Ongoing Curriculum Cycle

From start to effective: ~20 months

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

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

**Sept-Nov:** Faculty Senate review

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

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

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

**June 30:** All college-approved proposals are due to the UCC/GCCC. Dean clicks Approve in Leepfrog to forward.

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

Jan 15: Dept Department sends Curriculum Summary Form with budget implications to their Dean for budget review.

Jan: Catalog proofing.

Jan - Feb 15: Signed Curriculum Summary Forms due from Dean to Provost’s Office.

Feb 15: Leepfrog available for proposal entry by departments

**March:** New Catalog published, effective in May.

**March 15 OR date set by College Senate:** 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 March goes into effect.

May 15: College Senate comments entered into Leepfrog to provide context for UCC/GCCC review.