CURRICULUM/CATALOG DEADLINES 2018-19

**CURRICULUM APPROVAL**

- **DEADLINE:** Dean’s approval complete in Curriculog for Sept. 4 announcement of NCPs, new GE courses
- **APPROVAL:**
  - July 2, 2018: Dean’s approval complete in Curriculog for Sept. 4 announcement of NCPs, new GE courses
  - July 31, 2018: AP Director’s approval due for all NCPs, new GE courses for Sept. 4 announcement
  - Sept. 4, 2018: NCP & New GE courses Campus Announcement (Fall Cycle) to be included in the next catalog*
  - Nov. 5, 2018: AP Director’s approval for all curriculum changes to be included in the next catalog
  - Nov. 13, 2018: New Program Proposals Campus Announcement
  - Dec. 21, 2018: New Program Proposals Campus Announcement (Spring Cycle)**
  - Jan. 2, 2019: AP Director’s approval complete in Curriculog for all Course Changes and Program Changes to be included in the next catalog*
  - Jan. 14, 2019: Catalog Editor begins reviewing all curriculum changes for implementation in the next catalog: course descriptions, programs, etc.
  - Jan. 16, 2019: AP Director’s approval for all curriculum changes to be included in the next catalog
  - Jan. 31, 2019: Scheduling Office has processed all course changes to be included in next catalog
  - Feb. 1, 2019: NCP & New GE courses Campus Announcement (Spring Cycle)**
  - Feb. 18, 2019: Galleys to colleges for distribution to departments
  - Mar. 1, 2019: Galleys due back
  - Mar. 15, 2019: New Program Proposals Campus Announcement
  - Apr. 2, 2019: Catalog Editor begins reviewing all curriculum changes for implementation in the next catalog
  - Apr. 8, 2019: New Program Proposals Campus Announcement

*Inclusion in the catalog is subject to proposal receiving all necessary approvals.

**NCPs and new GE courses that are submitted by Dec. 21 announced on Feb. 1 will not appear in the upcoming Fall catalog and may not be available for scheduling in CMS until the Spring semester following approval

**CATALOG GOES LIVE**

- **DEADLINE:**
  - Jan. 2, 2019: New Program Proposals submitted to the Office of Academic Programs
  - Feb. 1, 2019: Dean’s approval complete in Curriculog for Feb. 1 announcement of NCPs, new GE courses**
  - Mar. 1, 2019: Prepare galleys for 72 departments and colleges
  - Mar. 15, 2019: New Program Proposals Campus Announcement
  - Apr. 2, 2019: New Program Proposals submitted to the Office of Academic Programs
  - Apr. 8, 2019: Galleys to colleges for distribution to departments

**CATALOG PRODUCTION**

- Feb. 18, 2019: Make changes/edits in Acalog publisher; create other updates as needed. All changes must be complete in CMS for next catalog
- Mar. 1, 2019: Galleys to colleges for distribution to departments
- Mar. 15, 2019: Galleys due back
- Apr. 2, 2019: New Program Proposals submitted to the Office of Academic Programs
- Apr. 8, 2019: New Program Proposals submitted to the Office of Academic Programs

*Last Revised June 26, 2018*