

Timeline for Annual Curriculum and Publications Changes for Academic Year 2018-19

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/forms	Registrar Publications	Actions	Actions related to Academic Affairs
					Actions related to Registrar Publications C = Catalog / DS = Degree sheets
Summer 2017	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	
September 2017	X		DS	Registrar's office distributes current degree sheets to colleges in the 2018-19 template form.	
Oct 6, 2017	X	X	DS	•Deadline• - All Fall 2018 and Spring 2019 course action requests due to Academic Affairs. **All program modifications for 2018-19 undergraduate degrees due to Academic Affairs. (Include before/after degree sheets - track changes.)	
Nov 10, 2017	X	X		Course action requests and program modifications sent to Instruction Council for review.	
Nov 30, 2017	X	X		Instruction Council approval of course action requests and program modifications affecting 2018-19 UG degree sheets	
Dec 14, 2017				Council of Dean's review/approval of course actions and program modifications affecting 2018-19 UG degree sheets	
Jan 12, 2018		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 26, 2018			DS	•Deadline• - Return 2018-19 degree sheets to the Registrar's Office (using MS Word tracking).	
Feb 12, 2018			C	Catalog narrative for draft review and update opportunity in CourseLeaf	
Mar 16, 2018			DS	•Deadline• - Signed, original copies of 2018-19 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 2018-2019 Undergraduate Programs & Requirements PDF (programs receiving approval after this date but before fall 2018 term begins may be added to the Degree Requirements page of the Registrar website).	
Mar 30, 2018			C	•Deadline• - Updated Catalog narrative from draft review to be updated in CourseLeaf.	
April 13, 2018			DS	(tentative date) Printed copies of individual degree sheets traditionally distributed to colleges. Colleges may be able to access these directly in CourseLeaf.	
April 13, 2018			DS	(tentative date) 2018-2019 degree sheets posted on the Registrar's website.	
June 8, 2018			C	Catalog narrative s for final proof review and update opportunity in CourseLeaf	
June 22, 2018			C	•Deadline• - Updated Catalog narrative from FINAL review opportunity to be updated in CourseLeaf.	
July/Aug 2018			C	2018-2019 CourseLeaf Catalog posted on the Registrar's website.	

***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 6, 2017, 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)

Note: Because only one set of degree requirements can be associated with a given academic year (degree catalog year), changes to degree plans approved by OSRHE between August 1, 2017, and August 1, 2018, will be effective with the catalog year: 2018-19. Changes approved after that time will be effective 2019-2020. 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 1 deadline.