



TO: Associate Deans and College/School Curriculum Committee Chairs

FROM: J. Dickinson, Vice Provost for Academic Affairs and Student Success  
Veronika Carter, University Registrar  
Kerry Castano, Assistant Provost and Provost's Chief of Staff

DATE: October 19, 2022

SUBJECT: Revised Timelines and Due Dates: Course Action Forms and Catalogue Editing

We are writing to share information on revisions to the annual timelines and due dates for Course Action Form (CAF) submission and Catalogue editing. These schedules will be revised in Spring 2023 only, to (1) allow for the submission and review of as many general education CAFs for *existing courses* as possible before the Fall 2023 launch of our new Catamount Core Curriculum (CCC) and the publication of the 2023-24 Catalogue, and (2) provide editors with additional time to carefully review Catalogue content after [course renumbering](#) occurs.

#### Course Action Forms

- With the exception of CCC designation Course Action Forms for existing courses, all CAFs are due in the Provost's workflow queue on February 15, 2023, as usual.
- Course Action Forms for CCC designation for existing courses are due in the Provost's workflow queue (routed from the CCC Committee) by April 11, 2023, and will be included in the 2023-24 Catalogue.

#### Special Notes:

On October 31, 2022, CAFs that have been submitted, but have not completed workflow will be rolled back out of workflow to the initiator. They will remain out of workflow while renumbering occurs in November. These CAFs will require the reapproval of any approvers that acted on the forms before October 31. ***To avoid this duplication of effort, we strongly encourage you to review and approve as many CAFs as possible before October 31.*** More detail is available in our prior memo [here](#).

***Please enter the new 4-digit course number in a **COMMENTS FIELD** on any Course Action Form you submit before the 4-digit conversion occurs.***

#### Catalogue Editing

- In spring 2023, Catalogue Editing will open in early January rather than on March 1.
- Catalogue Editing will close on March 30, 2023.

- The Catalogue will be published as quickly as possible after the April 11, 2023 CCC CAFs are processed.

While we don't anticipate changes to the above information, this is an enormously complex project, and we may encounter unforeseen challenges that require our collective flexibility. Thank you for your continued engagement in this effort.