

2024-2025 Catalog Publication Important Approval Dates and Deadlines

Deadline Date	Catalog and Curricular Actions	Context
January 2023 – December 2024	Departments and Programs work on 2024-2025 Catalog and Curriculum proposals Senate and Curriculum Committees review and approve curricular proposals Curricular forms should be routed to appropriate committees and Academic Operations for processing as soon as they are approved. Develop Academic Master Plan Proposals for submission by September 30	Academic Operations reviews curricular forms for accuracy and final approvals; works with departments and programs to resolve any issues with curricular proposals. Planning recommendations: <ul style="list-style-type: none"> • New Program: Plan 2 ½ years in advance of intended implementation • Revised Program: Plan 1 year in advance of intended implementation • New Course: Plan 1 year in advance of intended implementation • Revised Course: Plan ½-1 year in advance of intended implementation
September 15, 2023	Campus Memo/Call for 2024-2025 Catalog & Curriculum Catalog Copy for all academic departments and programs will be sent in a personalized email	New Academic Year 2023-2024 Begins New Admits – (Fall 2023) First Time Freshmen (FTF) and First Time Transfers (FTT) matriculated - Catalog 2023-2024 Schools, Departments and Programs continue work on 2024-2025 Annual Catalog & Curriculum proposals.
September 30, 2023	Academic Master Plan Proposal Deadline Proposals for a new degree program to be placed on the Academic Master Plan are due to the Office of Academic Programs	After consultation with the School Deans and the Provost, selected proposals will be submitted to the Academic Senate for review and approval.
October 9, 2023	Final Deadline for curricular submissions to GECCO	NOTE: All curricular forms must be received by GECCO by this date for the 2024-2025 catalog. Any curricular action form received after this date will be considered for the following year's catalog.
December 1, 2023	Schools, Departments, Programs submit <u>catalog copy</u> edits, approved Curriculum Forms via ServiceNow Final Deadline Date to receive curricular forms and curriculum approvals from Senate, Academic Affairs Committee, GECCO, and Curriculum Committees for the 2024-2025 Annual Catalog. Approved proposals for new curriculum still pending Senate, Chancellor's Office or WASC approval may be considered for the 2024-2025 catalog.	NOTE: All curricular forms and approvals from any committee must be received by Academic Operations by this date for the 2024-2025 Catalog. Any curricular action form received after this date will be considered for the following year's annual catalog.
December 2023 – March 2024		Academic Operations works on 2024-2025 Catalog: Update PS Curriculum Management mapping per curricular approvals Update PS Course Catalog per curricular approvals Prepare 2024-2025 Online Catalog Enrollment Management Systems Update Degree Audit mapping per curricular approvals Update Transfer Articulation Rules per curricular approvals
January 19, 2024	Campus Memo/Call for 2024-2025 Annual Schedule Build Call for CourseMatch Submission for Fall 2024 & Spring 2025 terms	Schools, Departments and Programs begin work on 2024-2025 Annual Schedule Build Departments who wish to submit courses for Fall 2024 and Spring 2025 CourseMatch consideration should contact Academic Operations for submission criteria and course approval instructions.
February 2024	Preliminary Catalog published	Preliminary online catalog will be published. Departments to review for errors and report through

		ServiceNow
March 15, 2024	2024-2025 Catalog GO LIVE date Final List of Active Programs and Plans complete Notify Admissions of Final program plan decisions (new, moratorium, no longer offered) for CSU Apply Fall 2024 maintenance, including approvals from CO and WASC Departments Annual Schedule Build Completed in PS	
March 2024	Academic Operations begins work on the 2024-2025 Academic Roadmaps Update 4YR and 2+2 YR Academic Road Maps per curricular approvals	Roadmaps will be published in the Program Plan Mapper
March 31, 2024	CourseMatch Submissions Due by Departments	Submissions received by Schools, Departments and Programs will be built into PS for the 2024-2025 Annual Schedule Build
April 2024	Approvals required of 4-year/2+2 Roadmaps by Department Chairs	Roadmaps need to be approved before advising of students begins in April. An email from ServiceNow requesting approval will be sent to each Department Chair. Approvals can be made directly in the email. If no approval is received, maps will be published the same is Degree Audit and Transfer Articulation Rules completed
April 2024	Mandatory Catalog Copy Received from Chancellor's Office (CO)	Academic Programs will notify Administrative offices of applicable changes to their catalog copy
March – July 2024	Submit PDF Catalog to Veterans Administration (VA) for Veterans Certification Submit PDF Catalog to Transfer Evaluation System (TES)	Advising and Registration March/April 2024: Fall 2024 - Academic Advising Begins April 2024: Summer & Fall 2024 - Continuing Students Registration June & July 2024: Fall 2024 - New Students Registration

CHANGES TO EXISTING CATALOG & CURRICULUM - WORKFLOW PROCESS:

1. Department/Program submits curricular proposals to Department Curriculum Committee
Note: You may begin your curricular proposal process at any time. The deadline submission dates for the Annual Catalog are final as listed.
2. School Curriculum Committee reviews proposals and approves accordingly
3. School Curriculum Committee/Dean's Office forwards approved curricular proposals and forms to:
 - o GECCO – if applicable
 - o Academic Programs – if applicable
 - o Academic Affairs Committee – if applicable
 - o Academic Operations – after final approvals are received
4. Course Fees Approvals – submit the course fee proposals accordingly, if applicable

NEW CATALOG & CURRICULUM PROPOSALS - WORKFLOW PROCESS:

1. Department/Program submits curricular proposals to Department Curriculum Committee
Note: You may begin your curricular proposal process at any time. The deadline submission dates for the Annual Catalog are final as listed.
2. School Curriculum Committee reviews proposals and approves accordingly
3. School Curriculum Committee/Dean's Office forwards approved curricular proposals and forms to:
 - o GECCO – if applicable
 - o Academic Programs – if applicable
 - o Academic Affairs Committee – if applicable
 - o Academic Operations – after final approvals are received
4. Academic Programs and Academic Operations offices track Senate, CO and WASC approvals
5. Course Fees Approvals – submit the course fee proposals accordingly, if applicable

TOOLS & RESOURCES:

- [CSUB Curricular Proposals Forms](#)
- [Academic Planning Manual](#)
- [Four-Digit Course Numbering System](#)