Internal Curriculum Deadlines

Internal Curriculum Deadlines and Planning Guidelines

To ensure curriculum changes are approved, reflected in the University Catalog, available for advising, and course registration, faculty should plan ahead and adhere to the following internal curriculum deadlines.

Terms to Know:

- **Initiate:** Start a curriculum proposal in Curriculog. The proposal remains under the My Proposals tab and is not yet visible to other users.
- **Launch:** Move the proposal into the Curriculog workflow, making it visible to other users and routing it to the first approval step: the originator step**.**
- **Approve as Originator:** Review the proposal for accuracy and completeness, make any necessary edits, and approve it under My Tasks to advance it through the workflow.

Key Curriculum Deadlines

October 1–15 | Recommended Submission Window

Faculty are encouraged to launch and approve program and course proposals by this period for a fall implementation date. Proposals typically take approximately two months to complete the approval process, so early submission is strongly recommended.

November 1 | Final Submission Date

November 1 is the final date to initiate, launch, and approve program and course proposals intended for fall implementation. Proposals must complete all required internal and external approval steps before implementation. Meeting this deadline does not guarantee approval or implementation by the requested date.



December | Final UCC/GCC Meeting of the Fall Semester

Proposals must be approved by the Undergraduate Curriculum Committee (UCC) or Graduate Curriculum Committee (GCC) by its final meeting in December to be eligible for a first offering in the following summer or fall semester.

In certain circumstances, proposals submitted to UCC by the December deadline but not reviewed until the first spring meeting may be considered for an exception.

May | Final UCC/GCC Meeting of the Spring Semester

Course proposals intended for spring offerings must be approved by UCC/GCC by its final meeting in May. Faculty should submit proposals early enough to allow sufficient time for review and approval before the deadline.

April 1–June 1 | Curriculog and Catalog Maintenance Period

Curriculog proposal forms are unavailable for new submissions from April 1 through May 31 and reopen on June 1. This annual pause allows the University to implement approved curriculum changes, edit and finalize the University Catalog, update student degree audits in the student information system, and prepare proposal forms for the upcoming academic year. Proposals that have entered the workflow will continue to move through the approval process.

Faculty should plan accordingly and ensure proposals are submitted and approved within the applicable deadlines.

Important Curriculum Planning Guidelines

- **Advance approval requirement:** New programs and program changes must be approved one year in advance of their intended first offering.
- **Initial offering semester:** New programs and program changes must first be offered in a fall semester. Graduate programs may have a summer first offering.
- **Catalog publication:** The next University Catalog is published in late February or early March to support fall advising. All proposals must complete the required approval process in time to be reflected in the catalog before advising begins.

Planning for Success

Faculty should initiate curriculum proposals as early as possible and work backward from the intended first offering date. Meeting the recommended submission deadlines helps ensure sufficient time for committee review, required approvals, catalog updates, and fall advising.

Please note: Submission by an internal deadline does not guarantee approval or implementation by the requested date. Implementation is subject to internal and external approvals, if required.