

Timeline for Annual Curriculum and Publications Changes for Academic Year 2019-2020
 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 Progra m Reque sts	Course Action Requests	Registrar Publications	Actions	Actions related to Academic Affairs	
					Actions related to Registrar Publications C = Catalog / DS = Degree sheets	
Summer 2018	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 2018	X		DS	Registrar's office distributes current degree sheets to colleges in the 2019-20 template form		
Oct 4, 2018	X	X	DS	•Deadline• - All Fall 2019 and Spring 2020 course action requests due to Academic Affairs. **All program modifications for 2019-20 undergraduate degrees due to Academic Affairs (Include before/after degree sheets - track changes.)		
Nov 8, 2018	X	X		Course action requests and program modifications sent to Instruction Council for review		
Nov 29, 2018	X	X		Instruction Council approval of course action requests and program modifications affecting 2019-20 UG degree sheets		
Dec 13, 2018				Council of Dean's review/approval of course actions and program modifications affecting 2019-20 UG degree sheets		
Jan 18, 2019		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, 2019			DS	•Deadline• - Return 2019-20 degree requirements to the Registrar's Office (with changes from previous year clearly marked).		
Mar 16, 2019			DS			
Apr 1, 2019			DS	(tentative date) 2019-2020 degree requirements posted on the Registrar's website in new 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 2019 term begins will be added as approval is received.		
Apr 13 or 16, 2019			C	Catalog narrative (front matter) draft available for review and update opportunity in CourseLeaf – assumes workflow training completed by April 13		
Jun 1, 2019			C	Updates to catalog narrative made in CourseLeaf (deadline for department/college contacts to submit catalog front matter updates in CourseLeaf)		
Jun 29, 2019			C	Catalog narrative updates complete and available for final review in CourseLeaf		
Jul 13, 2019			C	Final Catalog narrative updates completed in CourseLeaf (deadline for department/college contacts to submit final change requests for catalog front matter)		
Aug 1, 2019			C	2019-2020 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 4, 2018, 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, 2018, and August 1, 2019, will be effective with the catalog year: 2019-2020. Changes approved after that time will be effective 2020-2021. 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 1st deadline.