2017-18 Curriculum Proposal Deadlines

All deadlines are for EPC. Please ensure that materials are submitted to curriculum@sonoma.edu in time for review at all levels (Academic Programs, Department, School, Dean, and any others needed) to be completed prior to their receipt by the EPC chair by the dates indicated.

These deadlines are firm and subject to agenda availability. If the deadline is not met, course and program proposals will only be reviewed if time permits, and may take effect later than initially proposed.

**These deadlines are endpoints in the process; it is your responsibility to calculate when you need to start.**

PROGRAM PROPOSAL DEADLINES:

- Declaration of Intent to Revise, Add, or Discontinue Degree Programs or Academic Credit Certificates for Catalog Year 2018-19 (NEW PROCESS): Must be submitted to Office of Academic Programs by 4:30 pm, Sept. 15. Send an email to curriculum@sonoma.edu and include the following information:
  - Department/Program
  - Type of Proposal
  - Proposed Implementation Schedule

  **Note:** Once the proposal is reviewed by Academic Programs, proposers will receive instructions about processes and deadlines. The proposal will then need approvals from the Department, School Curriculum Committee, and Dean (and General Education and Graduate Studies, if needed) before it can be agendized at EPC. Proposals must be approved by EPC by the end of the Fall semester, and subsequently approved by Senate, to be included in the following academic year's catalog.

  **Note:** EPC determines the specific review process for discontinuance proposals. Timelines may vary accordingly.

NEW and REVISED COURSE PROPOSAL DEADLINES (for scheduling purposes):

- New/ Revised Courses (SEIE) for Winter 2018: Must be received by the EPC chair by Sept. 6, 2017.
- New/ Revised Courses (Stateside) for Spring 2018: Must be received by the EPC chair by Oct. 16, 2017.
- New/ Revised Courses (SEIE) for Summer 2018: Must be received by the EPC chair by Jan, 24, 2018.
- New/ Revised Courses (Stateside) for Fall 2018: Must be received by the EPC chair by Feb. 21, 2018.
- Hybrid and Fully Online Courses: Same deadlines as above.

**Notes:**
- GE and graduate courses have additional levels of review, but deadlines above still apply.
- If new courses are determined to be part of a program change, they will not be added to the catalog until the larger program change is approved.
- New courses not tied to program changes (if approved) may be taught in the next semester and need not wait for a new catalog year.
- **Course additions, revisions, and deletions** not tied to program revisions (and not intended for Winter 18 or Spring 18 scheduling) must be received by the EPC chair by Nov. 17, 2017 for the 2018-19 catalog.