

2024-2025 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.

	Deadline for Approval and Implementation	Notes
New Course Proposal	Must be included on academic posting #8 planned for February 21 for course to be created in catalog in Banner in time for sections to be built prior to the beginning of Fall 2025 priority registration	<p><i>For course proposals that have not met this posting 8 deadline, courses will NOT be available for the start of Fall 2025 priority registration. Departments will have the following options:</i></p> <ul style="list-style-type: none"> • New courses: Must wait to build sections until approved and implemented in Banner. Sections may still be offered Fall 2025 or in later term such as Spring 2026.
Revised or Drop Course Proposal	Must be included on academic posting #8 planned for February 21 for course revisions to be reflected in Banner prior to the beginning of Fall 2025 priority registration	<p><i>For course proposals that have not met this posting 8 deadline, courses will NOT be available for the start of Fall 2025 priority registration. Departments will have the following options:</i></p> <ul style="list-style-type: none"> • Dropped/replaced courses: Must put any Fall 2025 sections of courses to be dropped ON HOLD until drop/replace is approved and implemented for Fall 2025 (existing sections will ultimately need to be deleted for the drop/replace to occur in Banner) OR department may delay implementation to Fall 2026. • Revised courses: Fall 2025 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 2026.
New Program Proposal	Must be fully approved* by April 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>
Revised or Drop Program Proposal	Must be fully approved* by April 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>
Preamble and Front Matter Updates (i.e. college, department, or program description that is not a change in curriculum)	Must be submitted by June 1 to be included in upcoming catalog	<i>Updates can be submitted to catalog@bsu.edu</i>
<p>Notes:</p> <ul style="list-style-type: none"> • 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 2024-2025 academic year will be implemented in the 2025-2026 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. 		

Updated 9/4/24