GRADUATE ACADEMIC COUNCIL CALENDAR: 2024-2025

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 <u>2026-2027</u> catalog:

February 1, 2025

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

February - March, 2025

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

April 1, 2025 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 2025)
- Provost recommendation on approval (December 2025)
- 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 <u>2025-2026</u> catalog:

[email] by August 1, 2024 Provide the list of the designated approvers

August 1, 2024 Submissions <u>may begin</u>.

<u>D</u>eadlines:

November 15, 2024:

- [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, 2024:

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

February 1, 2025:

- [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, 2024, 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)

March 15, 2025:

- [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
- Graduate Program Proposals: 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.