

2025 CIM COURSE PROPOSAL DEADLINES

Proposals for new courses or course changes in CIM are reviewed and processed on a rotating deadline cycle. Deadlines 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. *Important note:* 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. Exceptions to these deadlines will be granted only under extraordinary circumstances that disadvantage students.

DEADLINES IN CHRONOLOGICAL ORDER

September 13, 2024: Deadline for any of the following types of changes **with an effective term of Spring 2025**

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

October 18, 2024: Deadline for any of the following types of changes **with an effective term of Spring 2025**

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

December 13, 2024: Deadline for any of the following types of changes **with an effective term of Summer/Fall 2025**

- 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 7, 2025: Deadline for any of the following types of changes **with an effective term of Summer/Fall 2025**

- 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 2025	September 13, 2024
	to be effective in summer or fall 2025	December 13, 2024
EDIT an existing course including component, attribute or academic level (grad/undergrad) changes*	to be effective in spring 2025	September 13, 2024
	to be effective in summer or fall 2025	December 13, 2024
EDIT an existing course (not including component, attribute or level changes*)	to be effective in spring 2025	October 18, 2024
	to be effective in summer or fall 2025	February 7, 2025
REASSIGN a catalog number that was previously used for a different course	to be effective in summer or fall 2025**	December 13, 2024

***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 not available to be effective in the spring term.