

To: Associate Deans, Chairs, Directors, Departmental Administrators

Subject: CourseLeaf Curriculum Management Overview for the 2027-28 Curriculum Cycle

Good morning,

The CourseLeaf Curriculum Information Management System is available for the **2027-28** curriculum cycle. This overview provides key details regarding system access, curriculum management, training, and support resources.

2027-28 Curriculum Changes

All Undergraduate and Graduate course, program, and regulation curricular changes for the **2027-28** Calendars are managed through CourseLeaf. If a section that you need to edit is not available, contact courseleaf@carleton.ca for assistance.

Please refer to the memorandum sent on May 12, 2026, which provides additional guidance for the 2027-28 curriculum cycle. This memorandum is available at <https://carleton.ca/curriculum/communications>

Accessing CourseLeaf

Authorized users can access CourseLeaf through the Curriculum Management website (<https://carleton.ca/curriculum/>).

From here, you can directly access the following CourseLeaf modules:

- **CourseLeaf Approvals:** Review and approve items routed to your workflow step.
- **Course Inventory Management:** Add, edit, or delete courses.
- **Program Management:** Add, edit, or delete programs, regulations, elective lists, and other non-course curriculum content.
- **Course Reporting Tool:** Generate and review course data reports. Contact the Calendar Editor for support.
- **Program Reporting Tool:** Generate and review program data reports. Contact the Calendar Editor for support.
- **Next Undergraduate & Graduate Calendars:** View the upcoming calendar edition. Use with caution, as pending changes in the workflow may not be reflected accurately.

Users must authenticate using their **MyCarletonOne** username and password. Once logged in, you can move between CourseLeaf modules without re-authenticating.

If you need assistance with your MyCarletonOne credentials, please visit <https://carleton.ca/its/help-centre/accounts-and-passwords>

User Access and Authorization Changes

Requests to add, modify, or remove CourseLeaf access should be submitted through the **Account Request Form** (<https://carleton.ca/curriculum/account-request-centre>).

Requests must be submitted by the academic unit's **Chair or Director**.

Key Curriculum Deadlines

Academic units are encouraged to begin their curriculum review and proposal development as early as possible to ensure sufficient time for departmental, Faculty, and University-level review processes.

Please note the following proposal entry and approval deadlines for the 2027-28 curriculum cycle:

- **September 1, 2026:** Faculty of Arts and Social Sciences curriculum proposal entry deadline (Undergraduate and Graduate)
- **September 15, 2026:** Faculty of Public and Global Affairs curriculum proposal entry deadline (Undergraduate and Graduate)
- **October 1, 2026:** Faculty of Engineering, Faculty of Science, and Sprott School of Business curriculum proposal entry deadline (Undergraduate and Graduate)
- **November 30, 2026:** Faculty Board approval deadline. Requests approved after this date will be subject to the Senate Late Modification Policy.
- **April 2027:** Final Senate meeting for curriculum approvals.
- **Early May 2027:** Publication of the 2027-28 Undergraduate and Graduate Calendars.

Training and Support

Individuals who are new to CourseLeaf or new to their role are encouraged to arrange a training session.

One-on-one training sessions are available and are particularly beneficial when administrators and approvers from the same academic unit participate together. These sessions provide an opportunity to review processes, discuss questions, and address unit-specific considerations.

To arrange training or request assistance, please contact courseleaf@carleton.ca

Additional Resources

The **Curriculum Management website** (<https://carleton.ca/curriculum>) provides access to a range of resources, including:

- Curriculum policies and procedures
- Memorandums and communications
- Important dates and deadlines
- Information on major and minor modifications
- CourseLeaf access and account requests
- Additional curriculum management resources

Should you have any questions regarding CourseLeaf or curriculum management processes, please contact courseleaf@carleton.ca.