

These CIM submission deadlines are based on the typical time needed for a proposal to move through the curricular workflow process and, if applicable, to receive any required external approvals. Proposals submitted after the deadlines will be considered but because of the time required for their review will likely miss the next catalog window unless an exception is obtained from the Provost's Office. (Please contact Associate Provost Christian Koot (ckoot@towson.edu) to discuss deadline exceptions).

Type of Proposal	Types of Change	Suggested Submission Deadline for Fall Implementation and New Catalog Inclusion	Suggested Submission Deadline for Spring Implementation
Course – New	n/a	November 1 (must be approved by all committees by March 1)	May 1 (must be approved by all committees by October 1)
Course - Existing (simple)	Title, Description, Component, Typically Offered, Department Consent	November 1 (must be approved by all committees by March 1)	May 1 (must be approved by all committees by October 1)
Course - Existing (complex)	Prerequisites, # of Units, Course Number, Grading Basis	October 1 (must be approved by committees by February 1)	April 1 (must be approved by end of curricular cycle in May) <i>Complex mid-year course changes may not be able to be applied mid-year and may need to be pushed to fall implementation.</i>
Program – New	n/a	November 1	February 1 – <i>based on MHEC/USM approval cycles, a new program may not be approved in time for final catalog deadline in mid-July</i>
Program – Existing (substantial)	More than 50% change*	November 1	<i>Mid-year program changes are not recommended</i>
Program – Existing (non-substantial)	Less than 50% change*	February 1	<i>Mid-year program changes are not recommended</i>

*Please contact Assistant Provost Rhodri Evans (rhodrievans@towson.edu) in the Provost's Office for clarity on whether a proposed change is more or less than 50%