

Curriculum Approval Timeline

For 2025-26 Catalog

February, 2024

February 1-29, 2024 – Academic departments enter 2024 summer, fall, & winter intersession schedule of courses in Banner

February 1-29, 2024 – 2024-25 Catalog proofed for accuracy (Catalog not available yet; new software)

February, 2024 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2025-26 Catalog; consult Assessment prior to developing proposals*)

February 20, 2024 – MARCOMM produces 2024-25 Catalog pages (Catalog not available yet; new software)

March, 2024

March 1, 2024 – 2024-25 Catalog Go Live (Delayed because of new software)

March, 2024-August, 2024 – Freshman Registration begins

March, 2024-August, 2024 – Returning Student and Transfer Student Registration begins

March, 2024 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2025-26 Catalog; consult Assessment prior to developing proposals; prepare White Paper for April deadline; and prepare curriculum proposal forms*)

April, 2024

April 1, 2024 – Vice President for Academic Affairs approves White Paper

April 15, 2024 – President approves White Paper

April, 2024 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2025-26 Catalog; consult Assessment prior to developing proposals; and prepare curriculum proposal forms*)

April, 2024 – 2024-25 Catalog Go Live in new software

May, 2024

May, 2024 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2025-26 Catalog; consult Assessment prior to developing proposals; and prepare curriculum proposal forms*)

June, 2024

June, 2024 – Departments send curriculum proposal forms to their faculty for review

July, 2024

July 1, 2024 – Completed curriculum proposals and cosmetic changes to Assessment/Registrar

July 1-31, 2024 – Assessment/Registrar review proposals (*review for all required items, collect missing items, review proposals for mechanical accuracy, return inaccurate proposals for correction, summarize proposals, scan proposals to pdf, enter navigation bookmarks in pdf, post summary and proposals to Curriculum Committee web page*)

August, 2024

August, 2024 – General Education Committee (*Reviews proposals for new general education courses*)

August 13, 2024 – Curriculum Committee Agenda & Proposals posted on web for committee review

August 27, 2024 – Curriculum Committee (*New Program Proposals & Letters of Notification requiring ADHE Coordinating Board Approval must be approved at this meeting to complete approval process prior to go live of catalog*)

September, 2024

September, 2024 – Teacher Education Council (*Approves proposals for teacher education programs*)

September 10, 2024 – Faculty Senate approves proposals from August CC

September 10, 2024 – Curriculum Committee Agenda & Proposals posted on web for committee review

September 17, 2024 – Graduate Council (*New Program Proposals & Letters of Notification requiring ADHE Coordinating Board Approval must be approved at this meeting to complete approval process prior to go live of catalog*)

September, 2024 – Cosmetic Changes Round #1 posted on web for faculty review (Tentative)

September 24, 2024 – Curriculum Committee (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

October, 2024

October 1, 2024 – Board of Trustees Agenda deadline (*New Program Proposal and Letter of Notification*)

October 8, 2024 – Faculty Senate approves proposals from September CC

October 8, 2024 – Curriculum Committee Agenda & Proposals posted on web for committee review

October __, 2024 – Board of Trustees (*Approves New Program Proposal and Letter of Notification*)

October 15, 2024 – Graduate Council (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

October 22, 2024 – Curriculum Committee (*Curriculum Proposals requiring Teacher Education Council or General Education Committee Approval*)

November, 2024

November 1, 2024 - ADHE Agenda deadline (*New Program Proposal and Letter of Notification*)

November 12, 2024 – Faculty Senate approved proposals from October CC

November 12, 2024 – Curriculum Committee Agenda & Proposals posted on web for committee review

November 19, 2024 - Graduate Council (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

November, 2024 – Cosmetic Changes Round #2 posted on web for faculty review (Tentative)

November 26, 2024 – Curriculum Committee (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

December, 2024

December, 2024 – Faculty Senate approves proposals from November CC

December, 2024 – Board of Trustees (*Approves curriculum items not on October agenda*)

December 1, 2024 – January 30, 2025 – Banner update for all curriculum proposals & cosmetic changes

January, 2025

January, 2025 – ADHE Coordinating Board approves New Program Proposals and ADHE Director approves Letter of Notification

January 2-31, 2025 – Finish Banner update for all curriculum proposals & cosmetic changes

February, 2025

February 1-29, 2025 – Academic departments enter 2025 summer, fall, & winter intersession schedule of courses in Banner

February 1-29, 2025 – 2025-26 Catalog proofed for accuracy

February, 2025 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2026-27 Catalog; consult Assessment prior to developing proposals*)

February 19, 2025 – MARCOMM produces 2025-26 Catalog pages

March, 2025

March 1, 2025 – 2025-26 Catalog Go Live

March, 2025-August, 2025 – Freshman Registration begins

March, 2025-August, 2025 – Returning Student and Transfer Student Registration begins

March, 2025 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2026-27 Catalog; consult Assessment prior to developing proposals; prepare White Paper for April deadline; and prepare curriculum proposal forms*)

April, 2025

April 1, 2025 – Vice President for Academic Affairs approves White Paper

April 15, 2025 – President approves White Paper

April, 2025 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2026-27 Catalog; consult Assessment prior to developing proposals; and prepare curriculum proposal forms*)

May, 2025

May, 2025 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2026-27 Catalog; consult Assessment prior to developing proposals; and prepare curriculum proposal forms*)

June, 2025

June, 2025 – Departments send curriculum proposal forms to their faculty for review