

Guidelines for Curriculum and Catalog Changes

Please note: These guidelines relate to the deadlines for proposals to be approved for implementation. Colleges and departments are encouraged to set earlier internal deadlines for proposal submission, accounting for all the steps in the review process.

	Deadline for Approval and Implementation	Notes
New Course Proposal	<p>Must be fully approved by February for course to be created in catalog in Banner in time for sections to be built prior to the beginning of fall priority registration</p> <p>Must be fully approved by April to be included in upcoming catalog</p>	<p><i>New courses can be approved and created after February but fall registration may already be open</i></p> <p><i>*Fully approved = through governance process and certified</i></p>
Revised or Drop Course Proposal	<p>Must be fully approved by February for course revisions to be reflected in Banner prior to the beginning of fall priority registration</p> <p>Must be fully approved by April to be included in upcoming catalog</p>	<p><i>Courses can be revised or dropped after February but fall registration may already be open and impact on schedule and students should be considered</i></p> <p><i>*Fully approved = through governance process and certified</i></p>
New Program Proposal	<p>Must be fully approved by April to be included in upcoming catalog</p>	<p><i>*Fully approved = through governance process and certified; any external approval such as ICHE must be received by June</i></p>
Revised or Drop Program Proposal	<p>Must be fully approved by April to be included in upcoming catalog</p>	<p><i>*Fully approved = through governance process and certified; any external approval such as ICHE must be received by June</i></p>
Preamble and Front Matter Updates (i.e. college, department, or program description that is not a change in curriculum)	<p>Must be submitted by June to be included in upcoming catalog</p>	<p><i>Updates can be submitted to catalog@bsu.edu</i></p>

Notes:

- *The undergraduate and graduate catalogs are published once per year, on or around July 1.*
- *The typical timeline for implementation of curricular changes is the following catalog year. For example, any proposals submitted and approved during the 2022-2023 academic year will be implemented in the 2023-2024 catalog.*
- *Academic postings of proposed curriculum changes are distributed to the campus community once per month. The postings and schedule are listed on the Office of the Registrar website.*