# Program, Course, & Scheduling Approval Pathways
## 2025-26

| Programs (majors/minors) | Deadline | | Process | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|---|---|---|---|
| To propose a new program: | 3-Jan-2025 | Curriculum | 2025-26 **Program - New** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| To revise an existing program: | 3-Jan-2025 | Curriculum | 2025-26 **Program - Change** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| To retire an existing program: | 3-Jan-2025 | Curriculum | 2025-26 **Program - Deactivation** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| *Division approval is not required for interdisciplinary programs | | | | | | | | |

| Courses - New or Revived Courses | Deadline | | Process | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|---|---|---|---|
| To propose a new course: | See the 2025-26 Schedule & Catalog Timeline | Curriculum | 2025-26 **Course - New** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| To revive a retired course after 6 years (last offered prior to Fall 2020): | | Curriculum | 2025-26 **Course - New** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| *Division approval is not required for interdisciplinary courses (courses with an interdisciplinary subject code, such as FMST, ENV, etc., and are not cross-listed) | | | | | | | | |

| Courses - Deactivation | Deadline | | Process | Step 1 | Step 2 |
|---|---|---|---|---|---|
| To retire a course: | 3-Mar-2025 | Curriculum | **2025-26 Course - Deactivation** | Registrar | Department / Committee |
| Courses not offered for 3 years will be removed from the catalog by the Registrar's Office, but may be reinserted into the catalog if offered within 6 years. Courses not offered for 6 years will be deactivated, and will require formal approval to revive. | | | | | |

| Courses - Revisions | Deadline | | Process | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|---|---|---|---|
| Content / description (minor change): | Changes submitted after the recommended deadline in the 2025-26 Schedule & Catalog Timeline may not be implemented in time for registration in April. | Curriculum | 2025-26 **Course - Non-Substantive Change** | Registrar | Department / Committee | | | |
| Content / description (substantive change): | | Curriculum | 2025-26 **Course - Substantive Change** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| Cross-listing: | | Curriculum | 2025-26 **Course - Non-Substantive Change** | Registrar | Department / Committee** | | | |
| Distribution Group Learning Outcomes: | | Curriculum | 2025-26 **Course - Substantive Change** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| Instructional Method (lecture, conference, etc.): | | Curriculum | 2025-26 **Course - Substantive Change** | Registrar | Department / Committee | Division* | CAPP | Faculty |

| Courses - Revisions *(continued)* | Deadline | Process | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|---|---|---|---|
| Number (minor renumbering change): | Changes submitted after the recommended deadline in the 2025-26 Schedule & Catalog Timeline may not be implemented in time for registration in April. | **Curriculum** | 2025-26 **Course - *Non*-Substantive Change** | Registrar | Department / Committee** | | | |
| Number (change in course level): | | **Curriculum** | 2025-26 **Course - Substantive Change** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| Prerequisites (removal or reduction): | | **Curriculum** | 2025-26 **Course - *Non*-Substantive Change** | Registrar | Department / Committee | | | |
| Prerequisites (increase, addition, or change): | | **Curriculum** | 2025-26 **Course - Substantive Change** | Registrar | Department / Committee | Division* | CAPP | Faculty |
| Repeatability: | | **Curriculum** | 2025-26 **Course - *Non*-Substantive Change** | Registrar | Department / Committee | | | |
| Requirements (major or minor requirements to which this course applies): | | **Curriculum** | 2025-26 **Course - *Non*-Substantive Change** | Registrar | Department / Committee** | | | |
| Requirements (group or division requirements to which this course applies): | | **Curriculum** | 2025-26 **Course - Substantive Change** | Registrar | Department / Committee** | Division* | CAPP | Faculty |
| Title: | | **Curriculum** | 2025-26 **Course - *Non*-Substantive Change** | Registrar | Department / Committee | | | |
| Units (increase or decrease): | | **Curriculum** | 2025-26 **Course - Substantive Change** | Registrar | Department / Committee | Division* | CAPP | Faculty |

*Division approval is not required for interdisciplinary courses (courses with an interdisciplinary subject code, such as FMST, ENV, etc., and are not cross-listed)

**Each relevant department / committee

| Courses - Restrict / Manage Enrollment | Deadline | Process | Step 1 | Step 2 | Step 3 |
|---|---|---|---|---|---|
| Enrollment Criteria (move students from enrolled to the waiting list): | 3-Mar-2025 | **Request to Limit Enrollment Form** (.doc download) -- Submit to Registrar's Office with proposed schedule | Registrar | Department / Committee | CAPP |
| Reduce maximum limit of class: | | | Registrar | Department / Committee | CAPP |
| Reserve seats for new students: | | | Registrar | Department / Committee | CAPP |

| Catalog - Miscellaneous Revisions | Deadline | Process | |
|---|---|---|---|
| For any new programs, or changes to program requirements, see "Programs" above. | | | |
| Revisions to miscellaneous catalog text | 3-Mar-2025 | **Curriculum** | **Respond to the request in Curriculum under "My Tasks,"** initiated by the Registrar's staff for your review. |

| Schedule | Deadline | Process | Step 1 | Step 2 | Step 3 | Step 4 |
|---|---|---|---|---|---|---|
| Proposed 2025-26 Schedule | 3-Mar-2025 | Complete the Google sheet provided by the Registrar's Office by the deadline. | Registrar | | | |
| Additional section (pre-approved course): | Changes submitted after the recommended deadline in the 2025-26 Schedule & Catalog Timeline may not be implemented in time for registration in April. | **Email the Regsitrar's Office** | Registrar | Department / Committee | | |
| Cancellation: | | | Registrar | Department / Committee | | |
| Instructor change: | | | Registrar | Department / Committee | | |
| Room change request *(not guaranteed)*: | | | Registrar | | | |
| Time change (to an approved meeting time on the course scheduling template): | | **Written Proposal** addressed to the Administration Committee, **emailed to the Registrar's Office** | Registrar | Department / Committee | Division* (depending on conflicts) | Administration Committee |
| Time change (non-standard meeting time): | | | Registrar | Department / Committee | Division* (depending on conflicts) | Administration Committee |