

2024 CIM COURSE PROPOSAL DEADLINES

During the CIM course proposal cycles for the spring 2024 term (AY 2023-24) and summer/fall 2024 terms (AY 2024-25), we will once again be using a variable deadline system for submitting proposals. Deadlines will vary depending on:

- the type of proposal (new course or edit to existing course)
- the type of change(s) if an edit proposal, and
- the effective term proposed for the course.

Our objective in setting multiple deadlines is to allow the Registrar's Office more time to take care of the most complicated changes earlier to minimize any delay in student registration, while simultaneously providing academic units additional flexibility to propose changes that don't necessarily impact registration throughout the fall and into the early spring term.

The same deadlines are presented in two different ways below. All deadlines reflect the date by which the proposal should have fully completed the college-level workflow/governance process and should be at the Provost Office step in the CIM workflow.

DEADLINES IN CHRONOLOGICAL ORDER

September 15, 2023: Deadline for any of the following types of changes **with an effective term of Spring 2024**

- new course proposals
- edits to existing courses that include component, attribute, or level (grad/UG) changes

October 20, 2023: Deadline for any of the following types of changes **with an effective term of Spring 2024**

- edits to existing courses that do not include component, attribute, or level (grad/UG) changes

December 15, 2023: Deadline for any of the following types of changes **with an effective term of Summer/Fall 2024**

- new course proposals
- edits to existing courses that include component, attribute, or level (grad/UG) changes
- any reassignments of catalog numbers that have previously been used

February 2, 2024: Deadline for any of the following types of changes **with an effective term of Summer/Fall 2024**

- edits to existing courses that do not include component, attribute, or level (grad/UG) changes

DEADLINES BY TYPE OF PROPOSAL / TYPE OF CHANGE AND EFFECTIVE TERM

I want to...		Deadline is...
propose a NEW course	to be effective in spring 2024	September 15, 2023
	to be effective in summer or fall 2024	December 15, 2023
EDIT an existing course including component, attribute or academic level (grad/undergrad) changes*	to be effective in spring 2024	September 15, 2023
	to be effective in summer or fall 2024	December 15, 2023
EDIT an existing course (not including component, attribute or level changes*)	to be effective in spring 2024	October 20, 2023
	to be effective in summer or fall 2024	February 2, 2024
REASSIGN a catalog number that was previously used for a different course	to be effective in summer or fall 2024**	December 15, 2023

***Component changes** include changes to the course type (lecture, lab, seminar, practicum, independent study, etc.); **attribute changes** include changes to course attributes such as Cardinal Core, Community Based Learning, Sustainability, Culminating Undergraduate Experience, Culminating Graduate Experience, Honors, Digital Credential Opportunity, etc. **Academic level changes** include changing the course level or offerings from graduate to undergraduate or vice versa, or adding or removing one of these offerings to a 500-level course.

****Catalog number reassignments** are no longer available to be effective in spring 2024.