

Memorandum

Date: May 12, 2026

To: Deans, Associate Deans, Chairs, Directors, Graduate and Undergraduate Supervisors

From: Dr. David J. Hornsby, Vice-Provost (Academic and Global Learning)
Suzanne Blanchard, Vice-President (Students and Enrolment) and University Registrar

CC: Provost and Vice-President (Academic); Associate Vice-President (Academic Programs and Strategic Initiatives); Vice-President (Students and Enrolment) and University Registrar; Vice-Provost (Graduate Studies); Director, Office of Academic Programs and Strategic Initiatives; Associate University Registrar; Assistant Registrar, Academic Evaluation and Curriculum Management; Director, IT Strategic Initiatives (Students and Enrolment) ; Director, Undergraduate Recruitment Office; Director, Admissions Services; Curriculum and Calendar Officer Undergraduate; Curriculum and Calendar Officer Graduate; Program Officers, Office of Academic Programs and Strategic Initiatives

Re: 2026-27 Calendar Live and 2027-28 Curriculum Information and Timelines

The following message is sent on behalf of:

Suzanne Blanchard, Vice-President (Students and Enrolment) and University Registrar and Dr. David J. Hornsby, Vice-Provost (Academic and Global Learning).

This memo is to provide an update on the CourseLeaf Curriculum Management System for the 2026-2027 Academic Calendar.

2026-27 Calendars

The 2026-27 Undergraduate and Graduate Calendars are now available at calendar.carleton.ca.

Academic audits for 2026-27 programs are also now available. Audit-related questions can be sent to studentsystemsUPPORT@carleton.ca.

CourseLeaf 2027-28 Curriculum

Starting June 9, 2026, the CourseLeaf system will open for 27-28 curriculum proposals (programs and courses).

2027-28 Curriculum Proposal Deadlines and Timelines (UG and GR)

The link below provides a detailed outline of the dates and deadlines for 27-28 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 listed below:

Faculty	Deadline
Arts and Social Sciences	September 1, 2026
Public and Global Affairs	September 15, 2026
Sprott School of Business	October 1, 2026
Engineering and Design	October 1, 2026
Science	October 1, 2026

NOTE: The deadlines above apply to both UG and GR curriculum changes.

In accordance with the [Senate Policy on Late Calendar Changes](#), 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 **November 30, 2026**. 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.

Precluded Courses

Courseleaf notifications are automatically generated when changes to one course may have an impact on another. Therefore, it is important to review how these changes may affect the need to adjust or remove preclusions. Units should review all course preclusions to ensure there is still sufficient content overlap to merit the preclusion.

Experiential Learning information for 2027-28

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. Please [refer to the Glossary](#) to ensure Topics courses are named appropriately.

Types of Changes

A list of typical major and minor modifications is available on the Office of Academic Programs and Strategic Initiatives (APSI) 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 APSI.

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 Curriculum and Calendar Officer • Program Officer, APSI
Major modifications	• Associate Dean(s) • Program Officer, APSI
Program Regulations	• Associate University Registrar • Assistant Registrar, Academic Evaluation & Curriculum Management
Admissions Regulations	• Director, Admissions
Other calendar changes	• Undergraduate Calendar and Curriculum Officer • Graduate Curriculum and Calendar Officer

New Program proposals (UG and GR)

Any unit considering a new program proposal should contact APSI 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.

Suspended Program Admissions (UG and GR)

A framework for suspending program admissions was implemented in April 2025 and can be found at [Suspending-admissions-Framework.pdf \(carleton.ca\)](#). Questions should be directed to the Program Officer in APSI as timelines may vary depending on the type of program being suspending.

Non-credit course proposals

Both micro-credentials and professional development may also be submitted through Courseleaf. Further information can be found at [Non-Credit Course Proposals](#).

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 members of 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 mid-June. Contact courseleaf@carleton.ca to arrange a training session.

Other Resources:

[The Curriculum Management Website](#) 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 major and minor 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.