

Timeline for Annual Curriculum and Publications Changes for Academic Year 2017-18

Due Date/ Deadline	Degree Program Requests	Course Action requests/forms	Registrar Publications	Actions
Summer 2016	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
August, 2016	X		DS	Registrar's office distributes current degree sheets to colleges in the 2017-18 template form.
Oct 7, 2016	X	X	DS	• Deadline • - All Fall 2017 and Spring 2018 course action requests due to Academic Affairs. **All program modifications for 2017-18 undergraduate degrees due to Academic Affairs. (Include before/after degree sheets - track changes.)
Nov 11, 2016	X	X		Course action requests and program modifications sent to Instruction Council for review.
Dec 2, 2016	X	X		Instruction Council approval of course action requests and program modifications affecting 2017-18 UG degree sheets
Dec. 8, 2016				Council of Dean's review/approval of course actions and program modifications affecting 2017-18 UG degree sheets
Jan 13, 2017		X		Academic Affairs sends copies of course action forms approved by Instruction Council to Registrar's Office.
				Reminder: Colleges check for necessary updates/revisions to 2+2 articulation agreements.
Jan. 27, 2017			DS	• Deadline • - Return 2017-18 degree sheets to the Registrar's Office (using MS Word tracking).
Feb 6, 2017			DS	Colleges to be notified of approval status for requested changes to degree sheets. Changes to the 2017-18 degree sheets are not final until approvals are confirmed from OSU/A&M Board of Regents and OSRHE.
Feb 13, 2017			C	Catalog narrative sent by e-mail to offices/colleges for draft review and update opportunity.
Mar 17, 2017			DS	• Deadline • - Signed, original copies of 2017-18 degree sheets to be returned to the Registrar's Office. ---Only degree requests and changes <u>which have received OSRHE approval by this date</u> will be included in the 2017-2018 Undergraduate Programs & Requirements PDF (programs receiving approval after this date but before fall 2017 term begins may be added to the Degree Requirements page of the Registrar website).
Mar 27, 2017			C	• Deadline • - Updated Catalog narrative from draft review to be returned to Registrar's office by e-mail.
April 7, 2017			DS	(tentative date) Printed copies of individual degree sheets distributed to colleges.
April 7, 2017			DS	(tentative date) 2017-2018 degree sheets posted on the Registrar's website.
June 9, 2017			C	Catalog narrative sent by e-mail to offices/colleges for final proof review and update opportunity.
June 26, 2017			C	• Deadline • - Updated Catalog narrative from FINAL review opportunity to be returned to Registrar's office by e-mail.
July/Aug 2017			C	2017-2018 Catalog posted on the Registrar's website.
July/Aug 2017			C	(date TBD) Catalog to be delivered on campus.

	Actions related to Academic Affairs
	Actions related to Registrar Publications
	C = Catalog / DS = Degree sheets

***New program requests:** Colleges will need to prepare a draft letter of intent at least one month before submission of a new proposal 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 7, 2016, 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 9-12 months approval time, and program modifications typically take a minimum of 6-9 months approval time)