

The timeline below is established based on key deadlines related to Class Scheduling and Student Registration, as well as Campus Consultation, Senate deliberation, and faculty breaks. **Dates are subject to change.**

• GE Course Proposals:

- There is a current pause on the development and proposal of new and modified General Education (GE) courses with the following exception:
 - GE physical and life science courses and GE GWAR courses (in consultation with the University Writing Committee) may be proposed.
 - Limited exceptions for <u>minimally modified</u> GE Areas A-F course proposals may be granted to address urgent needs. Departments must contact Aaron M DeRosa (<u>amderosa@cpp.edu</u>) prior to launching the proposal in Curriculog.
- All minimally modified GE course proposals planned for 2025-2026 AY implementation should be approved to the University Writing Committee (UWC)/Office of Academic Programs (OAP) step in Curriculog on or before October 28, 2024.

• Non-GE Course Proposals:

- All course proposals planned for 2025-2026 AY implementation must be approved to the University Curriculum Committee (UCC)/University Writing Committee (UWC)/Office of Academic Programs (OAP) step in Curriculog on or before October 28, 2024.
 - Proposals approved to the UCC/UWC/OAP step in Curriculog on or after October 29, 2024, will be: 1) considered for implementation during the 2026-2027 AY and 2) reviewed and processed after all materials submitted for 2025-2026 AY implementation, including catalog edits and roadmaps, are reviewed and processed.
- Campuswide consultation for non-GE course proposals occurs during the University Faculty step in Curriculog. Notifications of non-GE course proposals available for campus consultation are delivered via a Curriculog Daily/Weekly Digest email. Per system limitation, the posting of comments during the University Faculty step in Curriculog is limited to Deans, Associate Deans, Department Chairs, and the Office of Academic Programs curriculum staff. Faculty should contact their Dean, Associate Dean, Department Chair, or the curriculum staff in the Office of Academic Programs to request for comments to be posted on their behalf.

• Program Proposals (i.e., CSU AMP):

- All program proposals planned for 2025-2026/2026-2027 AY implementation should be approved to the Office of Academic Programs (OAP) step in Curriculog on or before October 28, 2024.
- O CSU AMP proposals include:
 - new/modify/discontinue program,
 - proposals for new degree programs will only be accepted for projections previously approved by the CSU Board of Trustees (BOT); call for new degree program projections for BOT review/approval occur mid-Fall and late-Spring.
 - new/modify/discontinue option,
 - new/modify/discontinue emphasis,
 - program/option/emphasis name change,
 - option elevation,
 - degree/CIP code change,
 - degree program modality change,
 - new self-support counterpart,
 - convert self-support degree to state-support degree.
- Program proposals requiring Chancellor's Office and/or WSCUC review/approval will be implemented during the 2026-2027 academic year at the earliest.



Timeline	Date	Curriculum	Action/Responsibility	Curriculog Approval Process
		Process		
Week 0	August 19, 2024	Catalog/Roadmap/ Matrices/Non- GE/GE/CSU AMP	 Office of Academic Programs Catalog/Curriculum Development Schedule of Activities and Deadlines during AY 2024-2025 distributed electronically and posted online. 2025-2026 Curriculum Package containing electronic PreCatalog files, Roadmaps, and Curriculum Matrices emailed to Deans, Associate Deans, and Department Chairs to review/distribute. Academic Colleges and Departments Begin/continue to develop curricular proposals for the 2025-2026/2026-2027 AY. Curriculum Package: PreCatalog files should be edited for the 2025-2026 AY to include editorial/internal changes, approved Curriculog proposals, and launched Curriculog proposals with activity in the 2023-2024 or 2024-2025 academic year; changes that affect other colleges/departments require proof of consultation. Edited files should be emailed via the Dean/Associate Dean's Office to Ashley Ly (atly@cpp.edu), Senior Curriculum Specialist and Lead, on or before December 20, 2024. Curriculum Matrices should be edited to reflect changes to program major required requirements (adding/removing courses) for the 2025-2026 AY. Email updated curriculum matrices to the Office of Assessment and Program Review (apr@cpp.edu) on or before December 20, 2024. Roadmaps should be edited to reflect curricular changes for the 2025-2026 AY. Email updated roadmaps to Aaron DeRosa (amderosa@cpp.edu), Interim Faculty Director of Undergraduate Studies and General Education, on or before December 20, 2024. 	ALL
Week 0 – End of Fall Semester	August 19, 2024 – December 20, 2024	Non-GE/Campus Consultation	 ▶ New non-GE, significantly modified non-GE, and deleted non-GE service course proposals planned for 2025-2026/2025-2026 AY implementation available for consultation at the University Faculty step in Curriculog. 	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)

