

### Planning Timetable for Approval and Submission of Curriculum Changes\*

The table below gives the timeline for submitting program proposals according the semester of planned program implementation. Proposals for new or revised undergraduate and graduate programs typically originate at the department level. Conferences with the appropriate academic deans(s) and the department chair(s) should precede formal proposal development. If the program change includes distance education or off-campus courses then the Office of Instructional Technology must also be consulted. The forms and requirements for proposals are located on the Academic Affairs web site <http://www.sfasu.edu/acadaffairs/policiesandprocedures.asp>

Review the following policies before initiating curriculum changes: Academic Curricula Review and Approval (A-4) and Substantive Change (A-70).

<b>Planned Implementation Date</b>	<b>Submission Deadline for University Curriculum Committee</b>	<b>University Curriculum Committee Approval</b>	<b>SACS Notification Sent**</b>	<b>Board of Regents Agenda</b>	<b>Coordinating Board Notification</b>	<b>SACS Substantive Change Prospectus Submitted**</b>
<b>Fall Semester</b>	December 15 of Prior Year	January 25 of Same Year	February 1 of Same Year	April Meeting of Same Year	April of Same Year	May 1 of Same Year
<b>Spring Semester</b>	March 15 of Prior Year	May 1 of Prior Year	July of Prior Year	July Meeting of Prior year	July of Prior Year	September 1 of Prior Year
<b>Summer Semester</b>	August 15 of Prior Year	September 15 of Prior Year	November 1 of Prior Year	October Meeting of Prior Year	October of Prior Year	February 1 of Same Year

\*See Policy A-4 and A-70

\*\*All communication with SACS is submitted by the Office of the Provost and Vice President of Academic Affairs. The appropriate Dean and Department Chair will be notified when approval is received.