Curriculum and Courseleaf Overview

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Registrar's Office



Approval Step	Deadline
Departments to have curriculum in Courseleaf and approved by the Chair/Director	September 1 st (FASS) September 15 th (FPGA) October 1 st (FED, Science, Sprott)
Faculty Curriculum Committees and Faculty Boards to approve curriculum	November 30 th (after requests follow the Senate Late Modification Policy)
SCCASP, SQAPC, Senate approvals	December 2025 – April 2026
Preview available for departmental review	April 2026
26-27 Calendar published	Early May 2026

- > 2026-27 to begin in June 2025.
- 2027-28 to begin in February 2026.
 - Modified, deleted, or suspended program proposals, including name changes that impact recruitment and admission activity (Viewbook/OUAC application).



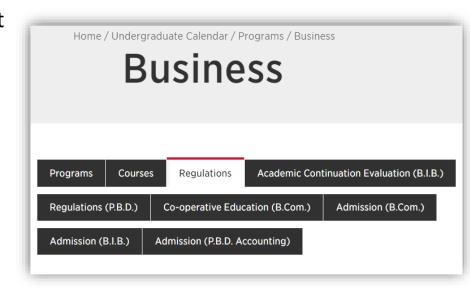
- Major modifications often have a longer implementation time.
 - Creating or deleting a program or program element.
 - Significant revision of a program or program element – OAPSI involvement.
 - Renaming a program or program element.
- ➤ The OUAC application and Viewbook must be changed one year in advance of a program's launch or deletion, and for certain program elements.

Best practice

Contact OAPSI, Admissions, or Calendar Officer for guidance!



- Regulations can be approved on a different timeline.
 - University regulations
 - Co-op
 - Admissions
- Consult the appropriate department for guidance.
- Degree-specific regulations follow the standard curriculum cycle deadlines!





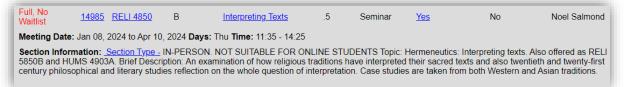
- When to start thinking about future curriculum changes?
- It's (almost) never too early to start!
- ➤ Encourage your Chair/Director to begin in the summer prior to the cycle start.
- Remember: a proposal can only be in workflow for one cycle at a time!





FAQ: Informal Cross-lists

- Contact the sister unit and get email agreement for the informal arrangement.
- Determine which course code your unit wants to use (can be Special Topics).
- Contact timetabling@carleton.ca with all the details.
- Use SSATEXT to indicate the cross-list in the class schedule.



- Track your students:
 - audit exception
 - repeating the course



FAQ: Topics Courses

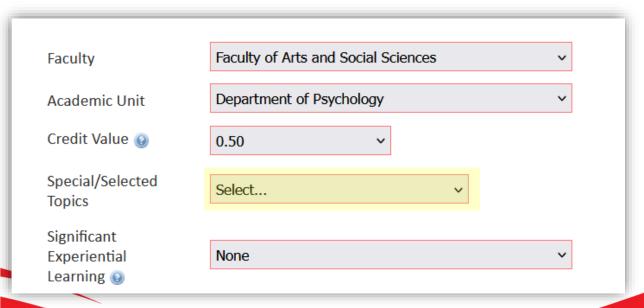
Term GPA Within the Academic Continuation Evaluation for undergraduate and special students, the Term GPA is the ratio of the grade points earned on a course or courses to the total credit value completed in the term of assessment. Selected Topics courses normally address topics which fall within a narrow range of topics within a common theme indicated by the course title. Students may not repeat selected topics courses for credit. Special Topics normally address topics chosen from a broad range of topics within a discipline. Their topics vary widely from year-to-year. Students may repeat special topics courses for credit when the topics vary.

Best practice

- In summer, review your topics courses to ensure they match the definitions.
- Have a 3000-level and 4000level Special Topics course in your course inventory on stand-by.



