Prior revisions include: 21-22 CIC 2; 21-22 CIC 43; 22-23 CIC 49
23-24 CIC 36; Senate approved 4/18/24; President approved 4/29/24
23-24 CIC 47; Senate approved 5/1/24; President approved 5/15/24
24-25 CIC 20/FAC 18; President approved 4/29/25
25-26 CIC 54; President approved 5/21/26

Curricular Timeline Policy

If you want to:

- Create new degree programs

These require Academic Senate approval of the **Academic Master Plan and Resource Implication form,** which is due to Academic Affairs, 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.

NOTE: 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 Academic Affairs by **February 1** of the previous calendar year and must be approved by the 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.

If you want to:

- Propose new General Education (G.E.), Overlay, Writing Skills, Code Courses
- Revise G.E. or Graduation Requirement (G.R.) Courses
- Propose new courses or revise existing courses that are not breadth courses
- Create a New Prefix Request

Then the deadline to launch your proposal is **September 15**, and must be received by Academic Affairs by **October 15** of the year prior to the Fall Semester in which the G.E/G.R. course takes effect. It must be approved by by the President by **February 1st** in order to be included in the next effective catalog and available to be offered in the Fall. Courses that do not receive approval by February 1 may receive provisional G.E./G.R. approval for one semester only, and will be noted as such in the catalog. New and provisional G.E./G.R. courses will only take effect in the Fall semester. Departments wishing to offer a new G.E./G.R. course prior to proposing a permanent course may offer an Experimental Course for G.E./G.R. credit

designated as 196G for lower division and 396G for upper division when it is provisionally approved, as per 17- 18 CIC 18.

Course Proposals Requiring Academic Senate Approval if ⅔ vote not effective:

- Revised Courses - G.E./G.R (Graduation Requirement)
- New Prefix Request
- New Courses - G.E., Overlay, Writing Skills, Code

Course Proposals NOT Requiring Academic Senate Approval (Info Only):

- New Courses - Non-G.E./G.R
- Revised Courses - Non-G.E./G.R. courses
- Recertification ONLY

If you want to:

- Revise a degree or concentration title
- Revise a degree or concentration total units
- Revise the offering format (self-support vs state)
- Revise the delivery format (Hybrid, Fully Online, Online degree Completion designation) of degree, concentration, or credential program
- Discontinue or temporarily suspended programs

Then the deadline to launch your proposal is **October 15** (7 months or 19 months in advance of effective catalog, as noted below) and the deadline for College Committee Approval is **November 15** of Preceding Calendar Year (6 months or 18 months in advance of effective catalog).

Degree or Certificate Proposals Requiring Academic Senate if ⅔ vote not effective and Chancellor Office Approval or Notification (Info Only) as noted below are 19 months in advance of the effective catalog:

- Revised degree or concentration title

Degree or Certificate Proposals Always Requiring Academic Senate and Chancellor Office Approval or Notification (Info Only) as noted below are 19 months in advance of the effective catalog:

- Revised degree or concentration total units
- Revised offering format (self-support vs state)
- Revised delivery format (Hybrid, Fully Online, Online degree Completion designation) of degree, concentration, or credential program
- All discontinued or temporarily suspended programs

Degree or Certificate Proposals NOT Requiring Chancellor Office Approval or Notification (Info Only) as noted below are 7 months in advance of the effective catalog:

- Revisions of existing Programs (Changes to program course requirements. These may include but are not limited to: Any course changes within a program, including those that fit within program requirements, that do NOT impact total degree or concentration units or compliance with EO 1071). Changes to program course requirements that do not affect total program units and/or compliance with EO 1071
- Non-Curricular Edits such as changes to program descriptions, program learning outcomes, or program feature

If you want to:

- Form, Dissolve, Name Change, or do a Merger of a Department/Academic Unit
- Create New Minors
- Revise existing Minors (may not need Senate approval)

Then the deadline to launch your proposal is **November 15** of preceding calendar year (7 months in advance of effective catalog) and the deadline for College Committee Approval is **December 15** of Preceding Calendar Year (6 months in advance of effective catalog)**.** It must be approved by the President by the end of Spring Semester, in order to be included in the next effective catalog.

