

Curriculum Submission Deadlines, 2022-2023 Academic Year

New and Existing Courses and Modified Programs

- The dates below represent the deadlines for courses that are to be included in the 2023-2024 catalog. Courses must appear in the catalog before they can be offered to students.
- All courses and programs will be added to the catalog in the fall, and only extenuating circumstances will allow for a course to be offered in the spring (these must be included in an addendum).
- These dates also correspond with our schedule build timeline and ensure that the same version of a course will appear in both the catalog and the fall schedule.
- **ADTs and CTE Degrees and Certificates** (those with an asterisk* in their TOP code) are not automatically approved by the Chancellor's Office. It can take up to 3 months for them to be reviewed and approved. It is *strongly suggested* that these degrees and certificates be submitted in time for the February Board of Trustees meeting to allow time for approval by the Chancellor's Office. Changes to these types of degrees and certificates cannot be made in the catalog until they are Chancellor's Office approved.
- **Program Documentation:** Before submitting a new program, you must begin to compile documentation (including, but not limited to, a program narrative). CTE degrees and certificates must also be accompanied by labor market information and advisory committee minutes, among [other requirements](#). The program will not go through technical review until it has all the necessary documentation. Please contact the Curriculum Analyst to find out what documentation you will need for your program and to obtain forms.

Submission Type	Noncredit Courses & Credit Courses
Priority CourseLeaf submission	December 1 (recommended)
CourseLeaf submission deadline	January 23
CC Approval	February 3
AS Approval	February 28
BOT Approval	March BOT Meeting (March 9)

New Programs and Archival of Programs

If you are creating a new program, it will be sent to the New Program Taskforce for review. This process will happen at the same time as your program goes through the review process in CourseLeaf. Programs to be archived also need to go to the Program Archival Taskforce as the program goes through the review process in CourseLeaf. (Please see [Curriculum Handbook Chapter 4](#) for more details.)

Submission Type	New Programs & Archival of Programs
CourseLeaf submission deadline	December 1
New Program Taskforce	Must meet before CC Meeting
CC Approval	February 3
AS Approval	February 28
BOT Approval	March BOT Meeting (March 9)