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.

<table>
<thead>
<tr>
<th>Due Date/Deadline</th>
<th>Degree Program Requests</th>
<th>Course Action requests/forms</th>
<th>Registrar Publications</th>
<th>Actions related to Academic Affairs</th>
<th>Actions related to Registrar Publications</th>
</tr>
</thead>
</table>
| 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
|                     |                         |                             |                        | *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                       |                             | DS                     | Course action requests and program modifications sent to Instruction Council for review.
| Nov 30, 2017       | X                       |                             | DS                     | Instruction Council approval of course action requests and program modifications affecting 2018-19 UG degree sheets
| Dec 14, 2017       | X                       |                             | DS                     | Council of Dean’s review/approval of course actions and program modifications affecting 2018-19 UG degree sheets
| Jan 12, 2018       | X                       |                             | DS                     | Academic Affairs sends copies of course action forms approved by Instruction Council to Registrar’s Office. |
| 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 which have received OSRHE approval by this date 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 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.

05/30/17 Revised