**Timeline for Annual Curriculum and Publication Changes for Academic Year 2023-2024 and 2024-2025**

**Because Courseleaf Implementation is underway, the degree sheet processes below may change.**

**Updated information will be provided as it becomes available.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Due Date/****Deadline** | **Degree Program Requests** | **Course Action Requests** | **University Catalog** |

|  |  |
| --- | --- |
|  | Actions related to Academic Affairs |
|  | Actions related to Registrar PublicationsC = Catalog / D = Degree Requirements   |

 **Actions** |
| **Summer 2022** | **X** |  |  | Colleges provide a list of new programs that will be proposed during the upcoming academic year. Submit to Academic Affairs for inclusion in the OSU Academic Plan\*Letters of Intent for new programs due to Academic Affairs |
| **Sept 2022** | **X** |  | D | Registrar’s office sends communication to colleges on how to access 2023-24 degree requirement templates and catalog narratives  |
| **Sept. 22, 2022** | **X** | ***X*** | D | •**Deadline**• - **All Fall 2023 and Spring 2024 course action requests due to Academic Affairs.****\*\*All program requests for 2023-24 due to Academic Affairs**   |
| **Oct. 20/****Nov 3, 2022** |  | ***X*** |  | Course action requests sent to Instruction Council for review |
| **Nov 25, 2022** | **X** |  |  | Colleges check for necessary updates/revisions to 2+2 articulation agreements |
| **Nov. 3/ Nov. 17****2022** | **X** | **X** |  | Instruction Council approval of course actions and program requests affecting 2023-24 degree requirements |
| **Dec 8, 2022** |  |  |  | Council of Dean’s review/approval of program requests affecting 2023-24 UG degree requirements |
|  |  |  |  |  |
| **Jan 20, 2023** |  |  | **D** | •**Deadline**• - Submit 2023-2024 degree requirement changes to the Registrar’s Office (with changes from previous year clearly marked) via CourseLeaf. |
| **Mar 10, 2023** |  |  | **D** | Registrar’s office sends second communication to colleges on how to access catalog narratives with final notice of June deadline.  |
| **Mar 27, 2023** |  |  | **D** | (tentative date) 2023-2024 degree requirements posted on the Registrar’s website in CourseLeaf catalog format Only programs with substantive changes which have received OSRHE approval by this date will be published. Programs receiving approval after this date and before the fall 2023 term begins will be added as OSRHE approval is received. |
| **March 24, 2023** |  | **X** |  | •**Deadline**• - **All Fall 2024 and Spring 2025 course action requests due to Academic Affairs.** |
| **June 1, 2023** |  | **X** |  | Instruction Council approval of course actions affecting 2024-25 degree requirements |
| **Jun 2, 2023** |  |  | **C** | Final Catalog narrative updates completed in CourseLeaf (deadline for department/college contacts to submit final change requests for catalog) |
| **Aug 1, 2023** |  |  | **C** | 2023-2024 CourseLeaf Catalog published on the Registrar’s Office website |

**\*New program and online delivery requests: Colleges will need to prepare a draft letter of intent at least one month before submission of a new proposal or request to offer online to Academic Affairs.**

**\*\*New degree and degree modification requests will be accepted throughout the year; however, it is very unlikely that requests submitted after October 1, 2022, will be approved by OSRHE before the catalog and degree sheet publication deadlines. A program modification should be submitted for any substantive change in degree requirements (changes to degree sheets that alter student requirements for degree completion).**

**(Note: New program proposals typically take a minimum of 12-18 months approval time, and program modifications typically take a minimum of 9-12 months approval time)**

**Note: Because only one set of degree (and minor) requirements can be associated with a given academic year (degree catalog year), changes to degree plans approved by OSRHE and changes to minors approved by Instruction Council between August 1, 2022, and July 31, 2023, will be effective with the catalog year: 2023-2024. Changes approved after that time will be effective 2024-2025. New degrees or options/concentrations may be accommodated by using the catalog year of their OSRHE approval, even if they are approved after the August deadline.**

06/28/22 Revised