**Curriculum Change Timelines**

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| ***Course Elements*** | ***Timeline for Changes*** | ***Deadlines*** |
| Course Prefix & Number | New courses may be established any semester but may not be added as a required course of a program until Fall semester | 8 weeks before the start of a semester |
| Course Title | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Alternative Title (30 characters max) | Any semester | 8 weeks before the start of a semester |
| Course Description (from CAC or if new 70 spaces on less) including Prerequisites/Co-requisites | Fall only for Course Description (prerequisites and co-requisites may be changed any semester) | 8 weeks before the end of the Fall semester prior to the implementation ( Prerequisites and co-requisites - 8 weeks before the start of a semester) |
| Total credits | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Total hours | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Type of Instruction (Lecture/Laboratory) | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Career Cluster Code | Any semester | 8 weeks before the start of a semester |
| Instructional Level (transfer/non-transfer) | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Prerequisites/Co-requisites | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Textbooks | Any semester | Any time before a semester begins (requires no approval) |
| Bibliography | Any semester | Any time before a semester begins (requires no approval) |
| Learner Supplies | Any semester | Any time before a semester begins (requires no approval) |
| Guidelines (grading rationale) | Any semester | Any time before a semester begins (requires no approval) |
| Related Outcomes (General Education, Program, External Standards) | Any semester | 8 weeks before the start of a semester |
| Competencies | Any semester | 8 weeks before the start of a semester |
| Competency Performance Standards Assessment Strategies | Any semester | 8 weeks before the start of a semester |
| Competency Performance Standards Criteria | Any semester | 8 weeks before the start of a semester |
| Linkages of Competencies to General Education Outcomes, Program Level Student Learning Outcomes, and External Standards | Any semester | 8 weeks before the start of a semester |
| Custom Field - Course Fees & Amount | Any semester | 8 weeks before the start of a semester |
| **Program Elements** | ***Timeline for Changes*** | ***Deadline*** |
| Curriculum Code | New programs may only be established in the Fall semester unless approved by the Assistant Vice President of Curriculum and Institutional Effectiveness | 8 weeks before the end of the Fall semester prior to the implementation |
| Program Title (not the program name) | Any semester |  |
| Description | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Instructional Level (certificate, diploma, degree) |  | 8 weeks before the end of the Fall semester prior to the implementation |
| Career Cluster | Supplied by IR |  |
| CIP Code | Supplied by IR |  |
| Mission | Any semester | 8 weeks before the start of a semester |
| Career/Job Titles | Supplied by IR | 8 weeks before the start of a semester |
| Accreditation Information | Any semester | 8 weeks before the start of a semester |
| External Requirements | Any semester | 8 weeks before the start of a semester |
| Entry Requirements | Fall only | 8 weeks before the start of a semester |
| Indirect Measures | Any semester | 8 weeks before the start of a semester |
| Related General Education Outcomes | Any semester | 8 weeks before the start of a semester |
| Related External Standards | Any semester | 8 weeks before the start of a semester |
| Program Outcomes | Any semester | 8 weeks before the start of a semester |
| Program Outcomes Summative Assessment Strategies | Any semester | 8 weeks before the start of a semester |
| Program Outcome Summative Assessment Strategies Criteria | Any semester | 8 weeks before the start of a semester |
| Linkages of Program Level Student Learning Outcomes to General Education Outcomes and External Standards | Any semester | 8 weeks before the start of a semester |
| Course List | Any semester | 8 weeks before the start of a semester |
| Course Configurations (includes program names, descriptions, and outcomes) | Any semester | 8 weeks before the end of the Fall semester prior to the implementation |
| Assigning Program Level Student Learning Outcomes, General Education, and External Standards to Courses | Any semester | 8 weeks before the start of a semester |
| Custom Field - Abbreviated Program Name (30 characters max) | Any semester | 8 weeks before the start of a semester |
| Custom Field - Graduation Requirements | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Custom Field - Term Entry Requirements | Fall only | 8 weeks before the end of the Fall semester prior to the implementation |
| Custom Field - Department Name | Any semester | 8 weeks before the start of a semester |