

Curriculum Submission Calendar
Academic Services Office Catalog Year 2010-2011
Courses to be Initially Scheduled Fall 2010

Departments should make every effort to submit all required curriculum paperwork by the fall semester deadlines in order to guarantee that new courses and course changes are included in curriculum guides and the college catalog for the subsequent fall semester. Early spring deadlines should be used for course changes only. Curriculum paperwork is handled by the Course Evaluation Subcommittee on a **first-come, first-served basis**. Every effort is made to process and evaluate curriculum paperwork according to this schedule; however, the closer to a curriculum deadline a proposal is submitted, the greater the risk of having the department's curriculum paperwork delayed to the next available Course Evaluation subcommittee meeting.

Documents due to Academic Services by 4:00 pm	Course Eval Subcommittee Wednesday, 2-4 pm W143	Curriculum Committee 2:00 PM Board Room, Bldg I	Reminders
Tuesday, Jan 20 2009	February 11, 2009	March 18, 2009	
Tuesday, Feb 17, 2009	March 4, 2009	April 22, 2009	
Monday, Mar 16, 2009	April 8, 2009	May 13, 2009	<ul style="list-style-type: none"> • UC TCA deadline; IGETC & CSU GE Breadth recommendations to Board
Monday, August 3, 2009	August 26, 2009	September 16, 2009	<ul style="list-style-type: none"> • Spring Schedule of Classes Final
Monday, August 24, 2009	September 9, 2009 September 23, 2009	October 14, 2009	
Monday, September 14, 2009	October 7, 2009 October 21, 2009	November 18, 2009	<ul style="list-style-type: none"> • CSU GE Breadth & IGETC submission deadline (Articulation Office) • Recommended Final due date for new course proposals
Monday, October 19, 2009	November 11, 2009 November 25, 2009	December 9, 2009	<ul style="list-style-type: none"> • Summer Schedule of Classes Final • Final due date for new Experimental/Distance Learning proposals for inclusion into the Fall Schedule of Classes • Final due date for inclusion of any new course proposal into 2009-2010 Catalog
Monday, Dec 7, 2009	January 27, 2010	February 17, 2010	<ul style="list-style-type: none"> • Final due date for inclusion of these Administrative Actions in 2009-10 Catalog & Fall Schedule of Classes: Grade Code adjustment, Department Change, Subject Change, Material Fee Elimination, Descriptive Title Change, and/or addition of Supplemental Learning hours to an existing course that has completed course review.

Don't forget to check the Schedule of Classes worksheet due dates.

Other dates to consider: Spring term: 1/12 - 5/27/09; Fall term: 8/17-12/20; Spring instructional recess 4/12 – 4/18/09

Revised 01/16/09

cc: Don Berz, Executive Vice President Academic Affairs
Christopher Villa, VP, Student Support
Course Evaluation Subcommittee Members
School Deans/ Department Heads/Academic Administrative Secretaries/Amit Schitai