^{*} Date varies by college / ** Subject to change Schedule of Activities 2024-2025 / Office of Academic Programs



Timeline	Date	Curriculum Process	Action/Responsibility	Curriculog Approval Process
Week 4	September 16, 2024*	Non-GE/GE	Department Chairs Last day to approve new non-GE, significantly modified non-GE, and deleted non-GE service course proposals planned for 2025-2026 AY implementation at the Department Chair step to the College Curriculum Committee step in Curriculog.	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)
Week 5	September 23, 2024*	Non-GE/GE	College Curriculum Committees Last day to approve new non-GE, significantly modified non-GE, and deleted non-GE service course proposals planned for 2025-2026 AY implementation at the College Curriculum Committee step to the College Dean step in Curriculog.	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)
Week 6	September 30, 2024	Non-GE	Associate Deans Last day to approve new non-GE, significantly modified non-GE, and deleted non-GE service course proposals planned for 2025-2026 AY implementation at the College Dean step to the University Faculty step in Curriculog.	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)
			 Deans, Associate Deans, Department Chairs, and University Faculty New non-GE, significantly modified non-GE, and deleted non-GE service course proposals planned for 2025-2026 AY implementation available for consultation at the University Faculty step in Curriculog. 	
			NOTE: Proposals for new non-GE, significantly modified non-GE, and deleted non-GE service courses require 30 calendar days of campus consultation. Course proposals must be approved at the College Dean step on or before September 30, 2024, to allow them to complete 30 calendar days of campus consultation in Curriculog and reach the University Curriculum Committee step on or before October 28, 2024.	
Week 7	October 7 – 11, 2024**	CSU AMP	Office of Academic Programs • Email call for new degree projections	K. Program – New Projected Degree Program – CSU AMP



Timeline	Date	Curriculum Process	Action/Responsibility	Curriculog Approval Process
Week 8	October 14, 2024*	Non-GE/GE/CSU AMP	 Last day to approve minimally modified non-GE and deleted non-GE major course proposals planned for 2025-2026 AY implementation at the Department Chair step to the College Curriculum Committee step in Curriculog. Last day to approve new and minimally modified GE (OAP approved exception), deleted GE, and CSU AMP proposals planned for 2025-2026/2026-2027 AY implementation at the Department Chair step to the College Curriculum Committee step in Curriculog for Academic Senate review during current AY. 	A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Minimally Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category does not include Service) C1. Course – NEW GE 24-25 AY C2. Course – MODIFY GE 23-24/24-25 AY D. Course – DELETE GE 24-25 AY E. Program through Y. Other
Week 9	October 21, 2024*	Non-GE/GE/CSU AMP	 College Curriculum Committees Last day to approve minimally modified non-GE and deleted non-GE major course proposals planned for 2025-2026 AY implementation at the College Curriculum Committee step to the College Dean step in Curriculog. Last day to approve new and minimally modified GE (OAP approved exception), deleted GE, and CSU AMP proposals planned for 2025-2026/2026-2027 AY implementation at the College Curriculum Committee step to the College Dean step in Curriculog for Academic Senate review during current AY. 	A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Minimally Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category does not include Service) C1. Course – NEW GE 24-25 AY C2. Course – MODIFY GE 23-24/24-25 AY E. Program through Y. Other
Week 10	October 28, 2024	Non-GE/GE/CSU AMP	 Associate Deans Last day to approve minimally modified non-GE and deleted non-GE major course proposals planned for 2025-2026 AY implementation at the College Dean step to the UWC/OAP step in Curriculog. Last day to approve new and minimally modified GE (OAP approved exception), and deleted GE, proposals for 2025-2026/2026-2027 AY at the College Dean step to the UWC/OAP step in Curriculog for Academic Senate review during current AY. Last day to approve CSU AMP proposals for 2025-2026/2026-2027 AY at the College Dean step to the OAP step in Curriculog for Academic Senate review during current AY. University Faculty (i.e., campus consultation) New non-GE, significantly modified non-GE, and deleted non-GE service course proposals planned for 2025-2026 AY implementation are approved automatically at the University Faculty step to the UCC/UWC step in Curriculog. 	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Minimally Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service) B. Course – DELETE Non-GE 24-25 AY (Course Category does not include Service) C1. Course – NEW GE 24-25 AY C2. Course – MODIFY GE 23-24/24-25 AY E. Program through Y. Other



