

Curricular Processing Deadlines

**Curricular Proposals
Academic Master Plan**

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(General Catalog, Graduate Bulletin, and IVC Bulletin)

Curricular Proposals

To ensure that the deadline for final catalog copy can be met, a schedule of deadlines for submission of curricular proposals from the colleges to the Office of the Assistant Vice President, Academic Services for university-wide processing has been established. The deadlines rotate each year with each college moving forward to the next deadline date for the following year. The deadlines for submission of proposals for consideration for inclusion in future catalogs and bulletins are as follows:

2008-2009		2009-2010	
March 5, 2007	Business Education Engineering Health and Human Services IVC	March 10, 2008	Professional Studies and Fine Arts
March 19, 2007	Arts and Letters	March 24, 2008	Business Education Engineering Health and Human Services IVC
April 2, 2007	Sciences	April 7, 2008	Arts and Letters
April 16, 2007	Professional Studies and Fine Arts	April 21, 2008	Sciences
2010-2011		2011-2012	
March 9, 2009	Sciences	March 8, 2010	Arts and Letters
March 23, 2009	Professional Studies and Fine Arts	March 22, 2010	Sciences
April 6, 2009	Business Education Engineering Health and Human Services IVC	April 5, 2010	Professional Studies and Fine Arts
April 20, 2009	Arts and Letters	April 19, 2010	Business Education Engineering Health and Human Services IVC

It is the responsibility of the dean of each college to set deadlines within the college that will allow time for the college review and ensure that the deadline can be met for submission of proposals for the university-wide review.

Even if all goes well with a proposal, at least a year will elapse between the time a proposal is submitted and its appearance in the catalog. New courses may not be offered until they have appeared in the catalog unless, in exceptional instances, approval to do so is obtained in writing from the Office of the Provost.

Minor catalog changes which are of an editorial rather than substantive nature require only the approval of the Assistant Vice President, Academic Services. All other changes require preparation of a formal proposal to be submitted through the appropriate channels.

Academic Master Plan

The deadline dates outlined above are for new courses, changes in courses, minors, emphases, concentrations, credentials, etc., and new degree programs that are included on the Academic Master Plan for San Diego State University.

Degree programs which do not appear on the San Diego State Academic Master Plan must be submitted to the Assistant Vice President, Academic Services **no later than March 1** each year for consideration by the Academic Policy and Planning Committee and the Academic Resources and Planning Committee for inclusion on the master plan.

Proposals approved by the campus for consideration for inclusion in the master plan are forwarded to the Chancellor's Office in June or October each year and are forwarded to the Board of Trustees in January for action in March.

The format to use in submitting a request to include a new degree on the Academic Master Plan for San Diego State University is included on page 112.

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