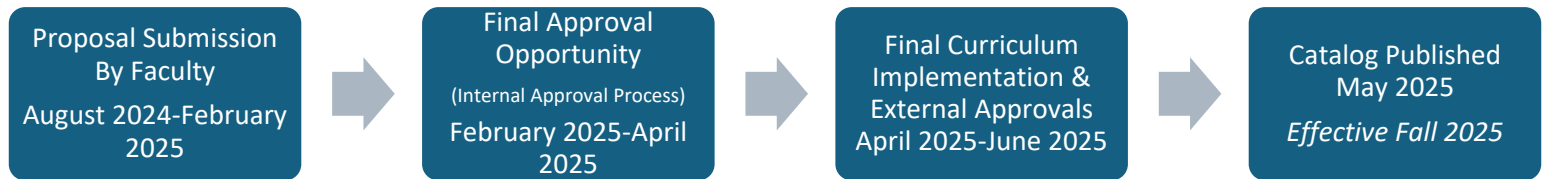# Curricular Timeline FAQ and Visual

Curriculum Year 2024-2025

August 2024-April 2025
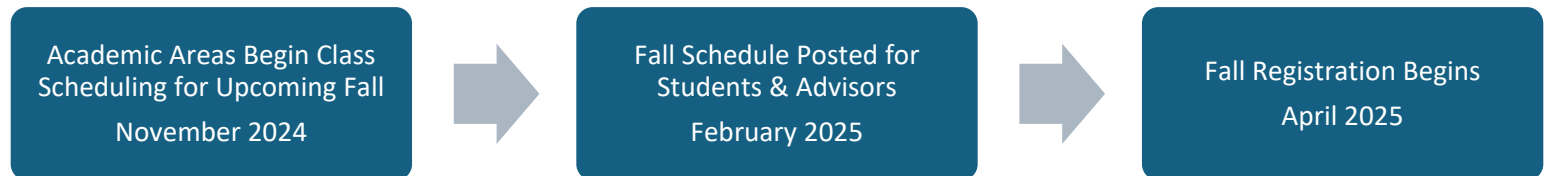
coincides with faculty senate year and fall/spring academic terms

Proposal Submission By Faculty August 2024-February 2025	→	Final Approval Opportunity (Internal Approval Process) February 2025-April 2025	→	Final Curriculum Implementation & External Approvals April 2025-June 2025	→	Catalog Published May 2025 *Effective Fall 2025*

Fall Class Schedules & Student Registration

November 2024-April 2025

exact dates listed in the academic calendar

Academic Areas Begin Class Scheduling for Upcoming Fall November 2024	→	Fall Schedule Posted for Students & Advisors February 2025	→	Fall Registration Begins April 2025

Frequently Asked Questions:

- **Why are all proposals (if fully approved), effective beginning the upcoming fall term?**
  - Since the curriculum year begins in August, and academic areas begin building upcoming fall schedules in November, there is not enough time for full approval through the faculty led internal, necessary external approval processes, and implementation to allow for the proposal to be enacted prior to the upcoming fall term.
- **Why can faculty not submit proposals after February?**
  - The faculty led process requires a minimum of 2 months for final approval *after* council approval. The faculty led process ends in April for the current curriculum year, coinciding with the end of the faculty senate year.

Curricular Timeline FAQ and Visual

- **Why can faculty not submit proposals after February, to hold in the system until the next curriculum/faculty senate year begins in August?**
  - The catalog is the university's official record of curriculum for an academic year. Curriculog, the new curriculum system, connects directly to the catalog. Next year's catalog will not be published until May. Curriculog will need to be configured to connect to the new year's catalog in May. This is important for faculty so that all approved curricular actions from the prior curriculum year are actually reflected in the catalog before the new curriculum year begins. Curriculog is expected to be available for submission again in July. Additionally, because faculty senate councils do not meet again until September, proposals that hold for 5 or more months often become out of date, lost, or faculty originators leave the university. Typically speaking, councils have new chairs each year, which further complicates ensuring proposals are routed to the correct approvers. Because full approval cannot take place through the faculty-led process for submissions after February, proposals are best submitted just prior to the beginning of the new curriculum year.
- **Why can a course change not be reflected on the fall schedule?**
  - If a course change is not fully approved prior to April 1st, there is not time to fully implement the change into all systems (registration, degree audit, etc.) prior to student registration beginning in April. Individual sections that are already scheduled must be updated since the schedule has been live since February 1st. Students/advisors have been planning for student registration based on the schedule information shared beginning February 1st.
- **What is implementation?**
  - Implementation includes necessary external approvals, such as state approval for new programs, as one example. It also includes programming and configuration into registration and degree audit systems, as well as the catalog.
- **Why can a new program not start in the summer?**
  - The catalog is published for an academic year. The new program is not yet listed in the catalog, but exceptions can be made depending on the criteria and situation. Contact curriculum@missouristate.edu for an exception PRIOR to April 1st ONLY if the new program has been fully approved internally <u>and</u> externally.
- **Why can a program change not start in the spring?**
  - Program changes that affect students almost always affect registration. Registration for spring begins in October. Since the curriculum year does not start until August, there is not enough time for full approval and implementation prior to spring registration.