

# COURSE AND PROGRAM APPROVAL TIMELINE

CHANGES TO BANNER, GENERAL CATALOG, AND DEGREE WORKS FOLLOWING EPC APPROVAL (OR PROVOST OFFICE APPROVAL IF APPLICABLE)

## COURSES

### ONCE A YEAR UPDATES

ANNUAL COURSE CHANGES REQUIRE EPC APPROVAL BY **JANUARY EPC** FOR FALL IMPLEMENTATION

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Course prefix change

Course number change

Addition/Deletion of a prerequisite or restriction

Credit hour change

Course title change

Inactivation/Deletion of a course

Addition/Deletion of a co-requisite

Pass/Fail designation change

Grade mode change

Addition/Deletion of a General Education /  
University Studies designation

### TWICE A YEAR UPDATES

MUST BE APPROVED BY **OCTOBER EPC** FOR SPRING IMPLEMENTATION

MUST BE APPROVED BY **JANUARY EPC** FOR FALL IMPLEMENTATION

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Addition of new course

Course description change

Repeatable for credit status

Addition/Deletion of a dual/cross listed course

Reactivation of a course

## PROGRAMS

### PROGRAM MODIFICATIONS

Program modifications are updated upon publication of a new catalog. Program Modification proposals are due in the Curriculum Management System by **FEBRUARY 1**

### SUBSTANTIVE PROGRAM MODIFICATIONS\*, RESTRUCTURES, AND PROGRAM NAME CHANGES

*Recommended R401 Submission Deadline: November EPC*

Substantive modifications to existing programs require an R401 proposal. Changes affecting more than 25% of existing program requirements are considered substantive. Contact the EPC Chair if you need guidance.

Approved program restructures and name changes take effect in the published catalog at the start of the next academic year unless special approval is granted.

### NEW PROGRAMS & EMPHASES

*Recommended R401 Submission Deadline: November EPC*

New programs and emphases will be added to the published catalog upon receipt of the final approval email from the Office of the Provost and submission of the Newly Approved Program Form through the Curriculum Management system..

### PROGRAM DISCONTINUATION

Programs will be removed from the published catalog upon receipt of the final approval email from the Office of the Provost.

### NON-PROGRAM CATALOG UPDATES

Non-program catalog updates will be made as needed and should be submitted through Catalog Change Requests.