

**Curriculum Development--New Course/Course Revision Processes  
with Deadlines for 2024-25 Catalog**

Steps		New Course					Course Review and Revision				Course Discontinuation
<b>Curriculum</b>	Proposal Creation	Faculty Originator <i>Launch between July and October 6, 2023</i>					Faculty Originator Major Course Revision*-Launch by October 6, 2023 General Ed Course Revision-Launch by October 6, 2023 Regular Course Revision-Launch by October 6, 2023				Faculty Originator <i>Launch by November 15, 2023</i>
	Proposal Approval	Department Head & Dean <i>Approval on or before October 16, 2023</i>									Department Head & Dean Approval on or before November 30, 2023
	General Education Course Transferability	Director of Transfer and Articulation Services (If Gen Ed)									
	Curriculum Development	Faculty Originator Director of Curriculum Development & Assessment Director of Curriculum Management									
<b>Approval of Curriculum</b>		Dept Head	Gen Ed Review Team**	Dean	Curriculum Approval Team**	Provost	Dept Head	Gen Ed Review Team**	Dean	Curriculum Approval Team**	If the course is a Program Requirement....needs CAT approval by December 15, 2023
	<i>Non Gen Ed/Regular Course</i>	Approve on or before October 20, 2023		Approve on or before November 17, 2023	Approved on or before December 15, 2023	Approved on or before December 22, 2023	Approved on or before December 1, 2023		Approved on or before December 15, 2023		
	<i>Gen Ed (Fall Add Only)</i>	Approved on or before October 20, 2023	Approved on or before Novmeber 15, 2023	Approve on or before November 30, 2023	Approved on or before December 15, 2023	Approved on or before December 22, 2023	Approved on or before October 30, 2023	Approved on or before Novmeber 15, 2023	Approved on or before November 30, 2023	Approved on or before December 15, 2023	
	<i>Major Course Rev*</i>						Approved on or before October 30, 2023		Approved on or before November 17, 2023	Approved on or before December 15, 2023	
<b>Systems</b>	4 Year College – Notification of change	Director of Transfer and Articulation Services (If Gen Ed)					If Major Course Revision of a course included in an Articulated Pre-Major Program				
	Systems Updating & Final Review/ Approval	Registrar’s Office Curriculum Support (Systems work in preparation for 2024-2025 online catalog production--January/February, 2024)					Registrar’s Office Curriculum Support (Systems work in preparation for 2024-2025 online catalog production--January/February, 2024)				Registrar’s Office Curriculum Support

\*A major course revisions is a change in the title, prefix, credit/contact hours for the course.

\*\*Curriculog proposals are due one week prior to each General Education Review or Curriculum Approval Team meeting (proposals should reach the Team's step prior to each meeting)