Initiatives.

Advice and support for curriculum changes is available from numerous individuals and offices, dependent on the type of changes.

Minor modifications	• Associate Dean(s) • Undergraduate Curriculum and Calendar Officer, RO (undergraduate minor modifications) • Graduate Program Officer and Calendar Editor • Program Officer, Office of Academic Programs and Strategic Initiatives
Major modifications	• Associate Dean(s)

	• Program Officer, Office of Academic Programs and Strategic Initiatives
Program Regulations	• Associate Registrar, Records and Enrolment • Assistant Registrar, Academic Evaluation and Curriculum Mgmt
Admissions Regulations	• Director, Admissions
Other calendar changes	• Undergraduate Calendar and Curriculum Officer • Program Officer and Graduate Calendar Editor

New Program proposals (UG and GR)
Any unit considering a new program proposal should contact the Office of Academic Programs and Strategic Initiatives and their Dean's office for process information and support. Timelines and deadlines can vary depending on the type of program being proposed and required approvals. It is important to note that the introduction of a new undergraduate program proposal will require a one-year recruitment cycle.

Non-credit course proposals
Both micro-credentials and professional development may also be submitted through Courseleaf and further information can be found at Non-Credit Course Proposals - Registrar's Office – Curriculum Management (carleton.ca)

CourseLeaf Training and Assistance
If you are new in your role or to CourseLeaf, and would like an introduction to the system, virtual training sessions can be arranged. It is recommended that any of those in your academic unit who are responsible for using CourseLeaf, such as administrators or approvers, participate in these sessions at the same time as they can provide valuable opportunities to share questions and discuss concerns. These individual sessions will be available starting in June once CourseLeaf re-opens. Contact courseleaf@carleton.ca to arrange a training session.

Other Resources:
The Curriculum Management Website, carleton.ca/curriculum, is where you can find all dates and deadlines associated with the curriculum cycle, additional documentation memorandums, curricular policies, and key dates and deadlines for minor and major modifications. It is also where you can go to request changes to user accounts/access, and much more in support of Carleton's curriculum management processes. Any CourseLeaf-related questions or concerns should be forwarded to courseleaf@carleton.ca.