

2021-2022 Catalog Publication Important Approval Deadlines and Dates

Deadline Date	Curricular Actions	Context
August 17, 2020 Reminder memo will be sent out during University Week	Campus Memo/Call for 2021-2022 Catalog & Curriculum Campus Memo/Call for 2021-2022 Annual Schedule Build	New Academic Year 2020-2021 Begins. New Admits – (Fall 2020) First Time Freshmen (FTF) and First Time Transfers (FTT) matriculated - Catalog 2020-2021 Schools, Departments and Programs begin work on 2021-2022 Annual Catalog & Curriculum changes, and Annual Schedule Build
August 2020 – December 2020	Departments and Programs work on 2021-2022 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.	Academic Operations reviews curricular forms for accuracy and final approvals; works with departments and programs on resolving any issues with curricular proposals. Academic Operations works on PeopleSoft Catalog, Online Catalog, Degree Audit and Academic Roadmaps maintenance of approved curricular items.
October 15, 2020	Final Deadline for curricular submissions to GECCO	NOTE: All curricular forms must be received by GECCO by this date for the 2021-2022 catalog. Any curricular action form received after this date will be considered for the following year's annual catalog.
December 15, 2020	Final Deadline Date to receive changes for existing curriculum approvals from Senate, Academic Affairs Committee, GECCO, and Curriculum Committees for the 2021-2022 Annual Catalog. Approved proposals for new curriculum still pending Senate, Chancellor's Office or WASC approval may be considered for the 2021-2022 catalog.	NOTE: All curricular forms and approvals from any committee must be received by Academic Operations by this date. Any curricular action form received after this date will be considered for the following year's annual catalog.
December 15, 2020 to February 2021		Academic Operations continues work on 2021-2022 Catalog: Update PS Curriculum Management mapping per curricular approvals Update PS Course Catalog per curricular approvals Update Transfer Articulation per curricular approvals Update Degree Audit mapping per curricular approvals Update Annual Academic Road Maps per curricular approvals Prepare 2021-2022 Online Catalog Schools, Departments and Programs: Departments work on Schedule Build and Textbook Orders for AY 2021-2022
February 2021	Mandatory Catalog Copy Received from CO	Administrative offices will be notified of applicable changes to their catalog copy
March 15, 2021	2021-2022 Catalog GO LIVE date Degree Audit mapping for 2021-2022 complete Academic Road Maps for 2021-2022 complete Final List of Active Programs and Plans complete Notify Admissions of Final program plan decisions (new, moratorium, inactivated) for CSU Apply Fall 2022 maintenance, including approvals from CO and WASC Submit Catalog to Veterans Administration (VA) for Veterans Certification Submit Catalog to Transfer Evaluation System (TES)	Summer & Fall 2021 Term Schedule Build complete Summer & Fall 2021 Textbook Orders Submitted (Unofficial Date) Academic Advising Begins for Continuing Students
April 2021		Fall 2021 - Academic Advising Begins Summer & Fall 2021 - Continuing Students Registration Begins Fall 2021 - New Students Registration Begins Fall 2021 - CSU Fully Online Registration Begins

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 Affairs Committee – if applicable
 - o Academic Operations – after final approvals are received
4. 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 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. Fees Approvals – submit the course fee proposals accordingly, if applicable

TOOLS & RESOURCES:

- New Curricular Proposals forms
- Curriculum Guide
- [Four-Digit Course Numbering System](#)
- Training for Department Chairs, Curriculum Committee Chairs and ASCs on all matters related to curriculum