*Ongoing Annual Curriculum Update*

**Sept – Feb:** Dept develops curriculum proposals on forms found on Provost’s website and do consultations. LAC proposals vetted at LACC.

**Oct – Dec:** Curriculum Summary Form to Dean by Dec 15 for budget review.

**Dec - Jan:** Registrar course entry in SIS

**Dec 15:** Dept sends Curriculum Summary Form to Dean for Budget Review (MS Word format)

**Jan:** Catalog proofing.

**Dec - Feb 15:** Signed Curriculum Summary Form due from Dean to departments who send on the Provost’s Office (MS Word Format)

**Feb 1:** New Catalog published, effective in May.

**Feb 15:** Leepfrog available for proposal entry by departments

**March 15:** Deadline for Departments to have proposals uploaded into Leepfrog to be reviewed by College Senates

**March - April:** College review continues. College Senate Chair submits approvals into Leepfrog by May 1

**May term:** Catalog published in Feb goes into effect.

**May 15:** College Senate Chair comments due on Curriculum Summary Form and sent to Dean and Provost’s Office (MS Word format)

**June 1:** Deadline for Dean’s approval or rejection back to proposer.

**June 30:** Dean-approved proposals due to UCC/GCCC

**July:** Revisions of rejected proposals or add’tl consultations, if required

**Oct:** UCC/GCCC/Grad Council continue to review.

**Late August/Sept:** UCC/GCCC meetings begin with review process of new programs and associated courses.

**Oct - Nov:** Faculty Senate review

**From start to effective: ~20 months**