

Curriculum Deadlines

In order to provide reviewing bodies sufficient time to review and approve curriculum proposals for inclusion in the 2025-2026 undergraduate and graduate catalogs registration materials, please adhere to the following deadlines. **Please consult your dean's office because the college curriculum deadlines may proceed these deadlines.** Submissions received after deadlines will be considered for the subsequent term or academic year.

CCC Deadlines

All proposals **must be submitted to the CCC Chair** (chair_ccc@scranton.edu) by the 4:30 pm on the dates indicated below:

- Thursday, September 12 for consideration at the CCC meeting on September 18.
- Thursday, October 10 for consideration at the CCC meeting on October 16.
- Thursday, November 14 for consideration at the CCC meeting on November 20.
- Thursday, December 12 for consideration at the CCC meeting on December 18.
- Thursday, February 13 for consideration at the CCC meeting on February 19.
- Thursday, March 13 for consideration at the CCC meeting on March 19.
- Thursday, April 10 for consideration at the CCC meeting on April 16.
- Thursday, May 15 for consideration at the CCC meeting on May 21.

"Applicants should keep in mind that proposals approved by CCC are merely recommendations to the Provost, and it does take some time after the CCC meeting for the Provost to review any proposals submitted by CCC. Finally, submitting before the aforementioned deadlines does not guarantee that the submission will be reviewed at the next meeting. If there is a backlog of applications, applications will be taken in the order in which they are received, and some submissions may not be reviewed until the following meeting."

For more information on the curriculum process and to access the necessary forms click on the link <https://desire2learn.scranton.edu/d21/le/content/25420/Home>

FSCC Deadlines

All proposals **must be posted to the Faculty Senate Curriculum Board** by the dates indicated below for the 2025-2026 catalog. Please check your college deadlines as they may precede these posted deadlines.

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| • Deadline to post new program (and new courses associated with that program) | by December 20, 2024 |
| • Deadline to post program changes | by February 7, 2025 |
| • Deadline to post new courses | by February 7, 2025 |
| • Deadline to post course changes | by February 28, 2025 |
| • Deadline to post small editorial changes | by March 21, 2025 |
| • Deadline for catalog curricular contributors to send 2025-2026 catalog changes to their Deans. | by March 21, 2025 |