



COMMITTEE ON INSTRUCTION AND CURRICULUM

17-18 CIC 35  
Tuesday, January 23, 2018

**TO:** The Academic Senate

**FROM:** Committee on Instruction and Curriculum (CIC)

**SUBJECT:** 17-18 CIC 35: Timeline for Curricular Changes

**PURPOSE:** Approval of the Senate

**ACTION REQUESTED:** That the Senate approve the Timeline for Curricular Changes policy as amended below; upon signature of the President effective Fall Semester, 2018.

**BACKGROUND INFORMATION:**

In [16-17 CIC 57](#), CIC and ultimately the Academic Senate approved the Curricular Procedures Manual with a timeline for departments proposing curricular changes. With the conversion to semesters and with the adoption of the Curriculog software package, these deadlines need to change. Some have moved forward and others have moved back. In consultation with various members of APS, particularly the catalog team, CIC developed the timeline and instructions below. The timeline was adopted unanimously by CIC at their January 22<sup>nd</sup>, 2018 meeting.

**PROPOSED POLICY:**

**2019-2020 and Subsequent Semester Catalog Curriculum Timelines**

Catalog Publication Date: July 1, 2019 (and an annual July 1 publication date)

<p><b>April 1 of Previous Calendar Year (1 ½ year in advance of effective catalog)</b>  <b>Due to Academic Programs and Services. College Deadlines are Earlier.</b></p> <ul style="list-style-type: none"> <li>▪ Degree program revisions (requiring Chancellor Office approval)</li> <li>▪ Discontinued degree and non-degree programs</li> </ul> <p>Due to Student Catalog Rights, revisions/discontinuances may only take effect in the Fall semester. These must be college-approved and received in APS by April 1 of the year prior to the Fall Semester in which the revision takes effect. (<i>e.g. College approves and sends revisions or discontinuances to APS by April 1, 2018 to take effect Fall 2019 and for inclusion in the 2019-20 catalog.</i>)</p> <p>**See below for guidelines for New Degree Programs</p>
<p><b>October 15 of Previous Calendar Year (8 months in advance of effective catalog)</b>  <b>Due to Academic Programs and Services. College Deadlines are Earlier.</b></p>

- Program revisions (not requiring Chancellor Office notification or approval)
  - Includes New, Discontinued and Revised courses (both non-GE/GR and GE/GR), and the addition of prerequisites and/or online/hybrid designations (that fit within program requirements)
- New and Revised GE/GR Courses\* (that do not fit within program requirements)
  - **GE/GR** course proposals that do not make this deadline may be listed in the catalog as Experimental GE/GR courses under the general lower division number 196G and upper division number 396G with a general course description. Experimental courses are only active for **ONE** term. If a department wishes to continue offering the course, it must be proposed as a new “permanent” course.

Revisions/discontinuances and new GE/GR courses will only take effect in the Fall semester. These must be college-approved and received in APS by October 15 of the year prior to the Fall Semester in which the revision/New GE/GR course takes effect. (*e.g. College approves and sends proposal to APS by October 15, 2018 to take effect Fall 2019 and for inclusion in the 2019-20 catalog.*)

\*Note: GE/GR Courses require campus approval (i.e. GE Subcommittee, CIC and Senate). New GE/GR courses that do not receive full campus approval by **March 1** will not be included in the upcoming University Catalog. In this case, departments should look into the use of Experimental GE/GR courses. See College Curriculum Committee for curricular deadlines.

**March 1 of Current Calendar Year (4 months in advance of effective catalog)  
Due to Academic Programs and Services. College Deadlines are Earlier.**

- New, Revised, and Discontinued non-GE/GR (and discontinued GE/GR courses)
  - Revisions include but not limited to:
    - Course title / Abbreviated Title Changes
    - Course description
    - Grading method
    - Repeatable for credit
    - Prerequisite removal changes
    - (Un)Cross-listings

*(e.g. College approves proposals and sends to APS by March 1, 2019 for inclusion in the 2019-20 catalog)*

**\*\*Guidelines for New Degree Programs**

New degree programs require Academic Senate approval of the **Academic Master Plan and Resource Implication form** for inclusion on the CSU Chancellor’s Office Board of Trustees Academic Master Plan. The Academic Master Plan and Resource Implication form must be approved by the Chancellor’s Office **before** a New Degree Program may be proposed. The timeline for proposing and offering a New Degree Program can take 2 years.