Curriculum Submission Deadlines
For Changes Effective for the 2012-2013 Academic/Catalog Year*

*The Banner rollover occurs at the end of November. Therefore, courses not completing 2nd reading by November 23 will not be effective for the Fall 2012/Spring 2013 schedule of classes or 2012-2013 catalog and will instead be effective for the 2013-2014 academic/catalog year.

Timeline For New Courses & Programs and those with Substantial Changes

<table>
<thead>
<tr>
<th>1st Reading Curriculum Committee</th>
<th>DTRW Submission Deadline</th>
<th>2nd Reading Curriculum Committee</th>
<th>Board Submission Deadline</th>
<th>VCCCD Board Reading</th>
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<tbody>
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Timeline for Revised Courses and Programs without Substantial Changes

<table>
<thead>
<tr>
<th>1st Reading Curriculum Committee</th>
<th>Submission Deadline for 1st Reading Changes in order to make 2nd Reading agenda for next meeting</th>
<th>2nd Reading Curriculum Committee</th>
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</thead>
<tbody>
<tr>
<td>9/14</td>
<td>9/21</td>
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Courses that must meet the catalog deadline include all NEW courses and those with ANY changes to the following data elements:

- Course Discipline
- Course Number
- Course Title
- Units
- Lecture/Lab hours
- Prerequisite, co-requisite, advisory, co-listing
- Catalog description
- Degree applicability, transfer credit
- Field trip requirement
- Grading (P/NP, letter grade, student option)

After the Banner rollover deadline, the curriculum that will be reviewed will include:

- Deletions/Suspensions
- Degrees, Certificates, Proficiency Awards
- Experimental Courses
- New and Revised courses for the 2013-2014 catalog year (for those getting an early start!)

Programs (Degrees, Certificates, Proficiency Awards) are not input into Banner and do not affect the course schedule, therefore they do not have to make the Banner rollover deadline to make the next catalog. However they still need to make it through the curriculum process prior to the February 1st deadline of other catalog changes.
**2011-2012 Curriculum Meeting Dates**

September 14  
September 28  
October 12  
October 26  
November 9  
November 23  
December 14  
January 11  
January 25  
February 8  
February 22  
March 14  
March 28  
April 11  
April 25  
May 9 (no first reading items will be read)

**2011-2012 DTRW Meeting Dates**

September 8  
October 13  
November 10  
December 8  
January 12  
February 9  
March 8  
April 12

**Courses not completing the entire revision creation/process during the academic year will be pulled and start over at first reading the following fall.**