

2026 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) to an existing course, and the effective term proposed. 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 with 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 12, 2025: Deadline for any of the following types of changes **with an effective term of Spring 2026**

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

October 17, 2025: Deadline for any of the following types of changes **with an effective term of Spring 2026**

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

November 15, 2025: Deadline for any of the following types of changes **with an effective term of Summer/Fall 2026**

- new Cardinal Core course proposals
- edits to existing Cardinal Core courses

December 12, 2025: Deadline for any of the following types of changes **with an effective term of Summer/Fall 2026**

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

February 6, 2026: Deadline for any of the following types of changes **with an effective term of Summer/Fall 2026**

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

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

I want to...		Deadline is...
Propose a NEW Cardinal Core course or EDIT an existing Cardinal Core course	to be effective in summer or fall 2026	November 15, 2025
propose a NEW course (not Cardinal Core)	to be effective in spring 2026	September 12, 2025
	to be effective in summer or fall 2026	December 12, 2025
EDIT an existing course including component, attribute, prerequisite, or academic level (grad/undergrad) changes*	to be effective in spring 2026	September 12, 2025
	to be effective in summer or fall 2026	December 12, 2025
EDIT an existing course (not including component, attribute, prerequisite, or academic level changes*)	to be effective in spring 2026	October 17, 2025
	to be effective in summer or fall 2026	February 6, 2026
REASSIGN a catalog number that was previously used for a different course	to be effective in summer or fall 2026**	December 12, 2025

***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. Prerequisite changes include any changes to prerequisites (including adding or deleting a prerequisite).

****Catalog number reassignments** are not available to be effective in the spring term.