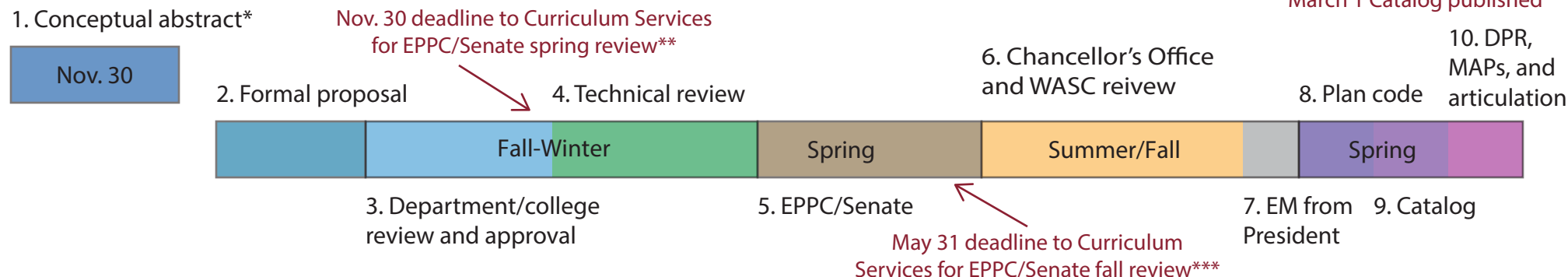
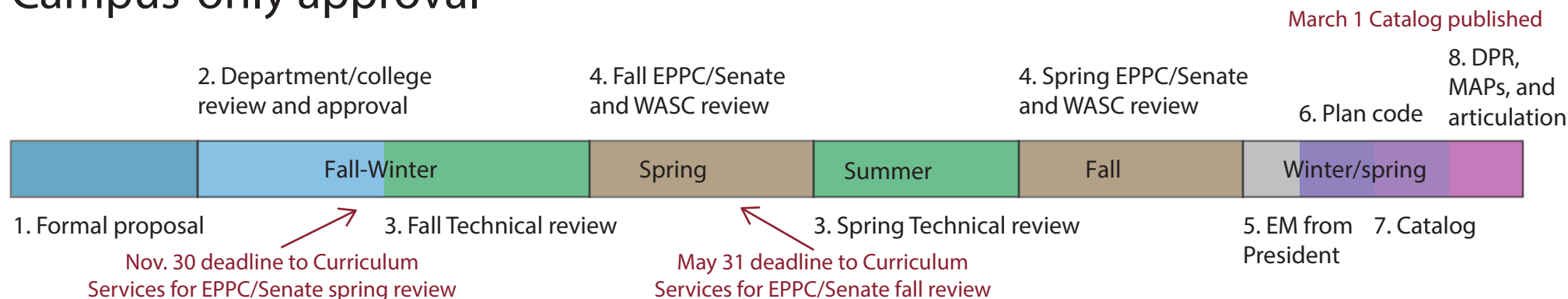


# Curriculum Timeline

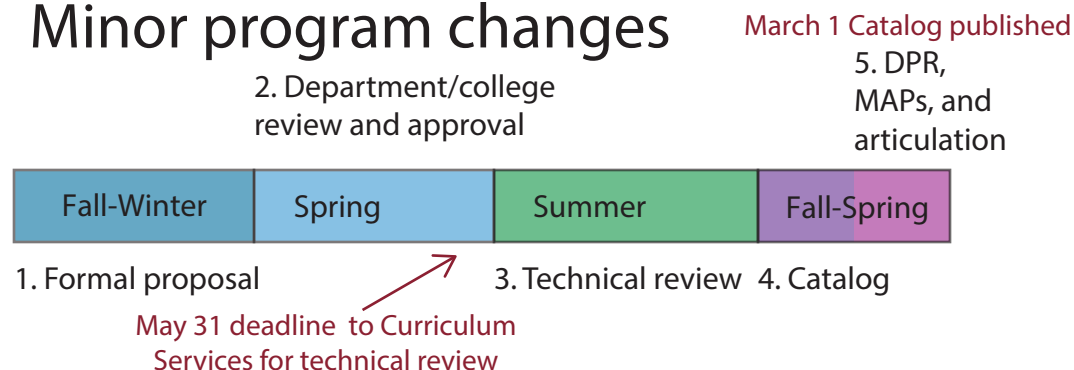
## CO approval required



## Campus-only approval



## Minor program changes



Be mindful that admissions deadlines are independent of the curriculum process, which means approved program changes may not be reflected right away in Cal State Apply when students are filing for fall admission, but the next catalog will be published before registration.

\*Only new degrees need a conceptual abstract, which can be turned in up to 5 years in advance of implementation, and must be submitted to Curriculum Services by Nov. 30.

\*\* Recommended deadline for proposals going to CO.

\*\*\* Proposals turned in at this time risk not completing approval cycle by Catalog publication.

# Curriculum Timeline Details

## 1. Conceptual abstract



## 2. Formal proposal

## 4. Technical review

## 6. Chancellor's Office/WASC

## 8. Plan code

## 10. DPR, MAPs, and articulation



## 3. Department/college review and approval

## 5. EPPC/Senate

## 7. EM from President 9. Catalog

1. **Conceptual abstract:** Only new degrees need a conceptual abstract, which can be turned in up to 5 years in advance of implementation, and must be submitted to Curriculum Services by Nov. 30. Consult with Nicol Gray in Curriculum Services on the information you will need to gather, and the projected time frame.

2. **Formal proposal:** For new degrees, once the Board of Trustees has approved your conceptual abstract (mid-March) you can proceed with the formal proposal for a new degree. For other program changes, a proposal initiates the process.

3. **Department/college review and approval:** Department and college curriculum committees review and approve proposals which are then approved by the Dean before being submitted to Curriculum Services by November 30\* (for spring EPPC/Senate review); or May 31 (for fall EPPC/Senate review). In addition to new degrees these proposals may include: new options, certificates, or minors; program name changes, significant program changes, and more. Contact Curriculum Services for help with which forms to fill out.  
\*November 30 is the recommended deadline for proposals that require CO approval.

4. **Technical review:** Curriculum Services shares your proposal with Academic Advising, Degree Audit Programming, Graduation Advising, and the Catalog in order to address any technical issues such as hidden prerequisites, Title 5 violations, programming problems, etc. You will be notified and asked to assist with resolving any problems.

5. **EPPC/Senate and WASC review:** Proposals are sent to EPPC and Academic Senate, which require at least two hearings (introduction then action) at both.

6. **Chancellor's Office and WASC review:** After Senate approval, proposals requiring CO approval are submitted to the CO by Curriculum Services, and if needed, by the campus ALO to WASC. Approval time cannot be predicted as it can vary drastically depending on CO and WASC workload and complexity of proposal. The Office of Academic Programs will share approval letters with you upon receipt.

7. **EM from President:** Once all approvals are obtained the President issues an Executive Memorandum. This is the official approval used by offices on campus to create or make changes to your program.

8. **Plan code:** The Office of the Registrar creates or updates the Plan Code for your program. The codes are used in PeopleSoft and Cal State Apply.

9. **Catalog:** APSS enters your changes into the catalog, which is published early March. If all approvals are not received prior to catalog publication the changes will not be effective until the following year. New programs are an exception.

10. **DPR, MAPs, and articulation:** Degree Progress Reports and MAPs are created or updated, and articulation agreements are confirmed. These need to be in place prior to student registration and Summer Orientation.