

SUBMISSION DEADLINES FOR CURRICULUM PROPOSALS

New Program(s), Program Revisions, New Course(s), Course Revisions (With or Without Program Implications): Must be submitted into governance accurately and completely by November 1st of the previous year to be included in the next Fall semester schedule. In addition, the submission must receive final approval from all governance committees and the President prior to February 15th. Departments are required to consult with Academic Affairs prior to May 31st of the previous academic year, to ensure time for necessary review and revision to meet the November 1st deadline. Exceptions to this May deadline must be approved by Academic Affairs.

Example Timeline:

- Met with the Coordinator of Curriculum by May 31, 2025 to discuss changes.
- Submitted accurate and completely by November 1, 2025 and received full governance approval by February 15, 2026 will have a Fall 2026 Effective Term and can be included in the Fall 2026 semester schedule.
- Programs and Courses will be included in the 2026-2027 College Catalog
- New Courses or Course Revisions With No Program Implications - but will be offered in the next Spring semester schedule: Must be submitted into governance accurately and completely by February 15th of the previous year to be included in the next Spring semester schedule. In addition, the submission must receive final approval from all governance committees and the President prior to September 20th.
- Departments are required to consult with Academic Affairs by the time fall grades are due, to ensure time for necessary review and revision to meet the February 15th deadline. Exceptions to this December deadline must be approved by Academic Affairs.

Example Timeline:

- Met with the Coordinator of Curriculum by December 22, 2025 to discuss changes.
- Submitted accurate and complete by February 15, 2026 and received full governance approval by September 20, 2026 will have a Spring 2027 Effective Term and can be included in the Spring 2027 semester schedule.
- Courses with no program implications will be included in the 2027-2028 College Catalog