

2025-2026 Catalog Publication Important Approval Dates and Deadlines

Deadline Date	Catalog and Curricular Actions	Context
January 2024 – December 2025	Departments and Programs work on 2025-2026 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 October 15 th	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
October 4, 2024	Campus Memo/Call for 2025-2026 Catalog & Curriculum Catalog Copy for all academic departments and programs can be downloaded from the catalog website	New Academic Year 2024-2025 Begins New Admits – (Fall 2024) First Time Freshmen (FTF) and First Time Transfers (FTT) matriculated - Catalog 2024-2025 Colleges, Departments and Programs continue work on 2025-2026 Annual Catalog & Curriculum proposals. Academic Operations will notify the campus community to submit any editorial changes for their relative areas.
October 31, 2024	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 College Deans and the Provost, selected proposals will be submitted to the Academic Senate for review and approval.
October 9, 2024	Final Deadline for curricular submissions to GECCO	NOTE: All curricular forms must be received by GECCO by this date for the 2025-2026 catalog. Any curricular action form received after this date will be considered for the following year's catalog. Pending GE Package
February 15, 2025	Colleges, Departments, Programs submit Approved Curriculum Forms and/or catalog edits via ServiceNow Final Deadline Date to receive curricular forms and curriculum approvals from Senate, Academic Affairs Committee, GECCO, and Curriculum Committees for the 2025-2026 Annual Catalog. Approved proposals for new curriculum still pending Senate, Chancellor's Office or WASC approval may be considered for the 2025-2026 catalog.	NOTE: All curricular forms and approvals from any committee must be received by Academic Operations by this date for the 2025-2026 Catalog. Any curricular action form received after this date will be considered for the following year's annual catalog. Catalog editorial edits are also due on this date.
February 2025 – April 2025		Academic Operations works on 2025-2026 Catalog: Update PS Curriculum Management mapping per curricular approvals Update PS Course Catalog per curricular approvals Prepare 2025-2026 Online Catalog Enrollment Management Systems Update Degree Audit mapping per curricular approvals Update Transfer Articulation Rules per curricular approvals

Deadline Date	Catalog and Curricular Actions	Context
February 3, 2025	Campus Memo/Call for 2025-2026 Annual Schedule Build Call for CourseMatch Submission for Fall 2025 & Spring 2026 terms	Colleges, Departments and Programs begin work on 2025-2026 Annual Schedule Build Departments who wish to submit courses for Fall 2025 and Spring 2026 CourseMatch consideration should contact Academic Operations for submission criteria and course approval instructions.
April 2025	Preliminary Catalog published	Preliminary online catalog will be published. Departments to review for errors and report through ServiceNow.
May 15, 2025	2025-2026 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 in PeopleSoft	NOTE: Review the CSUB Annual Schedule Course Build Timeline on the Academic Operations website for important dates and guidelines for completing the Annual Schedule Build .
April 2025	Academic Operations begins work on the 2025-2026 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, 2025	CourseMatch Submissions Due by Departments	Submissions received by Schools, Departments and Programs will be built into PS for the 2025-2026 Annual Schedule Build
June 2025	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-May 2025	Mandatory Catalog Copy Received from Chancellor's Office (CO)	Academic Programs will notify Administrative offices of applicable changes to their catalog copy
March– August 2025	Submit PDF Catalog to Veterans Administration (VA) for Veterans Certification (Due August) Submit PDF Catalog to Transfer Evaluation System (TES) (Due June)	Advising and Registration March/April 2025: Fall 2025 - Academic Advising Begins April 2025: Summer & Fall 2025 - Continuing Students Registration June & July 2025: Fall 2025 - New Students Registration

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:
 - GECCO – if applicable
 - Academic Programs – if applicable
 - Academic Affairs Committee – if applicable
 - Academic Operations – after final approvals are received
4. Course Fees Approvals – submit the course fee proposals accordingly, if applicable
5. If a new program and if applicable, Academic Programs and Academic Operations offices track Senate, CO, and WASC approvals

TOOLS & RESOURCES:

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