

Program, Course, & Scheduling Approval Pathways
2025-26

Programs (majors/minors)	Deadline		Process	Step 1	Step 2	Step 3	Step 4	Step 5
To propose a new program:	3-Jan-2025	Curriculum	2025-26 Program - New	Registrar	Department / Committee	Division*	CAPP	Faculty
To revise an existing program:	3-Jan-2025	Curriculum	2025-26 Program - Change	Registrar	Department / Committee	Division*	CAPP	Faculty
To retire an existing program:	3-Jan-2025	Curriculum	2025-26 Program - Deactivation	Registrar	Department / Committee	Division*	CAPP	Faculty
<i>*Division approval is not required for interdisciplinary programs</i>								

Courses - New or Revived Courses	Deadline		Process	Step 1	Step 2	Step 3	Step 4	Step 5
To propose a new course:	See the 2025-26 Schedule & Catalog Timeline	Curriculum	2025-26 Course - New	Registrar	Department / Committee	Division*	CAPP	Faculty
To revive a retired course after 6 years (last offered prior to Fall 2020):		Curriculum	2025-26 Course - New	Registrar	Department / Committee	Division*	CAPP	Faculty
<i>*Division approval is not required for interdisciplinary courses (courses with an interdisciplinary subject code, such as FMST, ENV, etc., and are not cross-listed)</i>								

Courses - Deactivation	Deadline		Process	Step 1	Step 2
To retire a course:	3-Mar-2025	Curriculum	2025-26 Course - Deactivation	Registrar	Department / Committee
<i>Courses not offered for 3 years will be removed from the catalog by the Registrar's Office, but may be reinserted into the catalog if offered within 6 years. Courses not offered for 6 years will be deactivated, and will require formal approval to revive.</i>					

Courses - Revisions	Deadline		Process	Step 1	Step 2	Step 3	Step 4	Step 5
Content / description (minor change):	Changes submitted after the recommended deadline in the 2025-26 Schedule & Catalog Timeline may not be implemented in time for registration in April.	Curriculum	2025-26 Course - Non-Substantive Change	Registrar	Department / Committee			
Content / description (substantive change):		Curriculum	2025-26 Course - Substantive Change	Registrar	Department / Committee	Division*	CAPP	Faculty
Cross-listing:		Curriculum	2025-26 Course - Non-Substantive Change	Registrar	Department / Committee**			
Distribution Group Learning Outcomes:		Curriculum	2025-26 Course - Substantive Change	Registrar	Department / Committee	Division*	CAPP	Faculty
Instructional Method (lecture, conference, etc.):		Curriculum	2025-26 Course - Substantive Change	Registrar	Department / Committee	Division*	CAPP	Faculty

continued...

Courses - Revisions <i>(continued)</i>	Deadline	Process	Step 1	Step 2	Step 3	Step 4	Step 5	
Number (minor renumbering change):	Changes submitted after the recommended deadline in the 2025-26 Schedule & Catalog Timeline may not be implemented in time for registration in April.	Curriculum	2025-26 Course - <i>Non-Substantive Change</i>	Registrar	Department / Committee**			
Number (change in course level):		Curriculum	2025-26 Course - <i>Substantive Change</i>	Registrar	Department / Committee	Division*	CAPP	Faculty
Prerequisites (removal or reduction):		Curriculum	2025-26 Course - <i>Non-Substantive Change</i>	Registrar	Department / Committee			
Prerequisites (increase, addition, or change):		Curriculum	2025-26 Course - <i>Substantive Change</i>	Registrar	Department / Committee	Division*	CAPP	Faculty
Repeatability:		Curriculum	2025-26 Course - <i>Non-Substantive Change</i>	Registrar	Department / Committee			
Requirements (major or minor requirements to which this course applies):		Curriculum	2025-26 Course - <i>Non-Substantive Change</i>	Registrar	Department / Committee**			
Requirements (group or division requirements to which this course applies):		Curriculum	2025-26 Course - <i>Substantive Change</i>	Registrar	Department / Committee**	Division*	CAPP	Faculty
Title:		Curriculum	2025-26 Course - <i>Non-Substantive Change</i>	Registrar	Department / Committee			
Units (increase or decrease):		Curriculum	2025-26 Course - <i>Substantive Change</i>	Registrar	Department / Committee	Division*	CAPP	Faculty

**Division approval is not required for interdisciplinary courses (courses with an interdisciplinary subject code, such as FMST, ENV, etc., and are not cross-listed)*

***Each relevant department / committee*

Courses - Restrict / Manage Enrollment	Deadline	Process	Step 1	Step 2	Step 3
Enrollment Criteria (move students from enrolled to the waiting list):	3-Mar-2025	Request to Limit Enrollment Form (.doc download) -- Submit to Registrar's Office with proposed schedule	Registrar	Department / Committee	CAPP
Reduce maximum limit of class			Registrar	Department / Committee	CAPP
Reserve seats for new students			Registrar	Department / Committee	CAPP

Catalog - Miscellaneous Revisions	Deadline	Process
For any new programs, or changes to program requirements, see "Programs" above.		
Revisions to miscellaneous catalog text	3-Mar-2025	Curriculum Respond to the request in Curriculum under "My Tasks," initiated by the Registrar's staff for your review

continued..