Timeline	Date	Curriculum Process	Action/Responsibility	Curriculog Approval Process
Week 10	October 28, 2024	Non-GE/GE/CSU AMP	DEADLINE FOR ALL NON-GE COURSE, GE COURSE, and CSU AMP PROPOSALS TO BE APPROVED TO THE OFFICE OF ACADEMIC PROGRAMS STEP IN CURRICULOG FOR CONSIDERATION OF IMPLEMENTATION DURING AY 2025-2026	ALL
Week 11 – End of Fall Semester	November 4, 2024 – December 20, 2024	Non-GE/Catalog	Office of Academic Programs Reviews minimally modified non-GE and deleted non-GE major course proposals and enters approved changes into the PeopleSoft Course Catalog.	A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Minimally Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category does not include Service)
Weeks 11 – 12	November 4 – 15, 2024**	Meeting	 University Curriculum Committee Meets to discuss proposals approved to the UCC step on or before October 28, 2024 for 1) new non-GE, 2) significantly modified non-GE, and 3) deleted non-GE service courses. 	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)



Timeline	Date	Curriculum Process	Action/Responsibility	Curriculog Approval Process
Week 13	November 18, 2024 – December 20, 2024**	Non-GE/Catalog	Office of Academic Programs	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Minimally Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service) B. Course – DELETE Non-GE 24-25 AY (Course Category does not include Service)
Week 13	November 20, 2024	Non-GE	Associate Deans Last day within the Fall 2024 semester for Associate Deans to approve in Curriculog new non-GE, significantly modified non-GE, and deleted non-GE service course proposals to complete required 30 calendar days of campus consultation before faculty go on holiday break.	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)
Week 13 (F) – Week 0 (SP)	November 21, 2024 – January 16, 2025	Non-GE	 Associate Deans Do not approve any new non-GE, significantly modified non-GE, and deleted non-GE service course proposals at the College Dean step in Curriculog. NOTE: Course proposals that reach the College Dean step in Curriculog on or after November 21, 2024, should not be approved at that step until Friday, January 17, 2025. Approving proposals at the Dean step on or after November 21 will advance them to the University Faculty (campus consultation) step and they will not complete campus consultation prior to the end of the fall semester. Approvals by the Associate Dean in Curriculog for course proposals should cease on November 20 and resume on Friday, January 17, the 1st day of the spring semester. 	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)
Weeks 14 – 15	November 25, 2024 – December 6, 2024**	Meeting	 University Curriculum Committee UCC meets again to discuss proposals approved to the UCC step on or before November 2, 2023 for 1) new non-GE, 2) significantly modified non-GE, and 3) deleted non-GE service courses. 	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)