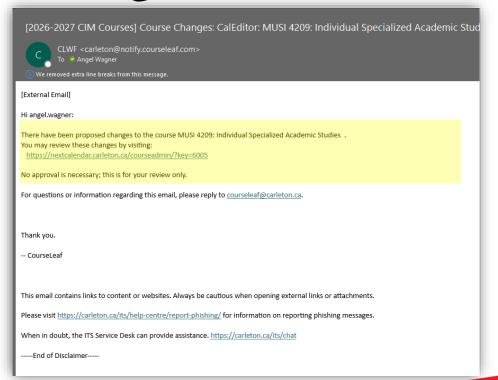
FAQ: Topics Courses



If you edit a course which existed before the Topics field, you must complete the field to make any other changes.



FAQ – Email notifications



- When something reaches a workflow step that you're associated with (also called a role), an email notification is generated for all role members.
- Indicates that someone needs to review and approve the proposal, providing feedback if necessary.
- > FYI notifications are for review only. No approval needed.



FAQ: Email Notifications

Best practice

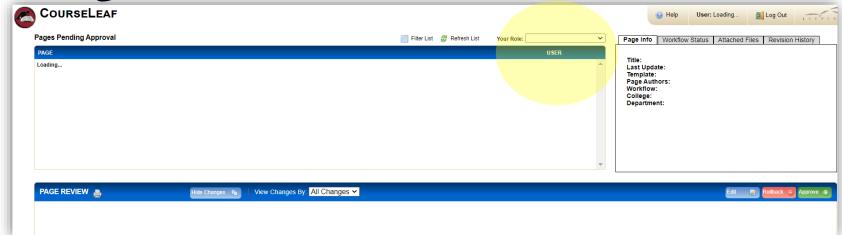
Notify us when there are staffing changes in your unit, especially Chair/Directorship and admin movement!

https://carleton.ca/curriculum/account-request-centre/





FAQ – Email notifications



- ➤ This page loads very slowly!
- Nothing appears? Don't worry!
- Remember to choose the correct role.





FAQ – Email notifications

- > Do all role members *have* to get the email notifications?
 - If you only want one role member to receive emails, let me know and I'll adjust the settings.
- My unit uses a shared inbox; can the emails go there?
 - Absolutely; this is a great option if multiple people need to track curriculum changes and have access to one email account. Let me know where you'd like them to be sent!
- I'm getting notifications for a role I'm no longer associated with.
 - > Courseleaf fixes the workflow notifications when a proposal is first submitted into workflow, so if the members change, the emails aren't redirected.



Suggested bookmarks

Curriculum Management

https://carleton.ca/curriculum/

CourseLeaf access page

https://carleton.ca/curriculum/courseleaf-access/

Course Inventory Management

https://nextcalendar.carleton.ca/courseadmin/

➤ Program Management

https://nextcalendar.carleton.ca/programadmin/

➤ Next Calendar (Use with caution as this changes often during the curriculum cycle!)

https://nextcalendar.carleton.ca/

Live Calendar

https://calendar.carleton.ca/

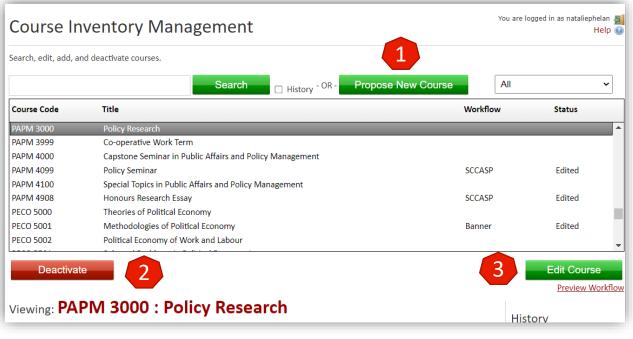
> RO intranet site

https://i.carleton.ca/registrar/curriculum-and-calendar/





Courses



- Create a new course. To find an available code, run the GREPORT SCH_CRSE_NUMBERS_NOT TO USE.
- Delete a course. Effective the next academic year.

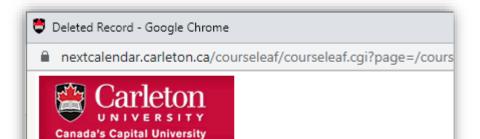


Bdit existing course.



