

# Curricular Processing Deadlines

## (General Catalog, Graduate Bulletin, and IVC Bulletin)

### Curricular Proposals

To ensure that the deadline for final catalog copy can be met, a schedule of deadlines for submission of curricular proposals into CurricUNET for university-wide processing has been established. The deadlines rotate each year with each college (with the exception of Business Administration, Education, Engineering, Health and Human Services, Imperial Valley Campus) moving forward to the next deadline date for the following year. The deadlines for submission of proposals for consideration for inclusion in future catalogs and bulletins are as follows:

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| <p style="text-align: center;"><b>2018-2019 Catalog/Bulletin</b></p> <p>February 6, 2017    Sciences<br/>           February 13, 2017    Professional Studies and Fine Arts<br/>           February 20, 2017    Arts and Letters<br/>           February 27, 2017    Business<br/>                                            Education<br/>                                            Engineering<br/>                                            Health and Human Services<br/>                                            IVC<br/>                                            Undergraduate Studies</p> | <p style="text-align: center;"><b>2019-2020 Catalog/Bulletin</b></p> <p>December 1, 2017    Professional Studies and Fine Arts<br/>           December 8, 2017    Arts and Letters<br/>           December 15, 2017    Sciences<br/>           December 22, 2017    Business<br/>                                            Education<br/>                                            Engineering<br/>                                            Health and Human Services<br/>                                            IVC<br/>                                            Undergraduate Studies</p>  |
| <p style="text-align: center;"><b>2020-2021 Catalog/Bulletin</b></p> <p>November 30, 2018    Arts and Letters<br/>           December 7, 2018    Sciences<br/>           December 14, 2018    Professional Studies and Fine Arts<br/>           December 21, 2018    Business<br/>                                            Education<br/>                                            Engineering<br/>                                            Health and Human Services<br/>                                            IVC<br/>                                            Undergraduate Studies</p> | <p style="text-align: center;"><b>2021-2022 Catalog/Bulletin</b></p> <p>November 29, 2019    Arts and Letters<br/>           December 6, 2019    Sciences<br/>           December 13, 2019    Professional Studies and Fine Arts<br/>           December 20, 2019    Business<br/>                                            Education<br/>                                            Engineering<br/>                                            Health and Human Services<br/>                                            IVC<br/>                                            Undergraduate Studies</p> |

It is the responsibility of the dean of each college to set deadlines within the college that will allow time for the college review and ensure that the deadline can be met for submission of proposals for the university-wide review.

Even if all goes well with a proposal, at least a year will elapse between the time a proposal is submitted and its appearance in the catalog. New courses may not be offered until they have appeared in the catalog.

Minor non-curricular catalog changes which are of an editorial rather than substantive nature require only the approval of Curriculum Services. All other changes require preparation of a formal proposal to be submitted through the appropriate channels via CurricUNET. Proposals may be prepared throughout the year in CurricUNET; however, submissions may only occur during fall semester.

## **Academic Master Plan**

The deadline dates outlined above are for new courses, changes in courses, minors, emphases, concentrations, credentials, etc., and new degree programs that are included on the Academic Master Plan for San Diego State University.

Degree programs which do not appear on the San Diego State Academic Master Plan must be submitted to Curriculum Services **no later than March 1** each year for consideration by the Academic Policy and Planning Committee and the Academic Resources and Planning Committee for inclusion on the master plan.

Proposals approved by the campus for consideration for inclusion in the master plan are forwarded to the Chancellor's Office in June or October each year and are forwarded to the Board of Trustees in January for action in March.

The format to use in submitting a request to include a new degree on the Academic Master Plan for San Diego State University is included on page 71.