**MVCC Curriculum Timelines and Catalog Deadlines**

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| STEP | MVCC | SUNY/SED | Timeline |
| 1 | Course or program developed in schools  Requirements:   * Program – School needs Dean and AVP approval | N/A |  |
| 2 | School Votes and Announces to Other Schools | Announcement and Comment Period for New Programs – VPLAA must send the SUNY Provost a Program Announcement (PA). Other campuses have a 30-day comment period. |  |
| 3 | CWCC Submission and Decision  Decision Options:   * Approve * Send back to department for revisions * Not approve – referred back to department with rationale | For new programs or major program revisions, SUNY has to review and approve as well. CWCC Paperwork includes SUNY paperwork. For new programs that include 2 articulation agreements made ***BEFORE*** CWCC submission. |  |
| 4 | VPLAA Review and Decision   * Approve * Not Approve   ***NOTE: This is the last step for local changes like any course proposals or minor program revisions. The rest of the process is for major program revisions or new programs.*** | N/A |  |
| 5 | Board of Trustees Approval | SUNY Paperwork is reviewed for submission. |  |
| 6 | SUNY Approval | SUNY Provosts Office works with MVCC until program is approved. | 2 Months |
| 7 | SED Registration | SED works with SUNY until program is registered in the Inventory of Registered Programs. | 6 – 8 Months |
| Upon Return of an Approved New or Changed Program | | | |
| 8 | Apply for program to be Financial Aid-able |  | 2 months |
| 9 | Veteran’s Affairs Approval |  | 6-12 months |
| 10 | ACCES-VR/VESID Notification |  |  |
| 11 | Admissions Notification |  |  |
| 12 | Registrar Codes Program |  |  |

**Based on the above timelines, here are the Academic Year Deadlines for Curricular Change.**

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| Fall | ***All Submissions*** have to be approved before October 1st to be included in the Spring Schedule or Catalog Addendum **(approval means up to SED Registration)** |
| Spring | ***All Course*** submissions have to be approved by February 1st to be included on the Fall Schedule  ***All Program*** submissions have to have approval by April 1st to be included in the next AY Academic Catalog **(approval means up to SED Registration)** |