REVISION OF CURRICULUM SHEETS
and ROADMAPS

All actions involving curriculum affect registration, transfer credit, degree audit, the University Catalog—including the catalog on BroncoDirect—curriculum sheets and road maps. However, no revisions based on a curricular proposal can be made until final approval of the curricular proposal is granted. Please refer to the Schedule of Activities and Deadlines for appropriate deadlines to submit these materials. *If a curriculum sheet or roadmap requires no change, a memorandum to that effect is required.*

CURRICULUM SHEETS

All changes made to curriculum sheet information must be consistent with the information in the University Catalog for the corresponding year and must be approved through the regular curricular process. The Office of Academic Programs will verify course listings (based on contents of the corresponding catalog).

Late in the fall quarter, the Office of Academic Programs will update all curriculum sheets to reflect catalog revisions with approved curricular changes and changes that are editorial or do not affect other colleges/departments and do not require consultation. Departments will be provided with curriculum sheet galley proofs by the Office of Academic Programs as they become available. Departments may submit a camera-ready copy to print on the back of curriculum sheets. This copy may contain a description of emphasis areas in the major, suggested elective courses, or critical information about degree requirements specific to a particular major. Any curriculum information that is submitted as camera-ready copy must be officially approved through the normal campus consultative process.

Curriculum sheets are available online at: [https://www.cpp.edu/~academic-programs/academic-advising/tools/index.shtml](https://www.cpp.edu/~academic-programs/academic-advising/tools/index.shtml). They can be viewed as PDF documents and printed directly from the website. Printing orders can be placed with Graphic Communications by submitting a quick print form and an original copy of the curriculum sheet. Please refer to the Appendix in this guide for a curriculum sheet sample.

ROADMAPS

Roadmaps are a major-specific advising tool designed for faculty and students to use when mapping out a personalized quarter-by-quarter study plan to ensure timely progress to degree. Roadmaps also aid departments in communicating degree related reminders and other advice to students. Departments develop roadmaps annually based on degree requirements, considering enrollment requirements and schedule restrictions, and may use roadmaps to assist in planning course offerings.

University-designed roadmaps are online linked to the corresponding curriculum sheet at [https://www.cpp.edu/~academic-programs/academic-advising/tools/index.shtml](https://www.cpp.edu/~academic-programs/academic-advising/tools/index.shtml). Please refer to the Appendix in this guide for a road map sample.
TWO-YEAR SCHEDULES

Two-year schedules offer students the opportunity to plan a roadmap ensuring that courses are entered in the quarters in which they will be offered. Two-year schedules display a quarter-by-quarter matrix of classes offered by a department for a two-year period. Course offerings are dependent on student demand, instructor availability and are contingent upon funding.

University-designed two-year schedules are online at https://www.cpp.edu/~academic-programs/academic-advising/tools/index.shtml.