**CAPC Proposal and Approvals Timeline**

**(Approved Fall 2022)**

**Program Changes**

1. ***Program changes that limit curricular options, or change requirements, for students***

Examples include: elimination of a program/concentration; additional course requirement(s); degree change (e.g., BA to BS); additional prerequisite requirements that are not already reflected in the course list.

Such program changes should be approved in enough time to be advertised to new students admitted to the program (typically one year in advance). For example, for the Fall 2024 implementation and admission cycle, changes would need to be fully approved by May 2023.

1. ***Program changes that expand curricular options for students***

Examples include: addition of a new track; new course options to meet requirements; creation of a new non-degree program (e.g., a certificate).

Such program changes should be approved as soon as possible but not later than December of the year prior to implementation. For example, expansive program changes intended for Fall 2024 implementation would need to be fully approved by December 2023.

**Course Changes**

1. ***Course changes that reduce or significantly impact student options***

Examples include: adding/removing general education attributes; additional/edits to prerequisites; substantial description changes; credit change; creation of a newly required course.

Such changes need to be made prior to the start of course registration for a given semester. Given how early this process begins each semester, changes would need to be approved a year in advance, i.e., by the end of the same semester in the prior year. For example, changes for spring 2024 would need to be approved by May 2023 to be available to students at the start of the fall registration period for Spring 2024.

1. ***Course changes that expand accessibility or flexibility of courses, providing addition options to students***

Examples include: additional modality options, minor changes in course description

Such changes would not require an extended proposal timeline. However, course changes should be fully approved before the course registration period for the implementation semester. For example, changes for Spring 2024 should be approved by the end of September 2023 to be available for course registration beginning in October. It should be noted that in many cases such changes can go through Circulation.