

# ***GRADUATE ACADEMIC COUNCIL CALENDAR: 2025-2026***

Key: GAC is Graduate Academic Council LRPC is Long Range Planning Council

UAC is Undergraduate Academic Council SEB is Senate Executive Board

**New Degree Programs only.** The planning and submission process begins a year and a half before a program can be listed in the catalog.

## **For inclusion in the 2027-2028 catalog:**

### **February 1, 2026**

- Deadline to submit Intention to file a New Degree Program Proposal to the Associate Vice President for Graduate Education

### **February - March, 2026**

- Complete consultation process with university offices/administrators
- Obtain recommendations on approval from the academic unit dean, curriculum committee, and program/department faculty

### **April 1, 2026** Deadline to file final new degree program proposal for review:

- Faculty Senate Councils
  - GAC/UAC in April-May
  - LPRC in June-September
  - SEB in September
- Senate recommendations on approval (October-November 2026)
- Provost recommendation on approval (December 2026)
- Decision by the Board of Trustees (March 2026)
- **February 1, 2026** Deadline to submit the Catalog information for New Degree Program (if submitted to BoT for approval).

---

## **All other curricular changes for inclusion in the 2026-2026 catalog:**

[email] by **August 1, 2025** Provide the list of the designated approvers

**August 1, 2025** Submissions may begin.

### **Deadlines:**

#### **November 15, 2025:**

- [PDF form] New graduate certificate for academic credit
- [PDF form] New graduate emphasis, area of study, specialization, or credential (based on an existing graduate degree program)
- [PDF form] New integrated program (based on an existing graduate degree program)
- [Curriculog form] Complex program revisions

#### **December 1, 2025:**

- [Curriculog form] Simple program revisions
- [PDF form] Program closures

### February 1, 2026:

- [Curriculog form] Changes to the school/college/department narrative section in Catalog
- [Curriculog form] Catalog information on new graduate degree programs (for proposals submitted by April 1, 2025, reviewed by the Faculty Senate and presented to the Board of Trustees)
- [Curriculog form] Catalog information on new graduate certificate for academic credit, new graduate emphasis, area of study, specialization, or credential, new integrated program (for approved proposals)

### February 15, 2026:

- [Curriculog form] New courses (except the travel courses)
- [Curriculog form] Changes to existing courses
- [Curriculog form] Inactivated courses

### Important information about the proposal submission process:

The following proposals are submitted using standard [PDF] forms to document approval recommendations **unless otherwise notified**:

- New degree program proposals
- New graduate certificate for academic credit
- New graduate emphasis, area of study, specialization, or credential
- New integrated program
- Program closures

See [Appendix-Forms](#) for links to these forms.

In addition, Catalog information is submitted through the [Curriculog](#) management system for:

- New degree program proposals (already reviewed by the Faculty Senate and presented to the Board of Trustees)
- Approved:
  - New graduate certificate for academic credit
  - New graduate emphasis, area of study, specialization, or credential
  - New integrated program

The following proposals/forms are submitted only through the [Curriculog](#) management system:

- All **course** proposals
- Simple and complex **program** revision proposals

For further information on course and program proposal processes, please see the instructions provided in this handbook. Questions can be directed to the following:

- Course Proposals: Stephen Hall, Associate Registrar, [sdhall@chapman.edu](mailto:sdhall@chapman.edu)
- Graduate Program Proposals: [GradEd@chapman.edu](mailto:GradEd@chapman.edu)

**Note:** if you find any errors or have any questions about this handbook, please contact The Office of the Associate Vice President for Graduate Education at [GradEd@chapman.edu](mailto:GradEd@chapman.edu)