

2023 Curriculum Review Cycle Deadlines

Curriculum Proposals Modifying the 2024-2025 University Catalogs (Graduate and Undergraduate)

From the Departments to the Curriculum Committees (Simultaneous Review Step)	Friday, September 15, 2023
From the Curriculum Committees to the Academic Affairs Office	Friday, December 8, 2023
From Academic Affairs Office to the Registrar's Office	Friday, January 12, 2024

Types of proposals included in the above deadlines:

Creating, re-designating, or modifying courses with special designations (Service Learning, General Studies, ESSJ, and Senior Experience), creating or modifying courses without special designation, program modifications, creating or changing a prefix, changing a department or program name, creating a new program*, discontinuing a program*, changing ownership of a program, and all course modifications at the substantive college and university levels.

~Proposals that are received by the committees after the above deadline will be delayed in the review process and therefore miss inclusion in the new catalog. Proposals received in Academic Affairs after December 8, 2023 will be held for the addendum or next catalog. ~

Omnibus Curriculum Proposal Deadlines

Omnibus Courses for Spring 2024

Date for Inclusion in the Spring 2024 Schedule	
From Originator to the Simultaneous Review	Friday, September 8, 2023
To the Registrar's Office step	Friday, September 15, 2023
Final Deadline for late add to Spring 2024 Schedule	
From Originator to the Simultaneous Review	Friday, November 10, 2023
To the Registrar's Office step	Friday, November 17, 2023

Omnibus Courses for Summer 2024

Date for Inclusion in the Summer 2024 Schedule	
From Originator to the Simultaneous Review	Monday, January 22, 2024
To the Registrar's Office step	Monday, January 29, 2024
Final Deadline for late add to Summer 2024 Schedule	
From Originator to the Simultaneous Review	Friday, May 3, 2024
To the Registrar's Office step	Friday, May 10, 2024

Omnibus Courses for Fall 2024

Date for Inclusion in the Fall 2024 Schedule	
From Originator to the Simultaneous Review	Friday, February 2, 2024
To the Registrar's Office step	Friday, February 9, 2024
Final Deadline for late add to Fall 2024 Schedule	
From Originator to the Simultaneous Review	Friday, July 5, 2024
To the Registrar's Office step	Friday, July 12, 2024

Curriculum Proposals Modifying the Schedules

Curriculum Proposals Modifying the Spring 2024 Schedule

From Departments to the Deans Office	Friday, September 8, 2023
From the Deans to the Registrar's Office	Friday, September 15, 2023

Curriculum Proposals Modifying the Summer 2024 Schedule

From Departments to the Deans Office	Monday, January 22, 2024
From the Deans to the Registrar's Office	Monday, January 29, 2024

Curriculum Proposals Modifying the Fall 2024 Schedule

From Departments to the Deans Office	Friday, February 2, 2024
From the Deans to the Registrar's Office	Friday, February 9, 2024

Type of proposals included in the above deadlines:

Any nonsubstantive course changes, new or modified individual variable topic courses.

~Proposals that are received after the above due dates will be held for the following term.~

Non-Curricular Catalog Updates (Graduate and Undergraduate)

Due to the Academic Affairs Office Friday, December 8, 2023

Types of updates included in the above deadline:

Policy updates, faculty and staff listing updates, academic calendar, etc.

****Please note that policy updates require Faculty Senate Academic Policy Committee approval****

Additional Information:

- If you are making larger changes to your programs, please contact the Curriculum, Academic Effectiveness, and Policy Development Office so we can support you in this process.
 - Catalog changes will be built into the draft catalog as they are received, and early submissions are encouraged.
 - Proposals should be submitted in a complete and proofed version. **Incomplete proposals will be returned to the department and/or originator and may have a delayed review time.**
 - If a committee requests additional information or revisions, originators should submit this information no more than **10 business days** after the committee request.
 - **The above deadlines are final and cannot be extended.**
 - Information and deadlines regarding the Summer 2024 catalog addendum will be distributed in the spring 2024 semester.
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Catalog Publication Schedule

Draft UG/Grad Catalogs Completed	Friday, February 23, 2024
Draft UG/Grad Catalogs Review	Monday, February 26 -Wednesday, March 6, 2024
UG/Grad Catalogs Published	Friday, March 8, 2024
UG/Grad Catalog Change Report Published	Friday, April 12, 2024
PDF UG/Grad Catalogs Completed	Friday, May 10, 2024

* Note on New or Discontinued Programs: These changes often require additional/external levels of review (BoT, CCHE, HLC) and can take up to an additional 6 months *beyond* the curriculum process. Please contact the AVP for Curriculum, Academic Effectiveness, and Policy Development and the Director of Curriculum and Catalog to discuss the individual requirements for your specific programmatic needs and associated timelines.

Questions? Contact curriculum@msudenver.edu