

## Program, Course, & Scheduling Approval Pathways

August 2025

Programs (majors/minors)	Deadline	Process	Step 1	Step 2	Step 3	Step 4	Step 5
To propose a new program:	To CAPP (step #4) by: 5-Jan-2026	<a href="#">Curriculum</a> 2026-27 Program - New	Registrar	Department / Committee	Division*	CAPP	Faculty
To revise an existing program:	To CAPP (step #4) by: 5-Jan-2026	<a href="#">Curriculum</a> 2026-27 Program - Change	Registrar	Department / Committee	Division*	CAPP	Faculty
To retire an existing program:	To CAPP (step #4) by: 5-Jan-2026	<a href="#">Curriculum</a> 2026-27 Program - Deactivation	Registrar	Department / Committee	Division*	CAPP	Faculty
<i>*Division approval is not required for interdisciplinary programs</i>							

Courses - New or Revived Courses	Deadline	Process		Step 1	Step 2	Step 3	Step 4	Step 5
To propose a new course:	<a href="#">See the 2026-27 Schedule &amp; Catalog Timeline</a>	<a href="#">Curriculum</a>	2026-27 Course - New	Registrar	Department / Committee	Division*	CAPP	Faculty
To revive a retired course after 6 years (last offered prior to Fall 2020):		<a href="#">Curriculum</a>	2026-27 Course - New	Registrar	Department / Committee	Division*	CAPP	Faculty
*Division approval is not required for interdisciplinary courses (courses with an interdisciplinary subject code, such as FMST, ENV, etc., and are not cross-listed)								

Courses - Deactivation	Deadline	Process	Step 1	Step 2
To retire a course:	2-Mar-2026	<a href="#">Curriculum</a> 2026-27 Course - Deactivation	Registrar	Department / Committee
<i>Courses not offered for 3 years will be removed from the catalog by the Registrar's Office, but may be reinserted into the catalog if offered within 6 years. Courses not offered for 6 years will be deactivated, and will require formal approval to revive.</i>				

Courses - Revisions	Deadline	Process	Step 1	Step 2	Step 3	Step 4	Step 5
Content / description (minor change):	<a href="#">Changes submitted after the recommended deadline in the 2026-27 Schedule &amp; Catalog Timeline may not be implemented in time for registration in April.</a>	<a href="#">Curriculum</a> 2026-27 Course - Non-Substantive Change	Registrar	Department / Committee			
Content / description (substantive change):		<a href="#">Curriculum</a> 2026-27 Course - Substantive Change	Registrar	Department / Committee	Division*	CAPP	Faculty
Cross-listing:		<a href="#">Curriculum</a> 2026-27 Course - Non-Substantive Change	Registrar	Department / Committee**			
Distribution Group Learning Outcomes:		<a href="#">Curriculum</a> 2026-27 Course - Substantive Change	Registrar	Department / Committee	Division*	CAPP	Faculty
Instructional Method (lecture, conference, etc.):		<a href="#">Curriculum</a> 2026-27 Course - Substantive Change	Registrar	Department / Committee	Division*	CAPP	Faculty
Number (minor renumbering change):		<a href="#">Curriculum</a> 2026-27 Course - Non-Substantive Change	Registrar	Department / Committee**			
Number (change in course level):		<a href="#">Curriculum</a> 2026-27 Course - Substantive Change	Registrar	Department / Committee	Division*	CAPP	Faculty
Prerequisites (removal or reduction):		<a href="#">Curriculum</a> 2026-27 Course - Non-Substantive Change	Registrar	Department / Committee			
Prerequisites (increase, addition, or change):		<a href="#">Curriculum</a> 2026-27 Course - Substantive Change	Registrar	Department / Committee	Division*	CAPP	Faculty

Repeatability:	<a href="#">Curriculum</a>	2026-27 Course - <i>Non-Substantive Change</i>	Registrar	Department / Committee			
Requirements (major or minor requirements to which this course applies):	<a href="#">Curriculum</a>	2026-27 Course - <i>Non-Substantive Change</i>	Registrar	Department / Committee**			
Requirements (group or division requirements to which this course applies):	<a href="#">Curriculum</a>	2026-27 Course - <i>Substantive Change</i>	Registrar	Department / Committee**	Division*	CAPP	Faculty
Title:	<a href="#">Curriculum</a>	2026-27 Course - <i>Non-Substantive Change</i>	Registrar	Department / Committee			
Units (increase or decrease):	<a href="#">Curriculum</a>	2026-27 Course - <i>Substantive Change</i>	Registrar	Department / Committee	Division*	CAPP	Faculty
*Division approval is not required for interdisciplinary courses (courses with an interdisciplinary subject code, such as FMST, ENV, etc., and are not cross-listed)							
**Each relevant department / committee							

Courses - Restrict / Manage Enrollment	Deadline	Process	Step 1	Step 2	Step 3
Enrollment Criteria (move students from enrolled to the waiting list):	2-Mar-2026	<a href="#">Request to Limit Enrollment Form (.doc download) -- Submit to Registrar's Office with proposed schedule</a>	Registrar	Department / Committee	CAPP
Reduce maximum limit of class:			Registrar	Department / Committee	CAPP
Reserve seats for new students:			Registrar	Department / Committee	CAPP

Other Catalog Content Revisions	Deadline	Process
For any new programs, or changes to program requirements, see "Programs" above.		
Revisions to other (non-requirement) catalog content	2-Mar-2026	<a href="#">Curriculum</a> Respond to the request in Curriculum under "My Tasks," initiated by the Registrar's staff for your review.

Schedule	Deadline	Process	Step 1	Step 2	Step 3	Step 4
Proposed 2026-27 Schedule	2-Mar-2026	Complete the Google sheet provided by the Registrar's Office by the deadline.	Registrar			
<i>after the proposed schedule is submitted...</i>	<a href="#">Changes submitted after the recommended deadline in the 2026-27 Schedule &amp; Catalog Timeline may not be implemented in time for registration in April.</a>	Email the Registrar's Office	Registrar	Department / Committee		
Additional section (pre-approved course):			Registrar	Department / Committee		
Cancellation:			Registrar	Department / Committee		
Instructor change:			Registrar	Department / Committee		
Room change request (not guaranteed):		Written Proposal addressed to the Administration Committee, emailed to the Registrar's Office	Registrar	Department / Committee	Division* (depending on conflicts)	Administration Committee
<a href="#">Time change (to an approved meeting time on the course scheduling template):</a>			Registrar	Department / Committee	Division* (depending on conflicts)	Administration Committee
Time change (non-standard meeting time):						