

Curriculum Submission Deadlines, 2024-2025 Academic Year

New and Existing Courses and Modified Programs

Common Course Numbering Courses, Oral Communication & Respiratory Care Bachelor's – Deadline: October 1, 2024

CalGETC submission – December (Please note that Courses that wish to be submitted for CalGETC need to be approved prior to December)

- The dates below represent the deadlines for courses to be included in the 2025-2026 catalog. Courses must appear in the catalog before they can be offered to students.
- All courses and programs will be added to the catalog in the fall, and only extenuating circumstances will allow for a course to be offered in the spring (these must be included in an addendum).
- These dates also correspond with our schedule build timeline and ensure that the same version of a course will appear in both the catalog and the fall schedule.
- **ADTs and CTE Degrees and Certificates** (those with an asterisk* in their TOP code) are not automatically chaptered by the Chancellor's Office. It can take up to 3 months for them to be reviewed and approved. It is *strongly suggested* that these degrees and certificates be submitted in time for the January Board of Trustees meeting to allow time for approval by the Chancellor's Office. Changes to these types of degrees and certificates cannot be made in the catalog until they are approved by the Chancellor's Office.
- **Program Documentation:** Before submitting a new program, you must begin to compile documentation (including, but not limited to, a program narrative). CTE degrees and certificates must also be accompanied by labor market information and advisory committee minutes, among [other requirements](#). The program will not go through technical review until it has all the necessary documentation. Please contact the Curriculum Analyst or Faculty Co-Chair to find out what documentation you will need for your program and to obtain forms.

Submission Type	Noncredit Courses & Credit Courses
CourseLeaf submission deadline	November 1
CC Approval	February 7
AS Approval	February 13
BOT Approval	February BOT Meeting (February 20)

New Programs and Archival of Programs

If you are creating a new program, it will be sent to the New Program Taskforce for review. This process will happen at the same time as your program goes through the review process in CourseLeaf. Programs to be archived also need to go to the Program Archival Taskforce as the program goes through the review process in CourseLeaf. (Please see [Curriculum Handbook Chapter 4](#) for more details.)

Submission Type	New Programs & Archival of Programs
CourseLeaf submission deadline	November 1
New Program/Program Archival Taskforce	Must meet before CC Meeting
CC Approval	February 7
AS Approval	February 13
BOT Approval	February BOT Meeting (February 20)