

Program, Course, & Scheduling Process at Reed

2025-26

See the [Program and Course Approval Pathways](#) chart for the specific approvals necessary to submit a new or revised program or course.

For relevant dates to update next year's programs, courses, and miscellaneous catalog information, refer to the [2025-26 Schedule & Catalog Timeline](#).

Program proposals or revisions (*proposals for, or changes to, major or minor requirements*): These require approval by the Reed Faculty prior to spring break (according to [Appendix II of the Faculty Rules of Procedure](#)).

Deadline:

Program proposals are DUE to CAPP by January 3. Submit your program proposals EARLY – preferably before you leave for the winter break.

How to submit program proposals:

Submit program proposals (new programs or revisions) via the [Curriculum](#) workflow (formerly “Curriculog”). The PDF guide “[Curriculum - Program Proposals](#)” is available on the Registrar’s web page, and the Registrar’s staff is available to help if you have questions or need assistance. Contact Sarah Sharp at sharps@reed.edu for help using Curriculum.

Course proposals (newly courses or revisions): These occur throughout the year, but most commonly in the spring semester. Although courses may be added throughout the academic year, best practice is to have them in place prior to registration.

Deadline:

Course approvals are typically due in two rounds:

- First round due Feb 27 (*in advance of departments’ proposed schedules, due Mar 3*)
- Final round due Mar 31 (*last-chance round before registration opens in April*)

Any course proposals submitted after these dates may not be available in time for registration in April.

How to submit course proposals:

Use the [Curriculum](#) workflow. The PDF guide “[Curriculum - Course Proposals](#),” as well as video tutorials are available on the Registrar’s web page. Contact Sarah Sharp at sharps@reed.edu for help using Curriculum.

Proposed Schedules (when your department’s classes will be scheduled): Meeting the deadline will ensure your courses are available in time for registration. [Requests to limit](#) and manage enrollment are due with your proposed schedules.

Deadline:

The 2025-26 scheduling materials will be sent to department chairs by February 3. Your **proposed schedules are due by March 3.**

How to submit proposed schedules:

Complete the Google sheet the Registrar's Office provides by email in February. THAT IS THE SHEET the Registrar's Office will use to schedule your courses. If you wish to share the sheet with others in your department, contact Sarah Sharp (sharps@reed.edu) to set them up with access.

Please DO NOT use other spreadsheets or materials to submit your proposed schedule.

Miscellaneous Catalog Revisions (department faculty listings; general curriculum, department, committee, or division information; or other relevant pages): These updates are not common. These revisions **do not include** program changes. (See "Program proposals or revisions" above.)

Deadline:

Your **miscellaneous catalog revisions are due by March 3.**

How to submit misc. catalog revisions:

The Registrar's Office will send you proposals via the [Curriculum](#) workflow, for any relevant areas of the catalog within your purview. A PDF guide will be available on the Registrar's web page, and the Registrar's staff is available to help if you have questions or need assistance. Contact Sarah Sharp at sharps@reed.edu for help using Curriculum.

Contact Sarah Sharp (sharps@reed.edu) in the Registrar's Office if you have any questions!