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

Oct - Nov: Faculty Senate 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’l consultations, if required

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

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

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

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