Sync error

- ➢ Banner and CourseLeaf are sometimes not in sync, causing an error.
- To resolve it, email courseleaf@carleton.ca with the course code.



Out of Sync

The record in CourseLeaf does not match the record in Banner. The mismatched field is:

Academic Unit

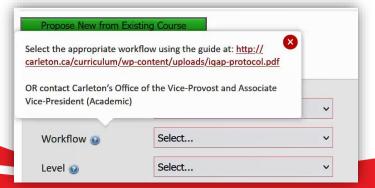
<u>View Differences</u> (Green = CourseLeaf, Red = Banner)

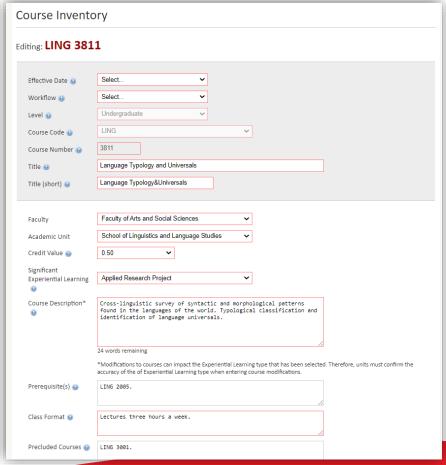
Please contact your CourseLeaf adminstrator to resolve this conflict.



Making changes

- ➤ Red outline mandatory field.
- ➤ Grey outline optional field.
- Greyed out cannot edit.
- U click for help bubble.







Course considerations

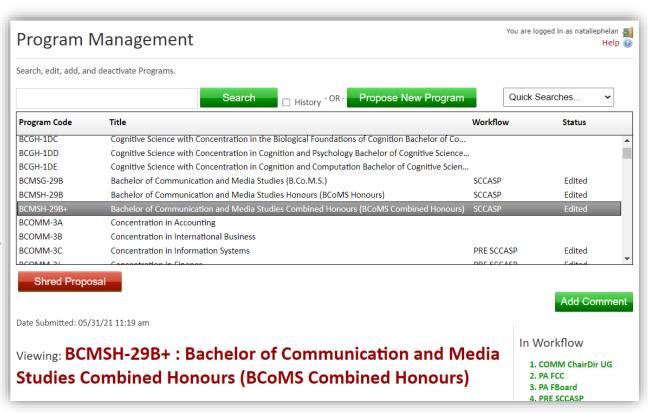
- Prerequisites: use brackets to group options together, commas for separation, free text is allowed, end with a period. Courses no longer offered are NOT included.
- Preclusions: include (no longer offered) for approx. 7 years after course is deleted. Separate courses with a comma, and end with a period. Must be reciprocated.
- Also listed as = cross-list between UG-UG or GR-GR courses. Must be reciprocated and must have the same title and description. Changing a cross-list relationship requires support of the sister-unit. End with a period.
 - Piggyback = cross-list between a UG and a GR course. Do not end the statement with a period!
- Class Format: free text field, ending with a period.
 - Schedule Type: check all boxes that correspond with info in the Class Format statement. Feeds into Banner and DCU so accuracy is paramount!

1	Prerequisite(s) 🔞	LING	3 2005.			
4	Class Format	Lectures three hours a week.				
2	Precluded Courses 🔞	LING 3001 (no longer offered).				
3	Also listed as 😡					
3	Piggybacked Courses					
	Grade Mode 🚇		Standard Letter Grad	de		
4	Schedule Type 😡		*Capstone		Comprehensive	
			Directed Studies		Discussion Group	
			Field Course		*Field Placement	
			Film Screening		*Honours Essay	
			Independent Study		*Laboratory	
			Lecture		*Masters Thesis	
			C	1	oton M	



