REVISED: Curriculum Proposal and 2018-19 Catalog Deadlines

In response to the campus closure, EPC and Academic Affairs have revised the curriculum revision process and deadlines, as well as the catalog narrative deadlines, for the current academic year.

2018-19 CATALOG DEADLINES

• Any program that wishes to make any changes other than minor edits to its catalog narrative or changes to its Academic Requirements Report must have those changes approved through the curricular revision process.
• Programs on the Declaration of Intent to Revise List: catalog copy is due to University Affairs by the Monday following the EPC meeting at which the program revision is approved. See below for revised Declaration deadline. To be included in the 2018-19 catalog, proposals must be approved by EPC by **Feb. 15, 2018**.
• Programs not on the Declaration of Intent to Revise List: catalog copy is due **November 9, 2017** (extended from Nov. 1; please submit catalog copy as soon as it is ready)
• Course Additions, Revisions, and Deletions not tied to program revisions and not intended for Spring 2018 scheduling: due to EPC chair by **Nov. 17, 2017**.

PROGRAM PROPOSAL DEADLINES

• Any program that wishes to (1) make any substantive changes to its catalog narrative or Academic Requirements Report, (2) to discontinue a program or certificate, or (3) propose a new program or certificate must have those changes approved through the established review process.
• In order to have proposals reviewed, programs must submit a Declaration of Intent to Revise, Add, or Discontinue Degree Programs or Academic Credit Certificates for Catalog Year 2018-19.
• Expedited Review: EPC is piloting an “Expedited” review process, in addition to the current process. Programs making more minor changes should consult with Academic Programs (**curriculum@sonoma.edu**) as to whether the Expedited Process is appropriate.
• The Declaration of Intent process has been re-opened for programs wishing to propose “Expedited” changes, especially when necessary to revise catalog text. **If a program is already on the Intent to Revise list, no action is needed.** Declarations of Intent for Expedited Review must be submitted to Office of Academic Programs by **November 9, 2017**.
• Send an email to **curriculum@sonoma.edu** and include the following information:
  o Department/Program
  o Type of Proposal & Brief Summary of Proposed Changes
  o Proposed Implementation Date

**Note:** Once a proposal is reviewed by Academic Programs, proposers will receive instructions about processes and deadlines. Proposals must be approved by EPC by **Feb. 15, 2018** and subsequently approved by Senate to be included in 2018-19 catalog. This deadline is an endpoint in the process; it is your responsibility to calculate when you need to start.

COURSE PROPOSAL DEADLINES (for scheduling purposes)

• New/ Revised Courses for **Spring 2018**: Must have been received by the EPC chair by **Oct. 23, 2017**.
• New/ Revised Courses for **Fall 2018**: Must be received by the EPC chair by **Feb. 21, 2018**.