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TO: Department Chairs, Associate Deans, and Deans

FROM: Chevelle Newsome, Dean
Division of Academic Services

RE: University Curriculum Approval Deadlines for the 2023-2024 AY

The approval deadlines for course and program proposals for the **2023-2024 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 2024-2025 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 16, 2024**. The publication date for the 2024-2025 catalog is March 22, 2024. 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 25, 2023	Curriculum Subcommittee September 12, 2023 List #1 Agenda*
September 22, 2023	Curriculum Subcommittee October 10, 2023 List #2 Agenda*
October 13, 2023	<i>Experimental Courses for CMS Entry for Spring 2024</i>
October 27, 2023	Curriculum Subcommittee November 14, 2023 List #3 Agenda*
January 26, 2024	Curriculum Subcommittee February 13, 2024 List #4 Agenda
February 23, 2024	Curriculum Subcommittee March 12, 2024 List #5 Agenda
March 1, 2024	<i>Experimental Courses for CMS Entry for Fall 2024</i>
March 22, 2024	Curriculum Subcommittee April 9, 2024 List #6 Agenda

The asterisk (*) notes the deadlines by which courses and programs may be approved in time for the 2024-2025 catalog publication date. Meeting the submission deadline for the 2024-2025 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 2024 Schedule of Classes, the deadline is October 13, 2023. If courses are to be approved for CMS Entry for the Fall 2024 Schedule of Classes (excluding experimental courses), the deadline is February 16, 2024. 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 2023 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. If you have any questions regarding the Curriculum Workflow, please feel free to contact Academic Services at curriculum@csus.edu.