Programs

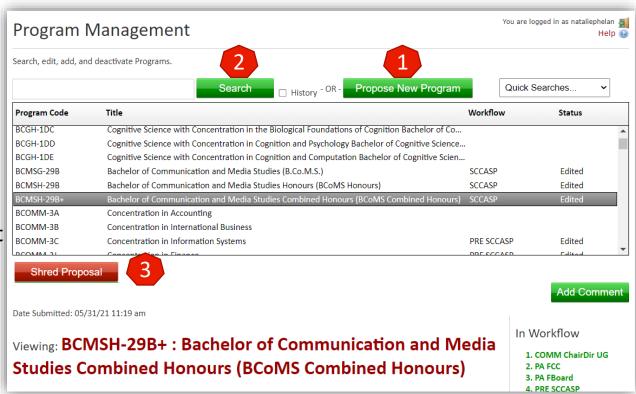
- Degree requirements
- Minors, concentrations
- Approved electives lists
- Language requirement
- Degree-specific regulations
- University regulations
- Admissions requirements





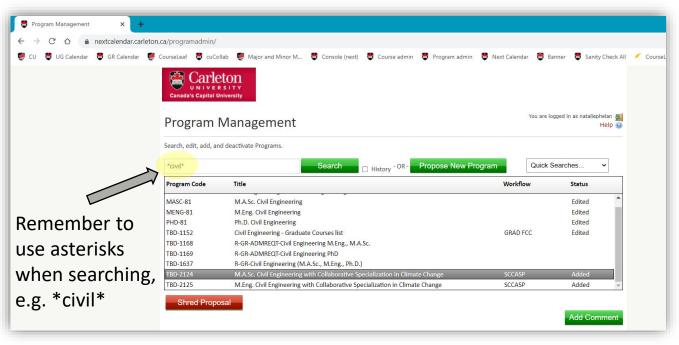
Programs

- Build a new program or element.
- Search either by Program Code (must exactly match!) or put asterisks around a word *communication*.
- Delete proposed changes and revert to the last approved version.





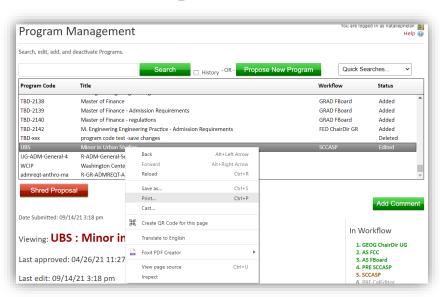
Where is My Proposal?



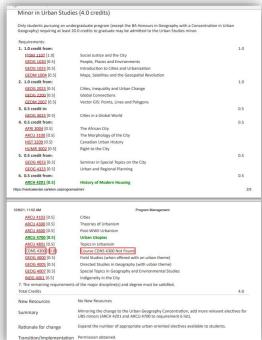
- Search in Program or Course Management.
- The Workflow column tells you where it is currently.
- Need to make more changes or request a rollback? Email your Calendar Editor!



Getting Info Out of Courseleaf

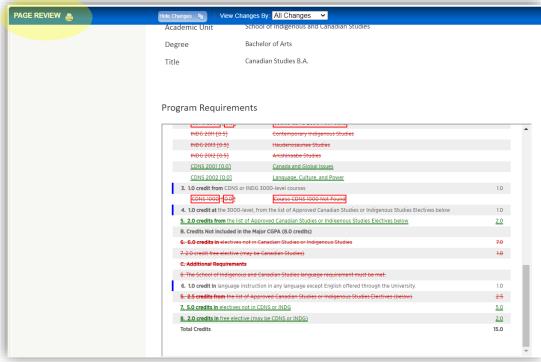


Right click – Print to generate a PDF





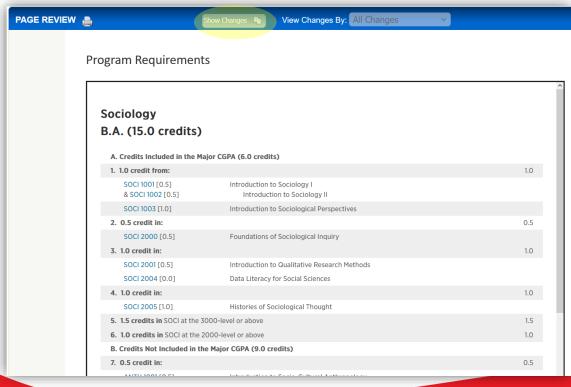
Getting Info Out of Courseleaf



 Generate a PDF through the Approve Pages screen.