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End of Fall Semester	December 20, 2024**	Process Catalog/Roadmaps /Matrices	Academic Colleges and Departments • Electronic PreCatalog files, Roadmaps, and Curriculum Matrices revisions due in the Office of Academic Programs with curricular changes approved for 2025-2026 AY and changes that are editorial/internal; changes that affect other colleges/departments require proof of consultation. Email: • PreCatalog files to Ashley Ly (atly@cpp.edu), • Roadmaps to Aaron M DeRosa (amderosa@cpp.edu), and • Curriculum matrices to the Office of Assessment and Program Review (apr@cpp.edu).	n/a
Holiday Closure	December 24, 2024** – January 1, 2025	n/a	CAMPUS CLOSED	n/a
Holiday Break	December 21,2024 – January 16, 2025	n/a	FACULTY ON HOLIDAY BREAK	n/a
Campus Reopens – Week 4	January 2, 2025 – February 14, 2025	Non-GE	 Office of Academic Programs OAP reviews and marks all approved Curriculog proposals for new courses, course modifications, and deletion of courses ready for export into Acalog. OAP exports approved course proposals from Curriculog to Acalog. OAP reviews and enters approved precatalog edits into Acalog. 	n/a
Pre- Week 0	January 13, 2025**	Class Schedule Building	Academic Colleges and Departments • Class schedule building begins for Fall 2025.	n/a
Week 0	January 17, 2025	n/a	FACULTY RETURN FROM HOLIDAY BREAK	n/a



Timeline	Date	Curriculum Process	Action/Responsibility	Curriculog Approval Process
Week 0 – End of Spring Semester	January 17, 2025 – May 23, 2025	Non-GE/Campus Consultation	 Deans, Associate Deans, Department Chairs, and University Faculty New non-GE, significantly modified non-GE, and deleted non-GE service course proposals planned for 2025-2026/2026-2027 AY implementation available for consultation. 	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)
Week 1	January 21 – 24, 2025**	Meeting	 University Curriculum Committee UCC FINAL meeting, if necessary, to discuss proposals approved to the UCC step on or before October 28, 2024 for 1) new non-GE, 2) significantly modified non-GE, and 3) deleted non-GE service courses. 	A1. Course – NEW Non-GE 23-24/24-25 AY A2. Course – MODIFY Non-GE 23-24/24-25 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)
Week 4	February 14, 2025**	Non-GE/GE	Office of Academic Programs Curriculog course approval processes taken offline to integrate with the draft of the 2025-2026 University Catalog.	A1. Course – NEW Non-GE 24-25 AY A2. Course – MODIFY Non-GE 24-25 AY (Proposal Type = Significantly Modified) A2. Course – MODIFY Non-GE 24-25 AY (Proposal Type = Minimally Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service) B. Course – DELETE Non-GE 24-25 AY (Course Category does not include Service) C1. Course – NEW GE 24-25 AY C2. Course – MODIFY GE 24-25 AY D. Course – DELETE GE 24-25 AY
Week 4	February 14, 2025**	Non-GE/GE	 Office of Academic Programs Curriculog new non-GE and GE course approval processes available and integrated with the draft of the 2025-2026 University Catalog. Academic Colleges and Departments Begin/continue to develop new non-GE and GE courses for the 2026-2027/2027-2028 Academic Year (AY). 	A1. Course – NEW Non-GE 25-26 AY C1. Course – NEW GE 25-26 AY



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Week 6	February 24, 2025**	Process Catalog	Office of Academic Programs • 2025-2026 Electronic Catalog Galley Proofs emailed from the Office of Academic Programs to Deans, Associate Deans, and Department Chairs to review/distribute.	n/a
			 Academic Colleges and Departments Review catalog galley proofs to ensure that requested precatalog edits that were approved were made and all approved Curriculog course proposals are reflected in the files. Review galley proof email for a list of changes not made and/or additional changes made by the Office of Academic Programs. NOTE: Edits to catalog galley proof files will not be accepted. 	
Week 8	March 10, 2025**	Catalog	Academic Colleges and Departments • A curricular change memo should be emailed via the Dean/Associate Dean's Office to Aaron DeRosa, Interim Faculty Director of Undergraduate Studies and General Education, (amderosa@cpp.edu) on or before March 10, 2025. The curricular change memo should provide an explanation for all program requirement changes for 2025-2026. It should also address curricular challenges continuing students may experience due to the updates. Guidelines for this memo can be found in chapter 7 of the Curriculum Guide.	n/a
Week 9	March 21, 2025**	Non-GE/GE	Office of Academic Programs • Curriculog significantly modified non-GE, minimally modified non-GE, deleted non-GE service, deleted non-GE major, modify GE, and deleted GE course approval processes available and integrated with the draft of the 2025-2026 University Catalog. Departments may begin/continue to develop curriculum packages for the 2026-2027/2027-2028 Academic Year (AY).	A2. Course – MODIFY Non-GE 25-26 AY (Proposal Type = Significantly Modified) A2. Course – MODIFY Non-GE 25-26 AY (Proposal Type = Minimally Modified) B. Course – DELETE Non-GE 25-26 AY (Course Category includes Service) B. Course – DELETE Non-GE 25-26 AY (Course Category does not include Service) C2. Course – MODIFY GE 25-26 AY D. Course – DELETE GE 25-26 AY



