

2018-2019 Curriculum Proposal Deadlines

All deadlines are for EPC. Please ensure that materials are submitted to curriculum@sonoma.edu in time for review at all required level to be completed **prior** to their receipt by the EPC chair by the dates indicated. These deadlines are firm and subject to agenda availability.

****These deadlines are endpoints in the process; it is your responsibility to calculate when you need to start.****

PROGRAM PROPOSAL DEADLINES:

- Declaration of Intent to Revise, Add, or Discontinue Degree Programs or Academic Credit Certificates for Catalog Year 2019-2020: Must be submitted to Office of Academic Programs by **4:30 pm, Sept. 14**. This is for all proposals, including Minimal Adjustments to Requirements (previously known as Expedited Proposals). Send an email to curriculum@sonoma.edu and include the following information:
 - Department/Program
 - Type of Proposal
 - Proposed Implementation Schedule

Note: Once the proposal is reviewed by Academic Programs, **proposers will receive instructions about processes and deadlines**. Standard proposals will then need approvals from the Department, School Curriculum Committee, and Dean (and General Education and Graduate Studies Committees, if applicable) *before* it can be agendized at EPC. GE course approvals processes are in flux as we proceed towards a new GE program. Watch for announcements for more information. Minimal Adjustment to Requirements Proposals proceed directly to EPC. All proposals must **be approved** by EPC by the end of the Fall semester, and subsequently approved by Senate, to be included in the following academic year's catalog. Proposal type descriptions and instructions can be found on the EPC website and additional support can be found online in the SSU Curriculum Guide.

Note: Proposals must be fully signed off and **received by EPC by Nov. 20, 2018** to ensure time for two readings at EPC prior to the end of the fall semester. Please remember that this is the *last* opportunity for potential fall approval to make catalog revisions 2019-2020 and agenda priority will be first come first serve. **Proposals that do not follow the declaration process and deadlines risk having implementation dates delayed beyond those proposed.**

Note: Course additions, revisions, and deletions not tied to program revisions (and not intended for Winter 19 or Spring 19 scheduling) must also be **received by EPC by Nov. 20, 2018** for the 2019-20 catalog.

Note: EPC determines the specific review process for discontinuance proposals and timelines may vary.

MCCCF Deadlines (for scheduling purposes):

- New/ Revised Courses (SEIE) for **Winter 2019**: Must be received by the EPC chair by **Sept. 7, 2018**.
- New/ Revised Courses (Stateside) for **Spring 2019**: Must be received by the EPC chair by **Oct. 18, 2018**.
- New/ Revised Courses (SEIE) for **Summer 2019**: Must be received by the EPC chair by **Jan. 25, 2019**.
- New/ Revised Courses (Stateside) for **Fall 2019**: Must be received by the EPC chair by **Mar. 28, 2019**.
- Hybrid and Fully Online Courses: Same deadlines as above.