**MASSASOIT** COMMUNITY COLLEGE

# Curriculum Change and Program Approval Timeline

*NO DEPENDENCIES*

*Dependency Clause - Dependencies are new programs, program inactivations, prerequisites, corequisites, and program requirements and therefore impact other programs and/or courses.

**START**

## NOVEMBER

*Two weeks prior to the December curricular meeting*

**Submit proposed changes to Curriculum Committee**

(any changes without dependencies)

## DECEMBER

*First Week*

**Curriculum Committee Reviews Proposal**

## DECEMBER

*Third Week*

**Academic Executive Committee (AEC) Reviews Proposal**

## JANUARY

First Week

**Deadline for Provost/President review**

Second Week

**Info due (if requested) to President from Academic Depts.**

## FEBRUARY

*Last Day of February*

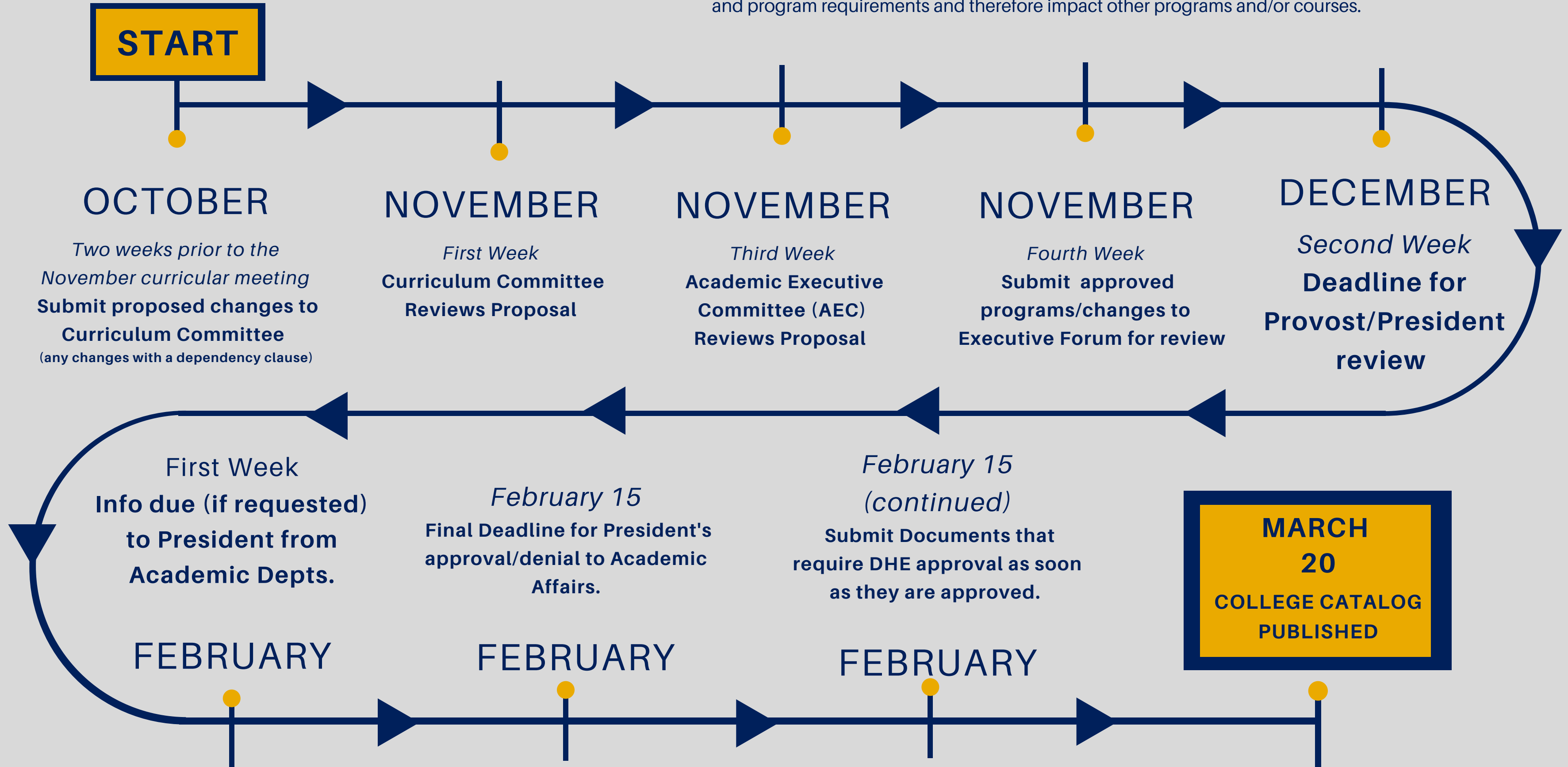**Final Deadline for President's approval/denial to Academic Affairs.**

## FEBRUARY

*March 1*

**All curriculum changes sent to MarComm, Registrar, Enrollment Services, Student Financial Services, & ACT Center**

## MARCH

**MARCH 20**

**COLLEGE CATALOG PUBLISHED**

# MASSASOIT COMMUNITY COLLEGE

## Curriculum Change and Program Approval Timeline
### WITH DEPENDENCIES

*Dependency Clause - Dependencies are new programs, program inactivations, prerequisites, corequisites, and program requirements and therefore impact other programs and/or courses.

**START**

**OCTOBER**

*Two weeks prior to the November curricular meeting*
**Submit proposed changes to Curriculum Committee**
(any changes with a dependency clause)

**NOVEMBER**

*First Week*
**Curriculum Committee Reviews Proposal**

**NOVEMBER**

*Third Week*
**Academic Executive Committee (AEC) Reviews Proposal**

**NOVEMBER**

*Fourth Week*
**Submit approved programs/changes to Executive Forum for review**

**DECEMBER**

*Second Week*
**Deadline for Provost/President review**

First Week
**Info due (if requested) to President from Academic Depts.**

**FEBRUARY**

*February 15*
**Final Deadline for President's approval/denial to Academic Affairs.**

**FEBRUARY**

*February 15 (continued)*
**Submit Documents that require DHE approval as soon as they are approved.**

**FEBRUARY**

**MARCH 20**
**COLLEGE CATALOG PUBLISHED**

# Catalog Addendum

**MASSASOIT COMMUNITY COLLEGE**

In addition to the College Catalog, the College may publish an online catalog addendum, which is edited and updated as needed.

**The Catalog Addendum contains information including:**

- Program requirements whose approvals from the Department of Higher Education came outside of the catalog production timeline.

- Corrections and other typographic errors.

- Other edits as needed by required approved changes that impact the current academic year.

**Requests for additions to the Catalog Addendum must be submitted with a completed Catalog Addendum Form to the appropriate governance committee as part of the proposal.**