TO: Committee on Instruction and Curriculum (CIC)
FROM: Mitchell Watnik, Associate Dean of Undergraduate Studies, Academic Programs and Services
SUBJECT: Revision to 17-18 CIC 35: Timeline for Curricular Changes

BACKGROUND INFORMATION:

The previous timeline was adopted unanimously by CIC at their January 22, 2018 meeting. This timeline has been adjusted to allow for thorough review of curriculum requests by the Senate committees, and, in some cases, for sufficient time to be submitted and reviewed by the CSU Chancellor’s Office.

PROPOSED POLICY CHANGES:

Semester Catalog Curriculum Timelines
University Catalog Publication Date: July 1

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<th>February 1 of Previous Calendar Year (1 ½ year in advance of effective catalog) Due to Academic Programs and Services. College Deadlines for Departments are Earlier.</th>
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Program Proposals Requiring Academic Senate and/or Chancellor Office Approval or Notification:

- Revisions & Discontinuances – Existing Programs*
  - These may include but are not be limited to:
    - New concentrations within existing degree programs
    - Revised degree title, or revised degree or concentration total units
    - Revised offering format (self-support vs state), or delivery format (online, hybrid designation) of degree, concentration, or credential program
    - Elevation of an existing concentration to a degree program
    - All discontinued or temporarily suspended programs
- New Credential, Certificate or Subject Matter Preparation Programs
- New Degree Programs already added to the Academic Master Plan and approved by the CSU Board of Trustees**

Due to Student Catalog Rights, revisions/discontinuances may only take effect in the Fall semester.

These proposals requiring Academic Senate approval must be college-approved and received in APS by February 1 of the year prior to the Fall Semester in which the revision takes effect. Proposals that have not received Academic Senate approval by the end of the Spring Semester will be moved to the following effective catalog once approved.

**See below for guidelines for New Degree Programs

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<th>October 15 of Previous Calendar Year (8 months in advance of effective catalog) Due to Academic</th>
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**Guidelines for New Degree Programs**

New degree programs require Academic Senate approval of the Academic Master Plan and Resource Implication form due to APS by September 1, and must be approved by the Senate no later than December 15 for inclusion on the CSU Chancellor’s Office Board of Trustees annual 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 proposal for a New Degree Program must be received in APS by 
February 1 of the previous calendar year and must be approved by Academic Senate by the end of Spring Semester, 
in order to be included in the proposed effective catalog. The timeline for proposing and offering a New Degree 
Program can take 2 years. This process is further outlined in the Curricular Procedures Manual.