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May 7, 2024

TO: Department Chairs, Associate Deans, and Deans

FROM: Chevelle Newsome, Dean *Chevelle Newsome*
 Division of Academic Services

RE: University Curriculum Approval Deadlines for the 2024-2025 AY

The approval deadlines for course and program proposals for the **2024-2025 AY** are listed below. Program and course change proposals that are not approved by the catalog deadline will be implemented in the following catalog year. For the 2025-2026 Catalog all course and program changes must be approved by all appropriate bodies (Curriculum Subcommittee, GE Course Review Subcommittee, Graduate Studies Policies Committee, Senate Executive, full Faculty Senate, and the President) no later than **February 07, 2025**. The estimated publication date for the 2025-2026 Catalog is April 9, 2025. Also noted are the deadlines by which experimental courses must be submitted by the college for approval prior to the registration period.

Deadlines to submit proposals:

August 23, 2024	Curriculum Subcommittee September 10, 2024 List #1 Agenda*
September 20, 2024	Curriculum Subcommittee October 8, 2024 List #2 Agenda*
October 11, 2024	Experimental Courses for CMS Entry for Spring 2024
October 25, 2024	Curriculum Subcommittee November 12, 2024 List #3 Agenda*
January 24, 2025	Curriculum Subcommittee February 11, 2025 List #4 Agenda
February 21, 2025	Curriculum Subcommittee March 11, 2025 List #5 Agenda
March 7, 2025	Experimental Courses for CMS Entry for Fall 2024
March 21, 2025	Curriculum Subcommittee April 8, 2025 List #6 Agenda

The asterisk (*) notes the deadlines by which courses and programs may be approved in time for the 2025-2026 Catalog publication date. Meeting the submission deadline for the 2025-2026 Catalog publication date does not guarantee approval will be received in time for catalog publication or entry into CMS for a particular registration period.

Academic Affairs, in collaboration with the Faculty Senate, are working to ensure an efficient curriculum review process. *If courses are to be approved for CMS Entry for the Spring 2025 Schedule of Classes, the deadline is October 11, 2024. If courses are to be approved for CMS Entry for the Fall 2025 Schedule of Classes (excluding experimental courses), the deadline is February 7, 2025. We strongly encourage curriculum authors and review committees at the various levels to utilize the curriculum review checklists to ensure the proposals meet the*

requirements and guidelines for approval. The checklists are offered to assist with the curricular workflow for both the catalog and curriculum review processes. In addition, Academic Services will have Zoom sessions available during Fall 2024 for anyone in need of training or refreshers in regards to the workflow process which will be available at:

<https://www.csus.edu/academic-affairs/curriculum-workflow/>

Information related to the committee meetings, lists of courses under committee review, and deadlines for responses are posted at: <https://www.csus.edu/academic-affairs/course-program-proposals/>

Department Chairs are responsible for reviewing the course and program proposal listings and are welcome to attend any curriculum subcommittee meetings during which proposals that impact their departments will be discussed.

The Curriculum Workflow software is scheduled for a major update in summer of 2025. In preparation for this update, all course and program proposals must be out of workflow by the end of the 2025 spring semester. Submissions for course and program proposals will be cut off on Friday, March 21, 2025 and any proposals still in Workflow on **May 21, 2025** will be rolled back to the author.

If you have any questions regarding the Curriculum Workflow, please feel free to contact Academic Services at curriculum@csus.edu.