Timeline	Date	Curriculum Process	Action/Responsibility	Curriculog Approval Process
Week 9	March 21, 2025**	Catalog/Curriculum Sheets	 Office of Academic Programs Near-final draft of 2025-2026 University Catalog Index of Courses and Index of Academic Programs will be published online prior to Fall 2024 priority registration; hyperlinks to curriculum matrices will be published with program requirements. Near-final draft of 2025-2026 Curriculum Sheets will be published online. NOTE: The catalog may be revised to reflect President approved Senate reports and/or Chancellor's approval of CSU AMP proposals. Curriculum sheet links will open the academic program 'printer-friendly page' in the 2025-2026 University Catalog. Curriculum sheets may be revised to reflect President approved Senate reports and/or Chancellor's approval of CSU AMP proposals. 	n/a
Spring Break	March 29, 2025 - April 4, 2025	n/a	FACULTY ON SPRING BREAK	n/a
Week 11	April 7 – 9, 2025**	n/a	FALL 2025 PRIORITY REGISTRATION FOR CONTINUING STUDENTS.	n/a
Week 11 (SP) – Week 2 (SU)	April 10, 2025 – June 11, 2025**	n/a	FALL 2025 GENERAL REGISTRATION FOR CONTINUING STUDENTS.	n/a
Week 13	April 22, 2025	Non-GE	 Deans, Associate Deans, and Department Chairs Last day within the 2024-2025 AY for Associate Deans to approve in Curriculog new non-GE, significantly modified non-GE, and deleted non-GE service course proposals to complete required 30 calendar days of campus consultation before the end of the AY. 	A1. Course – NEW Non-GE 24-25/25-26 AY A2. Course – MODIFY Non-GE 24-25/25-26 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25 AY (Course Category includes Service)



Timeline	Date	Curriculum Process	Action/Responsibility	Curriculog Approval Process
Week 13 (F) – Week 0 (SU)	April 23, 2025 – August 17, 2025	Non-GE	 Associate Deans Do not approve any new non-GE, significantly modified non-GE, and deleted non-GE service course proposals at the College Dean step in Curriculog. NOTE: Course proposals that reach the College Dean step in Curriculog on or after April 23, 2025, should not be approved at that step until Monday, August 18, 2025. Approving proposals at the Dean step on or after April 23 will advance them to the University Faculty (campus consultation) step and they will not complete campus consultation prior to the end of the AY. Approvals by the Associate Dean in Curriculog for course proposals should cease on April 23 and resume on Monday, August 18**, the 1st day of the 2025-2026 AY. 	A1. Course – NEW Non-GE 24-25/25-26 AY A2. Course – MODIFY Non-GE 24-25/25-26 AY (Proposal Type = Significantly Modified) B. Course – DELETE Non-GE 24-25/25-26 AY (Course Category includes Service)
End of Spring Semester & AY	May 23, 2025	n/a	END OF SPRING SEMESTER and 2024-2025 AY FOR FACULTY	n/a
Summer Break	May 24, 2025 – August 17, 2025**	n/a	FACULTY ON SUMMER BREAK.	n/a
Week 1	June 3, 2024**	Catalog/Curriculum Sheets/Roadmaps	FINAL 2025-2026 UNIVERSITY CATALOG, CURRICULUM SHEETS, and ROADMAPS PUBLISHED ONLINE.	n/a
Week 1	June 11, 2025 – August 8, 2025**	n/a	NEW STUDENT ORIENTATION AND REGISTRATION FOR FALL 2025.	n/a