**TIMELINE FOR CURRICULUM AND SCHEDULE DEVELOPMENT 2016-2017**

**Curriculum modifications may be submitted year-round. See below for details about deadlines regarding catalog and schedule curriculum revisions.**

- **Schedule Tool for summer due Nov. 13th**
- **3 Yr Plan Due to Associate Superintendent by Jan 29th**
- **Schedule Tool Due for fall and spring by February 26th**
- **Revision to Catalog requested (General Information)**
- **Fall and spring downloads—fall (mid March) and spring (late March)**
- **Soft modifications due to Curriculum Committee**
- **Revise Catalog / Curriculum “Clean-up”**

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**July/Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** | **June**
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- **Schedule Planning for Summer 2016**
- **Schedule Planning for Fall 16 and Spring 17**
- **Schedules for Fall, Spring, and Summer under production**

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*November 2, 2015* – curricular changes must be launched in Curricunet regarding anything that will show up in the Schedule of Classes for FALL 2016/SPRING 2017. These include the following:

- New courses
- Changes to course acronym, number, or name of course
- Changes to course description
- Changes to course pre-requisites
- Changes to DE status

*Please remember that even though a course has been launched into the Curricunet queue, the originator MUST follow up with requests for changes to assure that the course proceeds through the approval process in a timely fashion.*

*April 4, 2016* – “Soft” curricular changes must be launched for other changes which faculty would like reflected in the course of instruction for the upcoming fall semester. This include the following:

- Changes to course objectives
- Changes to course content
- Changes to methods of instruction
- Changes to methods of evaluation
- Changes to textbooks

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Updated 8/4/15