

## 2025-2026 Guidelines for Curriculum and Catalog Changes

**Please note: These guidelines relate to the deadlines for proposals to be approved for implementation. Colleges and departments are encouraged to set earlier internal deadlines for proposal submission, accounting for all the steps in the review process.**

	<b>Deadline for Approval and Implementation</b>	<b>Notes</b>
<b>University Core Curriculum Course Proposal for 2026-2027 Launch</b>	Must be to UCC committee in the workflow by <b>December 1</b> to be considered at final fall UCC meeting and included on academic posting #7 planned for <b>December 19</b>	<i>Departments may propose courses for the new UCC after these deadlines, but those options will not be reflected in the UCC until the 2027-2028 academic year.</i>
<b>New Course Proposal (non-UCC)</b>	Must be included on academic posting #11 planned for <b>February 20</b> for course to be created in catalog in Banner in time for sections to be built prior to the beginning of Fall 2026 priority registration	<i>For course proposals that have not met this posting 11 deadline, courses will NOT be available for the start of Fall 2026 priority registration. Departments will have the following options:</i> <ul style="list-style-type: none"> <li>• <b>New courses:</b> Must wait to build sections until approved and implemented in Banner. Sections may still be offered Fall 2026 or in later term such as Spring 2027.</li> </ul>
<b>Revised or Drop Course Proposal (non-UCC)</b>	Must be included on academic posting #11 planned for <b>February 20</b> for course revisions to be reflected in Banner prior to the beginning of Fall 2026 priority registration	<i>For course proposals that have not met this posting 11 deadline, courses will NOT be available for the start of Fall 2026 priority registration. Departments will have the following options:</i> <ul style="list-style-type: none"> <li>• <b>Dropped/replaced courses:</b> Must put any Fall 2026 sections of courses to be dropped ON HOLD until drop/replace is approved and implemented for Fall 2026 (existing sections will ultimately need to be deleted for the drop/replace to occur in Banner) OR department may delay implementation to Fall 2027.</li> <li>• <b>Revised courses:</b> Fall 2026 course sections can be created but must be placed ON HOLD until fully approved and implemented in Banner OR department may delay implementation to Fall 2027.</li> </ul>
<b>New Program Proposal</b>	Must be fully approved* by <b>April</b> to be included in upcoming catalog	<i>*Fully approved = through governance process and certified; any external approval such as ICHE (Indiana Commission for Higher Education) must be received by June</i>
<b>Revised or Drop Program Proposal</b>	Must be fully approved* by <b>April</b> to be included in upcoming catalog	<i>*Fully approved = through governance process and certified; any external approval such as ICHE must be received by June</i>
<b>Preamble and Front Matter Updates</b> (i.e. college, department, or program description that is not a change in curriculum)	Must be submitted by <b>June 1</b> to be included in upcoming catalog	<i>Updates can be submitted to <a href="mailto:catalog@bsu.edu">catalog@bsu.edu</a></i>

**Notes:**

- The undergraduate and graduate catalogs are published once per year, on or around July 1.
- The typical timeline for implementation of curricular changes is the following catalog year. For example, any proposals submitted and approved during the 2025-2026 academic year will be implemented in the 2026-2027 catalog.
- Academic postings of proposed curriculum changes are distributed to the campus community once per month. The postings and schedule are listed on the Office of the Registrar website.

**2025-2026 Target Academic Posting Dates**

Posting 1: September 19

Posting 2: October 3

Posting 3: October 17

Posting 4: October 31

Posting 5: November 14

Posting 6: December 5

Posting 7: December 19 – *Target final posting for any UCC course proposals*

Posting 8: January 16

Posting 9: January 30

Posting 10: February 13

Posting 11: February 20 – *Target final posting for non-UCC courses desired for Fall 2026 implementation*

Posting 12: March 6

Posting 13: March 20

Posting 14: April 3

*Note: To accommodate anticipated course proposals for the new University Core Curriculum that will launch in Fall 2026, additional posting dates have been added to the fall semester.*

*Any proposals that reach the public posting stage after April 3, 2026 will be included in posting #1 of the 2026-2027 academic year unless otherwise specified.*