

Department Chairs: Must submit CIM proposals roughly 2 weeks before their College Ed Policy Committee's meeting.

College Ed Policy Committees: Must meet and approve proposals prior to the date due to the Registrar for Academic Affairs Committee consideration.

Academic Affairs Committee: Convenes for voting meetings 3 p.m. on the third Thursday of every month of the academic year. Typically does not meet in May, June, July, August, or December.

Faculty Senate: Convenes for voting meetings 4 p.m. on the first Tuesday of every month of the academic year. Typically does not meet in January, June, July, or August, and the "May" meeting is sometimes held on the last Tuesday of April.

Start Here  **Final Approval**

Chair Submission and Registrar's Office Review/Approval	College Ed Policy Committee Approval and Dean Approval	Proposals Due to the Registrar's Office for Academic Affairs Committee Consideration	Academic Affairs Subcommittee Meeting	Academic Affairs Voting Meeting	Faculty Senate Meeting
Chairs must submit their CIM proposals approximately 2 weeks prior to their College Ed Policy's voting meeting. The Registrar's Office reviews and approves proposals on a rolling basis.	April or May 2026	8/31/2026	9/9/2026	9/17/2026	10/6/2026
	Before 9/28/2026	9/28/2026	10/7/2026	10/15/2026	11/3/2026
	Before 11/2/2026	11/2/2026	11/11/2026	11/19/2026	12/1/2026
	Before 1/4/2027	x	x	x	x
		1/4/2027 - Existing Course Change Deadline for Fall 2027 Class Schedule	1/13/2027	1/21/2027	2/2/2027
		Before 2/1/2027	2/10/2027	2/18/2027	3/2/2027
	Before 3/1/2027	3/1/2027	3/10/2027	3/25/2027	4/6/2027
	Before 3/29/2027	3/29/2027 - CIM Program Change, Courses Change, and New Course Proposal Deadline for 2027-2028 Catalog	4/7/2027	4/15/2027	4/27/2027
	x	4/16/2027 - CIM New Programs Approved by Board of Regents and CCPE Deadline for 2027-2028 Catalog	x	x	x
	x	x	x	x	x
	x	x	x	x	x
	x	x	x	x	x

Timeline Example: A Chair contacts her College Ed Policy Committee and learns their next (and final) voting meeting takes place March 22. Accordingly, she submits her CIM proposal(s) by roughly March 8. This allows 1 week for the Registrar's Office to review/approve and another 1 week for the Ed Policy Committee to draft their agenda before their March 22 voting meeting. The Dean would ideally review/approve the request between March 22 and the **March 29** deadline (see calendar). On April 1, the Registrar's Office drafts the agenda for the AAC to discuss on **April 7** and vote on **April 15**. If no concerns arise, Faculty Senate would give their approval **April 27**. Any approved changes would go into effect with the 27-28 catalog.