Proposals Requiring Academic Senate Approval if ⅔ vote not effective:

- Revisions to existing Minors (may or may not need Senate approval)

Proposals Always Requiring Academic Senate Approval:

- Formation, Dissolution, Name Change, Merger of a Department/Academic Unit
- New Minors

If you want to:

- Create new concentrations within existing degree programs
- Elevate an existing concentration to a degree program
- Create New Credential, Certificate or Subject Matter Preparation Programs
- Create New Degree Programs already added to the Academic Master Plan and approved by the CSU Board of Trustees**

Then the deadline to Launch your proposal is: **December 1** (19 months in advance of effective catalog) and the Deadline for College Committee approval is **February 1** of Preceding Calendar Year (17 months in advance of effective catalog). Proposals that have not received Presidential approval by the end of the Spring Semester will be moved to the following effective catalog once approved.

Program Proposals Requiring President and Chancellor Office Approval or Notification:

Revisions & Discontinuances – Existing Programs*
These may include but are not limited to:

- New concentrations within existing degree programs
- Elevation of an existing concentration to a degree program
- 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.

*See above for guidelines for New Degree Programs

In order for updated information to appear in the **next catalog year**, the following deadlines for campus approval must be adhered to:

****Proposals that pass CIC and CAPR with at least 2/3rd of members (not just those present, but 2/3rds of all committee members) approving may bypass Senate approval.**

Type of proposal	Proposal launch	College committee	CIC	CAPR	Senate	One read?	President
New or revised course - non GE/GR[1]	Sept 15	Oct 15	N/A	N/A	N/A		N/A
GE/GR recertification only	Sept 15	Oct 15	Yes	N/A	N/A		N/A
New course - GE/GR	Sept 15	Oct 15	Yes	N/A	N/A**	Yes	Required
Revised course - GE/GR	Sept 15	Oct 15	Yes	N/A	N/A**	Yes	Required
New prefix request	Sept 15	Oct 15	Yes	N/A	N/A**	Yes	Required
Revised degree, credential, or certificate programs (no change to total degree or concentration units, and remains compliant with EO 1071)	Oct 15	Nov 15	Yes	Yes	N/A**	Yes	Required
Non-curricular edits to program	Oct 15	Nov 15	Yes	Yes	N/A		N/A

[1] *GE = General Education (breadth), GR = Graduation Requirement (GE, Overlay, Writing Skills, and U.S. Code)*

Formation, dissolution, name change, or merger of dept/academic unit(s)	Oct 15	Dec 15	Yes	Yes	Yes	Yes	Required
New minor	Nov 15	Dec 15	Yes	Yes	Yes		Required
Revised minor (if substantive)[2]	Nov 15	Dec 15	Yes	Yes	N/A**	Yes	Required
Revised minor (not substantive)	Nov 15	Dec 15	No	No	N/A		N/A

In order for updated information to appear in the **following year catalog (one year later)**, the following deadlines for campus approval ***AND Chancellor's Office approval*** must be adhered to:

Type of proposal	**Proposal launch**	**College committee**	**CIC**	**CAPR**	**Senate**	**One read?**	**President**
Revised degree or concentration title	Oct 15	Nov 15	Yes	Yes	N/A**	Yes	Required
Revised degree total units	Sept 15	Nov 15	Yes	Yes	Yes	Yes	Required
Revised offering format (self-support vs. stateside)	Sept 15	Nov 15	Yes	Yes	Yes	Yes	Required
Revised delivery format (hybrid, fully online, online degree completion designation) of degree, concentration, or credential program	Sept 15	Nov 15	No	Yes	Yes	Yes	Required
Discontinued or temporarily suspended program	Sept 15	Nov 15	No	Yes	Yes	Yes	Required
New concentration within existing degree program	Dec 1	Feb 1	Yes	Yes	Yes		Required
Elevation of existing concentration to a degree	Dec 1	Feb 1	Yes	Yes	Yes		Required

[2] *Substantive changes could include changing the title or overall number of units*

New degree, credential, certificate, or subject matter preparation program - Step 1: Academic Master Plan and Resource Implication form	Sept 1	N/A	N/A	Yes	N/A		Required
New degree, credential, certificate, or subject matter preparation program - Step 2: Curricular proposal[3]	Dec 1	Feb 1	Yes	Yes	Yes		Required

[3] *Can only be submitted after the Chancellor's Office has approved the Academic Master Plan and Resource Implication form*