

CAR System Transition FAQ

Why has a deadline of February 1, 2025 been put into place for the submission of new CAR forms?

No CAR form “in progress” will be migrated into the new CourseLeaf system when it is launched in Summer 2025; therefore, all new CAR forms (course revisions or new courses) must reach “END” (approval) stage before the end of the Academic Year, 2025. For this to happen, all CAR forms must go through all relevant committee approvals by that date. For courses undergoing Senate approval, the final Senate C&C meeting of the year is scheduled for May 8, 2025.

What if a CAR form is submitted by the February 1, 2025 deadline, but the form does not make it to approved/ “END” stage by the end of the academic year?

Any course revision that does not reach “END” (approval) stage by this deadline will need to be resubmitted in CourseLeaf.

Does this transition impact the standard deadlines for catalog changes?

No, the deadlines for all course revisions and new courses remain the same – all course change requests must be **approved** in the CAR system by February 5th 2025 to be included in the following year’s course catalog. Additional information can be found [here](#).

When will the CAR system cease to be available to users?

The CAR system will no longer be available starting on July, 1, 2025. The CourseLeaf System will be launched in accordance with the schedule set by the Registrar’s Office.

What will happen to all the information that is currently housed in the CAR system after the transition?

All information in the CAR system (excluding attachments) will be exported and housed in an online archive after the transition is complete. This archive will be made available to all C&C Chairs and Members for their relevant School/College.

Individual faculty and staff are encouraged to download any information or attachments, such as syllabi, that they would like to retain within their own records prior to the CAR system transition's completion.

Where can I learn more about CourseLeaf?

Additional information regarding CourseLeaf can be found on the [Registrar's website](#).