

## Curriculum Timelines

At the time of writing, all credit courses, new credit programs with a primary goal of “local,” credit program modifications (excluding AD-T’s), CTE C-ID aligned programs, and all noncredit courses and programs (with the exception of CDCP programs) can be approved locally and do not require Chancellor’s Office (CO) approval. Currently, for most curriculum, the Board of Trustees (BOT) is the final step in the curriculum review process.

Many credit programs (particularly Associate Degrees for Transfer and non-C-ID aligned CTE programs), as well as CDCP noncredit programs, will continue to require CO review and approval and *will therefore require additional time for review*. You should allow 1-2 additional months for CO review of these curriculum proposals, and we cannot guarantee the timeliness of CO review.

Keep in mind that if you are proposing courses for a new program pursuant to Curriculum Committee Policy CC-20170301-1, that program plan must be reviewed and approved by the Curriculum Committee prior to launching courses for the new program.

Remember that these dates are guidelines—launching curriculum by the date indicated is not a guarantee that it will be approved, or that on approval it will be in time for the indicated publication. The timeliness of curriculum review depends in part on the strength of the submitted material—if certain components of the submission are missing or incorrect, for example, the time to completion may be delayed. See the Curriculum Coordinator or your division’s Curriculum Representative for help with completing your submission in order to make the process go as smoothly as possible.

### Schedule Publication Deadlines

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Due to deadlines associated with the scheduling process, any course substantial changes that will impact the schedule (Unit/Hours Changes, Course Number Changes, Transfer or Credit Status, Changes to Subject Code, Changes to Pre- and Co-requisites) must be submitted to the Board of Trustees for approval no later than their January 2025 meeting in order to make the 2025 – 2026 catalog. Any course substantial changes that do not make this deadline will move to consideration for the next year’s catalog or the Spring addendum as appropriate (see addendum guidelines). For course substantial changes, follow the dates below:

Launched for Review <i>no later than</i> :	September 25, 2024
Approved by Curriculum Committee:	November 6, 2024
Approved by Academic Senate:	November 13, 2024
Submitted to Board of Trustees:	January 13, 2025

### Catalog Publication Deadlines

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The COS Catalog publishes the Monday following Spring Break. Curriculum must be approved by the Board of Trustees and/or the Chancellor’s Office prior to that date in order to make the

catalog. All curriculum updates that do not make the deadline will move to consideration for the next year's catalog (Summer or Fall Semesters), or the Spring Addendum as appropriate (see Addendum criteria).

The following are recommended curriculum due dates for the 2025 – 2026 Catalog. Please keep in mind that if curriculum requires CO review and approval, it will need to be submitted *several months* ahead of these dates. Curriculum must be submitted to the BOT by the date indicated in order to make the catalog.

Launched for Review <i>no later than</i> :	December 6, 2024
Approved by Curriculum Committee:	February 5, 2025
Approved by Academic Senate:	February 12, 2025
Approved by Board of Trustees:	March 10, 2025

### **Spring Catalog Addendum**

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Curriculum that does not make the catalog publication deadline above may be added to a Spring Addendum and be effective for the spring semester only in limited circumstances. In order to be considered for the Spring Addendum, curriculum must meet one or more of the following criteria:

- Corrections to errors in the catalog
- Mandated Associate Degrees for Transfer and related new courses
- Updates required for compliance with State or Federal law, including compliance with health and safety regulations or to meet guidelines provided by the regulatory bodies of particular programs (i.e., police academy)
- New or substantially revised CTE programs and courses created in response to time-sensitive industry requests or requirements. The specifics related to timeliness must be part of the course or program justification in order for CTE curriculum to be considered for the addendum; the requested effective date will be evaluated and a determination made as part of the regular curriculum review process.

The Spring Addendum is published the Monday following Thanksgiving Break. Curriculum must be approved by the Board of Trustees and/or the Chancellor's Office prior to that date in order to make the addendum. All curriculum updates that do not make the deadline will move to consideration for the next year's catalog.

The following are recommended curriculum due dates for the Spring 2025 Addendum. Please keep in mind that if curriculum requires CO review and approval, it will need to be submitted *several months* ahead of these dates. Curriculum must be submitted to the BOT by the date indicated in order to make the addendum.

Launched for Review <i>no later than</i> :	September 3, 2024
Approved by Curriculum Committee:	October 2, 2024
Approved by Academic Senate:	October 9, 2024
Approved by Board of Trustees:	November 18, 2024

**Transfer, Articulation, and General Education**

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Courses intended for Cal-GETC must first be approved for UC transfer. Any new or substantially modified course will need to be submitted for UC approval (in July/August) prior to Cal-GETC submission the following December. These courses should therefore **include an additional year** for completion of this process in the effective term. See the Curriculum Committee Transfer Policy for a list of course modification criteria the UC considers substantial.

Deadlines set by CSU and UC reviewing bodies govern the submission of courses for articulation and Transfer GE patterns. The articulation officer submits annual requests for courses to be submitted for the Cal-GETC pattern. Courses to be submitted must complete the approval process, and should then be submitted to the articulation officer by:

Submission for Cal-GETC: December 1, 2024

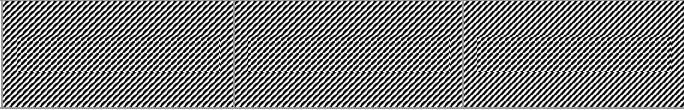
Courses accepted for Cal-GETC GE are automatically added to the appropriate areas of the local COS GE pattern. Courses submitted for local GE approval only must complete the curriculum approval process and be submitted to the GE committee for review by:

Submission for COS GE: Date for Fall 2025 TBD – GE Framework update in process

**Curriculum Timeline Chart**

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	<b>Catalog Publication</b>	<b>Spring Catalog Addendum</b>	<b>Class Schedule Changes</b>	<b>Transfer, Articulation, and GE (COS, Cal-GETC)</b>
<b>Effective catalog year</b>	2024-2025	Spring 2025	2024-2025	2024-2025
<b>Effective COR Date</b>				Fall 2024
<b>Launched for Review <i>no later than</i></b>	December 6, 2024	September 3, 2024	September 25, 2024	October 15, 2024 to meet submission for COS GE
<b>Approved by Curriculum Committee</b>	February 5, 2025	October 2, 2024	November 6, 2024	1 <sup>st</sup> Wednesday of November 2024
<b>Approved by Academic Senate</b>	February 12, 2025	October 9, 2024	November 13, 2024	4 <sup>th</sup> Wednesday of November 2024

<b>Approved by Board of Trustees</b>	March 10, 2025	November 18, 2024	January 13, 2025	2 <sup>nd</sup> Monday of December 2024
<b>Submits to Cal-GETC</b>				3 <sup>rd</sup> Friday of December 2024