

September 6, 2024

Graduate Curriculum Approval Process Timeline

New Graduate Program proposals take approximately 9 months to complete the shared governance approval process. They must be submitted to the Graduate Council by September 10 to be launched the following Fall semester. The full approval process must be completed by the last meeting of the Board of Regents for the new program to be entered into the new academic year’s Graduate Catalog.

To have programs launched in the Spring semester of the next calendar year, they must be submitted to the Graduate School before January 10.

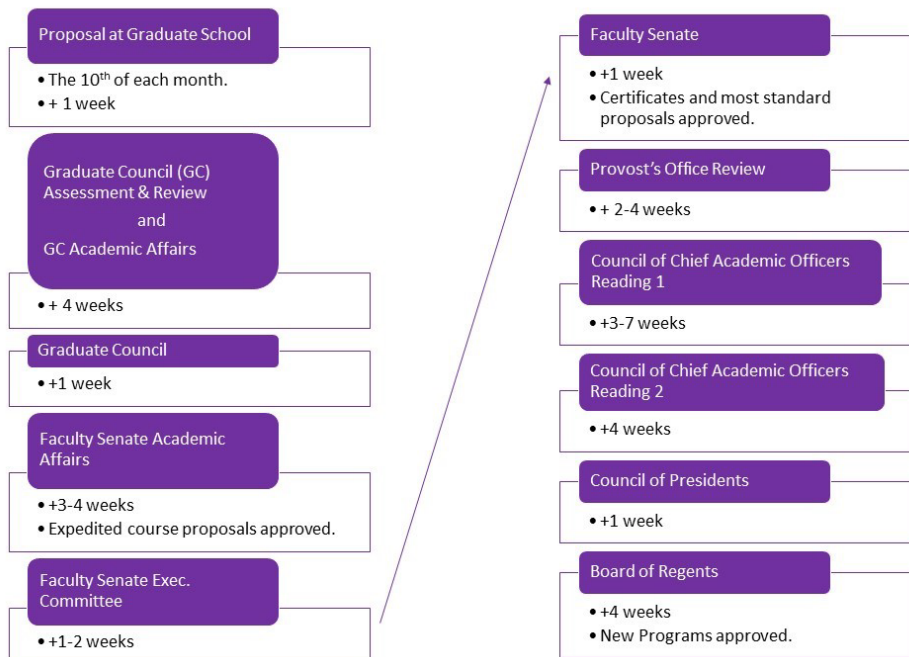
New Graduate Course proposals can be submitted any time during the academic year. However, it takes at least 2 months for approval by the Graduate Council. More time is required for Faculty Senate approval and Registrar’s processing.

Graduate Program Change proposals can be submitted any time during the academic year. However, it takes at least 2 months for them to be approved by the Graduate Council. The full approval process must be completed by the last meeting of the Faculty Senate for the modified program to be entered into the new academic year’s Graduate Catalog.

Important Note: *Any type of graduate curriculum proposal must be submitted to the Graduate Council by September 10 to successfully navigate the entire shared governance process and be launched the following academic year.*

For a complete description of the curriculum approval process, see the Registrar’s website: <https://www.k-state.edu/curriculog/deadlines/>

Mapping of the Approval Process with Timeline



Sample Approval Timeline for a New Graduate Program

For a new program to be available in Fall 2025:

<u>Process</u>	<u>If all information is available</u>	<u>Typical</u> (Includes some discussion)	<u>If proposal requires additional work</u>
<i>Submit Proposal</i>	Prior to Sep 10, 2024	Prior to Sep 10, 2024	Prior to Sep 10, 2024
<i>GC-ARC*</i>	Sep. 17, 2024	Oct. 15, 2024	Nov. 19, 2024
<i>GC-AAC*</i>	Sep. 19, 2024	Oct. 17, 2024	Nov. 12, 2024
<i>Graduate Council</i>	Oct. 1, 2024	Nov. 5, 2024	Dec. 3, 2024
<i>FS AAC</i>	Oct. 15, 2024	Nov. 19, 2024	Dec. 17, 2024
<i>FS Exec.</i>	Oct. 29, 2024	Nov. 26, 2024	Jan. 28, 2025
<i>Faculty Senate</i>	Nov. 12, 2024	Dec. 10, 2024	Feb. 11, 2025
<i>Provost</i>	Nov. 26, 2024	Jan. 10, 2025	Mar. 11, 2025
<i>CCAO Read 1</i>	Dec. 26, 2024	Feb. 10, 2025	Apr. 11, 2025
<i>CCAO Read 2</i>	Jan. 26, 2025	Mar. 10, 2025	May 11, 2025
<i>Council of Pres</i>	Feb. 2, 2025	March 17, 2025	May 18, 2025
<i>KBOR</i>	March Meeting	June Meeting	June Meeting
<i>In Catalog</i>	Fall 2025	Fall 2025	Fall 2025

For a new program to be available in Spring 2026:

<u>Process</u>	<u>If all information is available</u>	<u>Typical</u> (Includes some discussion)	<u>If proposal requires additional work</u>
<i>Submit Proposal</i>	Prior to Jan 10, 2025	Prior to Jan 10, 2025	Prior to Jan 10, 2025
<i>GC-ARC*</i>	Jan 21, 2025	Feb 18, 2025	Mar 25, 2025
<i>GC-AAC*</i>	Feb. 20, 2025	Feb. 20, 2025	Mar. 27, 2025
<i>Graduate Council</i>	Mar. 4, 2025	Mar. 4, 2025	Apr. 1, 2025
<i>FS AAC</i>	Apr. 15, 2025	Apr. 15, 2025	Apr. 15, 2025
<i>FS Exec.</i>	Apr. 29, 2025	Apr. 29, 2025	Apr. 29, 2026
<i>Faculty Senate</i>	May 13, 2025	May 13, 2025	May 13, 2026
<i>Provost</i>	Jun. 1, 2025	Jun. 1, 2025	Jun. 1, 2025
<i>CCAO Read 1</i>	Aug 1, 2025	Aug 1, 2025	Aug 1, 2025
<i>CCAO Read 2</i>	Sep. 1, 2025	Sep. 1, 2025	Sep. 1, 2025
<i>Council of Pres</i>	Oct. 1, 2025	Oct. 1, 2025	Oct. 1, 2025
<i>KBOR</i>	December Meeting	December Meeting	December Meeting
<i>In Catalog</i>	Spring 2026	Spring 2026	Spring 2026

*New programs are reviewed by ARC and AAC simultaneously and will proceed to Graduate Council when approved by both. They do not need to proceed sequentially.