

**Date: May 15, 2023**

**To: Deans, Associate Deans, Chairs/Directors, Departmental Administrators, Service Units**

**Subject: 2024-25 Curricular Changes and Deadlines**

*The following message is sent on behalf of:*

*Suzanne Blanchard, Vice-President (Students and Enrolment) and University Registrar and Dwight Deugo, Vice-Provost and Associate VP (Academic)*

*This memo is to provide an update on the CourseLeaf Curriculum Management System for the 2024-2025 academic calendar.*

### **2023-24 Calendars**

The 23-24 undergraduate and graduate calendars are now available at [calendar.carleton.ca](http://calendar.carleton.ca).

Academic audits for 2024-25 programs are now available. Audit-related questions can be sent to [studentsystemsUPPORT@carleton.ca](mailto:studentsystemsUPPORT@carleton.ca).

### **CourseLeaf 2024-25 Curriculum**

The CourseLeaf system will be briefly closed at the end of June in order to perform annual platform maintenance/upgrades. It is anticipated that the system will re-open for 2024-25 curriculum changes in early July. An announcement about the opening of the system will be sent to this distribution list and will be posted at [carleton.ca/curriculum](http://carleton.ca/curriculum).

### **Proposals with Implications for Recruitment and Admissions**

A memo was circulated on **January 30, 2023** indicating a timeline for the consideration and approval of modifications with recruitment and/or admissions implications. **This memo is attached as a reference for determining the modification cycle for which the unit's modification is eligible. In particular, see note on program closures.**

### **Timeline for the 2024-25 curriculum cycle**

With the exception of 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:

<b>Faculty</b>	<b>Deadline</b>
Graduate and Postdoctoral Affairs	September 15, 2023
Arts and Social Sciences	September 15, 2023
Public Affairs	September 15, 2023
Sprott School of Business	October 1, 2023
Engineering and Design	October 1, 2023
Science	October 1, 2023

Please note that, 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 in November 30, 2023. 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 2024-25**

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, [carleton.ca/viceprovost/major-minor-modifications](http://carleton.ca/viceprovost/major-minor-modifications), 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 the Vice-Provost and Associate Vice-President (Academic).

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

Minor modifications	<ul style="list-style-type: none"> <li>• Associate Dean(s)</li> <li>• Undergraduate Calendar and Curriculum Officer, RO (undergraduate minor modifications)</li> <li>• Program Officer/Graduate Calendar Editor, FGPA (graduate minor modifications)</li> </ul>
Major modifications	<ul style="list-style-type: none"> <li>• Associate Dean(s)</li> <li>• Program Officer, Office of the Vice-Provost (undergraduate major modifications)</li> <li>• Program Officer, FGPA (graduate major modifications)</li> </ul>
Program Regulations	<ul style="list-style-type: none"> <li>• Associate Registrar, Enrolment and Records</li> </ul>
Admissions Regulations	<ul style="list-style-type: none"> <li>• Director, Admissions</li> </ul>
Other calendar changes	<ul style="list-style-type: none"> <li>• Undergraduate Calendar and Curriculum Officer</li> </ul>

**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](mailto:courseleaf@carleton.ca) to arrange a training session.

**Other Resources:**

The Curriculum Management Website, [carleton.ca/curriculum](https://carleton.ca/curriculum), is where you can find additional documentation, memoranda, 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 process. Any CourseLeaf-related questions or concerns should be forwarded to [courseleaf@carleton.ca](mailto:courseleaf@carleton.ca).

**Attachments:**

Major Mods Memo 2024-25.pdf