**Timeline for Annual Curriculum and Publication Changes for Academic Year 2024-2025 and 2025-2026**

**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 Publications  C = Catalog / D = Degree Requirements |   **Actions** |
| **Summer 2024** | **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 2024** | **X** |  | D | Academic Affairs sends communication to colleges on how to access 2025-26 degree requirement templates. Registrar’s office sends communication on how to access catalog narratives. |
| **Sept 20, 2024** | **X** | ***X*** | D | •**Deadline**• - **All Fall 2025 and Spring 2026 course action requests due to Academic Affairs.**  **\*\*All program requests for 2025-26 due to Academic Affairs** |
| **Oct-Nov 2024** |  | ***X*** |  | Course action requests sent to Instruction Council for review |
| **Nov 24, 2024** | **X** |  |  | Colleges check for necessary updates/revisions to 2+2 articulation agreements |
| **Oct-Dec 2024** | **X** | **X** |  | Instruction Council approval of course actions and program requests affecting 2025-26 degree requirements |
|  |  |  |  |  |
| **Nov-Dec 2024** |  |  |  | Council of Dean’s review/approval of program requests affecting 2025-26 UG degree requirements |
|  |  |  |  |  |
| **Jan 27, 2025** |  |  | **D** | •**Deadline**• - Submit 2025-2026 degree requirement changes to the Registrar’s Office (with changes from previous year clearly marked) via CourseLeaf. |
| **Mar 10, 2025** |  |  | **D** | Registrar’s office sends second communication to colleges on how to access catalog narratives with final notice of June deadline. |
| **Mar 28, 2025** |  |  | **D** | (tentative date) 2025-2026 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 2025 term begins will be added as OSRHE approval is received. |
| **Mar 27, 2025** |  | **X** |  | •**Deadline**• - **All Fall 2026 and Spring 2027 course action requests due to Academic Affairs.** |
| **May-June**  **2025** |  | **X** |  | Instruction Council approval of course actions affecting 2026-27 degree requirements |
| **Jun 2, 2025** |  |  | **C** | Final Catalog narrative updates completed in CourseLeaf (deadline for department/college contacts to submit final change requests for catalog) |
| **Aug 4, 2025** |  |  | **C** | 2026-2027 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, 2024, 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, 2024, and July 31, 2025, will be effective with the catalog year: 2025-2026. Changes approved after that time will be effective 2026-2027. 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.**

022724 Revised