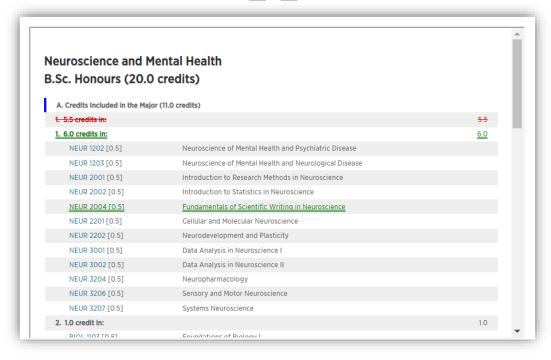
Getting Info Out of Courseleaf

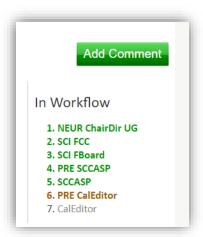


- Click here to see a clean version of the proposal.
- The PDF will print without red-green markup as well!



What Happens Next?



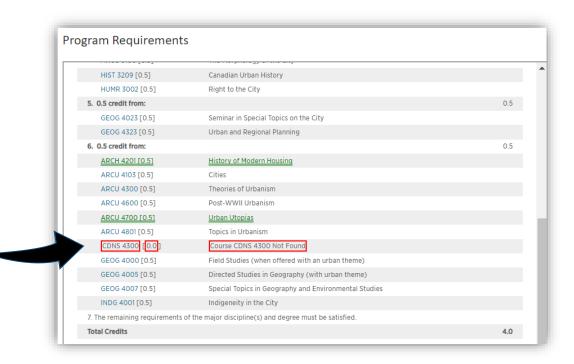


- PRE CalEditor is where any curriculum changes that affect the audit are made.
- Transition plan may include exceptions, grandfathering, communication plan, etc.



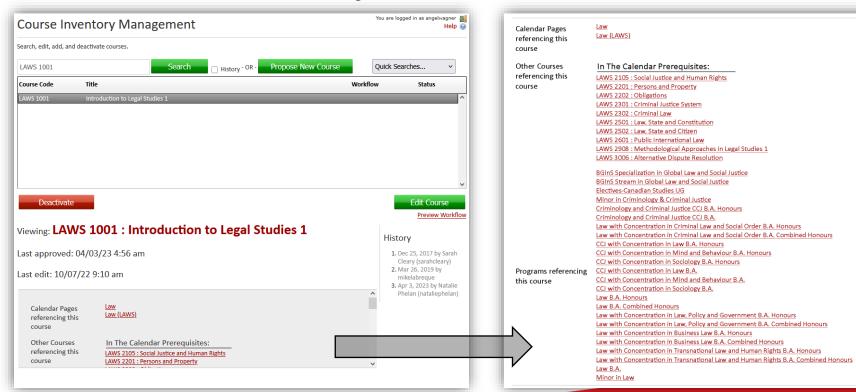
Red Boxes

- Unit has submitted a request to delete the course.
- When to remove these from your lists?
- Must be removed before the Calendar is published!





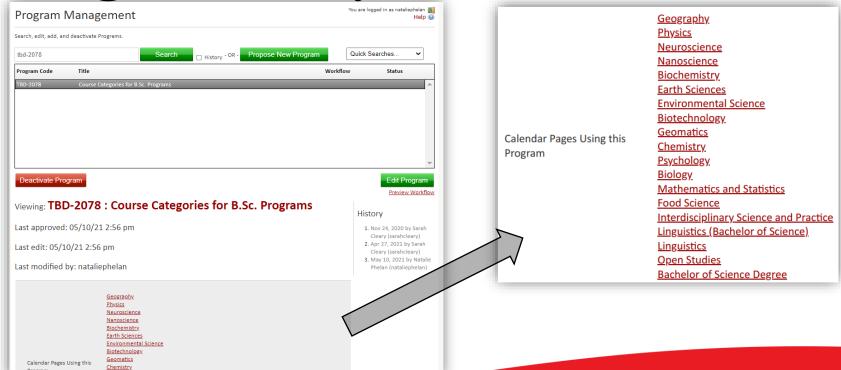
Course Ecosystem





Program Ecosystem

Psychology.





Curriculum Contacts

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