

# 2024-2025 Curriculum Review Cycle Deadlines

## Curriculum Proposals Modifying the 2025-2026 University Catalogs (Graduate and Undergraduate)

From the Departments to the Curriculum Committees (Simultaneous Review Step)	Friday, September 13, 2024
From the Curriculum Committees to the Academic Affairs Office	Friday, November 29, 2024
From Academic Affairs Office to the Registrar's Office	Friday, January 10, 2025

### Types of proposals included in the above deadlines:

Creating, re-designating, or modifying courses with special designations (Service Learning, General Studies, ESSJ, and Senior Experience), creating or modifying courses without special designation, program modifications, creating or changing a prefix, changing a department or program name, creating a new program\*, discontinuing a program\*, changing ownership of a program, and all course modifications at the substantive college and university levels.

*~Proposals that are received by the committees after the above deadline will be delayed in the review process and therefore miss inclusion in the new catalog. Proposals received in Academic Affairs after November 29, 2024 will be held for the addendum or next catalog. ~*

## Omnibus/Individual VT/Non-Substantive Curriculum Proposal Deadlines

### Spring 2025 (includes Winterim courses)

<b>Date for Inclusion in the Spring 2025 Schedule</b>	
From Originator to the Simultaneous Review	Friday, September 6, 2024
To the Registrar's Office step	Friday, September 13, 2024
<b>Final Deadline for late add to Spring 2025 Schedule</b>	
From Originator to the Simultaneous Review	Friday, November 8, 2024
To the Registrar's Office step	Friday, November 15, 2024

### Summer 2025 (includes Maymester courses)

<b>Date for Inclusion in the Summer 2025 Schedule</b>	
From Originator to the Simultaneous Review	Monday, January 20, 2025
To the Registrar's Office step	Monday, January 27, 2025
<b>Final Deadline for late add to Summer 2025 Schedule</b>	
From Originator to the Simultaneous Review	Friday, May 2, 2025
To the Registrar's Office step	Friday, May 9, 2025

### Fall 2025

<b>Date for Inclusion in the Fall 2025 Schedule</b>	
From Originator to the Simultaneous Review	Friday, January 31, 2025
To the Registrar's Office step	Friday, February 7, 2025
<b>Final Deadline for late add to Fall 2025 Schedule</b>	
From Originator to the Simultaneous Review	Friday, July 4, 2025
To the Registrar's Office step	Friday, July 11, 2025

### Type of proposals included in the above deadlines:

New or modified omnibus, new or modified individual variable topic courses, nonsubstantive course changes.

*~Proposals that are received after the above due dates will be held for the following term.~*

## Non-Curricular Catalog Updates (Graduate and Undergraduate)

Due to the Academic Affairs Office Friday, November 29, 2024
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## Types of updates included in the above deadline:

Policy updates, faculty and staff listing updates, academic calendar, etc.

**\*\*Please note that policy updates require Faculty Senate Academic Policy Committee approval\*\***

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## Additional Information:

- If you are making larger changes to your programs, please contact the Curriculum, Academic Effectiveness, and Policy Development Office so we can support you in this process.
  - Catalog changes will be built into the draft catalog as they are received, and early submissions are encouraged.
  - Proposals should be submitted in a complete and proofed version. **Incomplete proposals will be returned to the department and/or originator and may have a delayed review time.**
  - If a committee requests additional information or revisions, originators should submit this information no more than **10 business days** after the committee request.
  - **The above deadlines are final and cannot be extended.**
  - Information and deadlines regarding the Summer 2025 catalog addendum will be distributed in the spring 2025 semester.
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## Catalog Publication Schedule

Draft UG/Grad Catalogs Completed	Friday, February 21, 2025
Draft UG/Grad Catalogs Review	Monday, February 24 -Wednesday, March 5, 2025
UG/Grad Catalogs Published	Friday, March 7, 2025
UG/Grad Catalog Change Report Published	Friday, April 11, 2025
PDF UG/Grad Catalogs Completed	Friday, May 9, 2025

\* Note on New or Discontinued Programs: These changes often require additional/external levels of review (BoT, CCHE, HLC) and can take up to an additional 6 months *beyond* the curriculum process. Please contact the AVP for Curriculum, Academic Effectiveness, and Policy Development and the Director of Curriculum and Catalog to discuss the individual requirements for your specific programmatic needs and associated timelines.

Questions? Contact [curriculum@msudenver.edu](mailto:curriculum@msudenver.edu)