**Curriculum approval process timeline for 2023-2024 Academic Year**

***Routine and Significant Changes* – Effective for AU 2023 and beyond**

Curriculum Change Process, always open in CurricUNET, will follow the listed timeline per semester. Any late items will be considered for the following implementation time period (SP 24 or SU 24).

Use Table 1 & 2 as a guide for Routine (B) vs. Significant Change Definitions (A) to select the appropriate CurricUNET change template.

All curricular change submissions are to be completed in CurricUNET

Approved changes will be reflected in the online CSCC Catalog PDF and website

***OTM, TAG, CTAG course/match submissions to ODHE by September 15th***

Curriculum Changes (approved) 12/23/2022

Submitted in CurricUNET by 09/06/2022\*\*

Changes to Division Committees by 09/23/2022

Approved changes to Division Dean by 10/14/2022

Approved changes to OAA Curriculum Comm. (A) 10/30/2022

Approved changes to Curriculum Management (A&B) 11/18/2022

Approved changes to AVP Office of Academic Affairs 12/12/2022

Final Approved changes back to Curr. Management 12/23/2022

\*\* If you have a new course, certificate, major or a degree, it must have been approved (approx 3 week process) on the new course or Degree Pre-Approval form in CurricUNET before being submitted for full review and approval.

Curriculum Changes (complete in system) 02/13/2023

Planned AU 23 Schedule Roll 02/13/2023

Schedule Build Materials released to departments 02/20/2023

Schedule Build Complete (AU 23) 03/20/2023

Section Labels/Comments due to Curriculum Mgt 03/31/2023 Course & Program Search Tool complete 04/06/2023

Initial Section Integrity Checks complete 04/06/2023

Fulltime and ACF Faculty Assignments complete 04/07/2023

AU 23 Schedule Viewable (Website) 04/07/2023

Priority Registration for AU 23 begins 04/10/2023 Registration for AU 23 begins 04/17/2023

Online Catalog PDF available 06/02/2023

**Updated May 3, 2022**

**Curriculum approval process timeline for 2023-2024 Academic Year**

***Routine Changes Only -***  **Effective for SP 24 and SU 24 only**

*No changes will be allowed for AU 23*

Use process and approvals as outlined in ***Table 1 – Routine Changes***

Use Table 1 as a guide to identify the types of changes that can be made during this period. Make certain to use the appropriate Routine Change template.

All curricular change submissions are to be completed in CurricUNET

Approved changes will be reflected in the online CSCC Catalog PDF and website

***OTM, TAG, CTAG course/match submissions to ODHE by February 15th***

Curriculum Changes (approved) 09/01/2023

Submitted in CurricUNET by 07/03/2023\*\*

Changes to Division Committees by 07/17/2023

Approved changes to Division Dean by 07/28/2023

Approved changes to Curriculum Management by 08/04/2023

Approved changes to AVP Office of Academic Affairs 08/11/2023

Final Approved changes back to Curr. Management 08/21/2023

\*\* If you have a new course, certificate, major or a degree, it must have been approved (approx 3 week process) on the new course or Degree Pre-Approval form in CurricUNET before being submitted for full review and approval.

Curriculum Changes (complete in system) 09/01/2023

Planned SP 24 Schedule Roll 09/05/2023

Section Labels/Comments due to Curriculum Mgt 09/29/2023

Course & Program Search Tool changes complete 10/06/2023

Initial Integrity Checks complete 10/06/2023

Fulltime and ACF Faculty Assignments complete 10/06/2023

SP 24 Schedule Viewable (Website) 10/06/2023

SP 24 Priority Registration begins 10/09/2023

SP 24 Registration begins 10/16/2023

Planned SU 24 Schedule Roll 12/11/2023

Section Labels/Comments due to Curriculum Mgt 02/02/2024

Room Assignments & Integrity Checks complete 02/09/2024

Fulltime and ACF Faculty Assignments complete 02/09/2024

SU 24 Schedule Viewable (Website) 02/09/2024 SU 24 Priority Registration opens 02/12/2024

SU 24 Registration opens 02/19/2024